



# Village of Hanover Park Administration

Municipal Building  
2121 West Lake Street, Hanover Park, IL 60133  
630-823-5600 tel 630-823-5786 fax

hpil.org

Village President  
Rodney S. Craig

Village Clerk  
Eira L. Corral Sepúlveda

Trustees  
James Kemper  
Fanny Y. López Benítez  
Herb Porter  
Bob Prigge  
Rick Roberts  
Sharmin Shahjahan

Village Manager  
Juliana A. Maller

## VILLAGE OF HANOVER PARK SISTER CITIES COMMITTEE Committee of the Whole Meeting

Hanover Park Police Headquarters – Community Room  
2011 Lake Street - Hanover Park, IL 60133

Tuesday, August 13, 2019

7:00 p.m.

### MINUTES

#### 1. CALL TO ORDER - ROLL CALL:

The meeting was called to order at 7:08 p.m. by Sister Cities Committee Chair Pamela Fowler.

PRESENT: Committee Members: Pamela Fowler, Trustee Herb Porter, Arnulfo Flores (departed 7:50 p.m.), Adelaide Grant-Acquah, Frank Grant-Acquah, Gustavo Pineda, Maria Pineda

ABSENT: Committee Members: Mary Harrison (alternate)

ALSO PRESENT: Staff Liaison Katherine Perez, Resident Ted Grant-Acquah.

#### 2. ACCEPTANCE OF AGENDA:

Motion by Trustee Herb Porter to accept agenda. Second by Arnulfo Flores. Voice Vote: All ayes. Motion carried.

#### 3. PRESENTATIONS/REPORTS:

None.

#### 4. APPROVAL OF MINUTES:

Motion by Herb to approve minutes of the June 11, 2019 and July 16, 2019 (no quorum). Second by Arnulfo. Voice vote: all ayes. No discussion. Motion carried.

#### 5. ACTION ITEMS:

5-a. Status of plans and preliminary contacts for expanded penpal program – Maria said that she had nothing to report regarding contact with Ontarioville School concerning their interest in the 2019-2020 penpal program. (It was noted that the contact information Maria had forwarded to Katherine had been requested for the purpose of distributing funds for the scholarships.) Trustee Porter said he would be at Laurel Hill School on August 14, and he planned to discuss the penpal program with Principal Lopez who has already announced her intentions to participate. As a refresher, minutes from the meeting on May 14 were consulted, and the staff liaison read

aloud the portion pertaining to the 2019-2020 penpal letter program. To stay on course and ensure that everything is in place to facilitate successful penpal program, communication with the schools must be established, maintained and include ongoing dialog with the Sister Cities Committee. Going forward, progress reports on the penpal program will be a priority and are to be provided at each meeting.

- 5-b. Status of distribution of funds for Hanover Park Primary School general needs and scholarships for students in Cape Coast and Valparaiso – Katherine reported that the Finance Department had contacted her to inquire about using Western Union instead of Moneygram since Jewel no longer offers Moneygram service. Discussion followed and Katherine was advised that Western Union would be a suitable option for sending money to Cape Coast and Valparaiso.
- 5-c. Status of application for Illinois Sister City of the Year award – Trustee Porter advised that he had video of the 2019 Black History Month program to submit with the application. The footage is a little over two hours in length. Chair Pamela and Trustee Porter will be listed as the contacts on the application, and Trustee Porter will send an email to Katherine with the narrative that needs to accompany the video. The deadline for submitting the application is August 15, and Katherine will work to get the application finalized and submitted on time. The Illinois State Sister City of the Year award will be presented at a luncheon during the Illinois Municipal League Conference in September.
- 5-d. Suggestions for participating in Mexican Independence activities – Trustee Porter said that the Humvee from the Police Department and a truck from Public Works could be used in the procession at the St. Ansgar’s Mexican Independence Parade. Trustee Porter invited members to ride in the vehicles and help distribute candy. Use of the Sister Cities banner was requested, and there was discussion about the possibility of also displaying flags. Katherine will check to see what is available, and she will arrange to have everything together in advance so the display items can be affixed prior to the start of the parade.
- 5-e. Explore options for organizing travel delegation visits to Cape Coast & Valparaiso in 2021 including preliminary discussing about fundraising needs – Research is needed to determine the most efficient way to go about organizing a community trip to Cape Coast. Basically, someone comes up with an itinerary and works through an agency to make the arrangements. The Elgin Chamber of Commerce is planning a trip to China, and perhaps we can check with them for a referral. Chair Pamela advised that the travel itinerary needs to include visits to the hospital, school and domestic violence shelter at the police station. Other points of interest would be Accra and the National Forest. The committee is fortunate to have Frank and Adelaide to provide guidance on international travel. Frank has led travel delegations on multiple occasions in the past. Chair Pamela commented that she would like to see a travel delegation of 30 people participating in the trip to Cape Coast in 2021. Frank was asked for his assessment on when would be the best time of year to travel to Cape Coast, and he said it would be advisable to plan around festival time. We can start fundraising now with the expectation of being able to approach corporations.

Everyone agreed with Trustee Porter’s suggestion to establish a travel study working group to do the research and recommend a proposed plan. A great deal of planning will be required, and the development of a timetable will be priority. It was noted much will be learned along the way which will be of benefit when it’s time to develop a travel plan for a 2022 visit in Valparaiso. The cost of travel to Valparaiso was discussed, and Maria estimated that it would be in the range

of \$3,500 per person to cover airfare, surface transportation, housing, meals and gratuities. Maria pointed out that the timing of the visit impacts the expense of the trip with it being more expensive around holidays.

Trustee Porter commented that he has a personal trip to Ghana planned for later this year, departing Chicago on 12/28/19.

- 5-f. Residency requirement for committee membership – Per Village ordinance, residency is a requirement for membership on a committee. In the event a member moves out of the Village, they can no longer be a member of the committee regardless of the distance they move. It was noted that just recently, two Village committees each lost a member due to them moving from Hanover Park to Schaumburg. Trustee Porter said that we can look into the possibility of inviting a non-resident to participate and act in an advisory board capacity, but they wouldn't have voting rights.
- 5-g. Black History Month – preliminary discussion regarding theme, activity & venue – Chair Pamela asks that a theme be determined for the 2020 Black History Month event. Early establishment of the event date and theme will allow for more time to promote. In addition to the “save-the-date” announcement and invitation in the Hi-Lighter, the event can also be advertised via the Village’s weekly e-letter and through the email system.

Trustee Porter motioned that the Sister Cities Committee host the event on Saturday, February 29, 2020. Second by Chair Pamela. Voice vote: all ayes. Discussion followed. Motion carried. It's believed that holding the Sister Cities Committee's Black History Month event late in the month will allow for increased attendance and participation since it won't be competing with the other area BHM events historically held in early to mid-February.

- 5-h. Committee protocol – agenda topics and responding to email messages
  - Meeting Dates - Unless otherwise announced in advance, Chair Pamela reminded the Committee that meetings are scheduled on the 2<sup>nd</sup> Tuesday of the month at 7:00 p.m. in the community room at the Police Department.
  - Emails - Please respond to emails when requested to do so as this will eliminate the need to send out repeated emails on the same subject matters.
  - Agenda Topics - Topics needing to be discussed by the committee are to be stated on the meeting agenda. Topics must be suggested approximately no less than two weeks prior to the meeting date. Suggestions can be sent directly to the Chair or may be provided to the staff liaison when agenda topics are being requested for the upcoming meeting.

## **6. TOWNHALL SESSION:**

None.

## **7. OLD BUSINESS (NON-ACTION ITEMS):**

- 7-a. Recap of recent activities
  - Frank attended the Sister Cities International Conference in Houston, Texas (July 16-20). In the past, the SCI annual conference program included two discussion sessions regarding Africa, but this year, a day-long pre-meeting forum was held for the purpose of discussing issues unique to those involved in or pursuing African Sister City relationships. The most common challenge relates to travel visas. The forum was a success and approximately 100 attendees participated. Frank said that a 10-person delegation from Ghana, headed by the

acting Mayor of Cape Coast and Regional Minister, also participated at the Africa forum. Pictures were taken by Frank during the conference.

- Ghanafest, Chicago (July 27-28) – Frank and Trustee Porter attended Ghanafest. It was the biggest event ever with many attractions and wonderful food.
- Zacatecas Festival, Maywood (July 20-21) – Sister Cities Committee members and Mayor Craig attended festival activities including the banquet.

7-b. Budget – Status of FY2020 Budget Request Submittal – Prior to being submitted to the Village Manager and Finance Department, the Sister Cities Committee budget request for 2020 was revised to include two additional line items: 1) one member’s travel and accommodations at the 2020 Sister Cities International Conference, \$1,000; and 2) advertising in the 2020 Zacatecas festival program booklet, \$300. The Village Manager and Finance Department will be meeting with Village Department Heads during the second half of August; and other meetings and workshops with the Village Board will take place throughout the rest of the year before the final budget is approved in December.

7-c. Recap – Visit by students from Zacatecas University, 7/17/19 – A tour of the Village was organized for the visiting student delegation from Zacatecas University. The tour included stops at Village Hall, Fire Department, Public Works and finally the Police Department where a small reception was held. The students were very enthusiastic and grateful for the hospitality that was extended to them.

**8. NEW BUSINESS (NON-ACTION ITEMS):**

None.

**9. ADJOURNMENT**

Motion by Adelaide to adjourn at 8:55 p.m. Second by Maria. Voice Vote: All ayes. Motion carried.

Minutes recorded and transcribed by:

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Katherine Perez, Interim Staff Liaison

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Pamela Fowler  
Chair, Hanover Park Sister Cities Committee