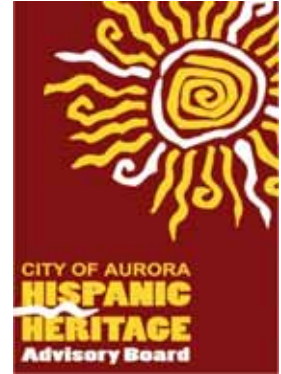


Hispanic Heritage Advisory Board

Minutes – January 8, 2007



Present Liz DeLeon, COA/MOSE; Christina Fonseca, Girl Scouts/Fox Valley Council; Dee Nila-Basile, COA/CS; Jean Rhoades, Shalom Ministries; Bea Torres, COA/HR; Mayra Johnson, Bardwell Elementary School; Ben Marravilla, Aurora Township; Zack Valle, COA/YS; Theresa Rosa-Jackson, Bridging the Gap/EAHS; Becky Tatar, COA/APL; Maria Albor, Harris Bank

Absent: Lorena Hernandez, COA/APD; Mariza Martinez, Provena Mercy Medical Center; Art Velasquez, LULAC

1. Meeting called to order.
2. Attendance sheet passed around.
3. Minutes from December 11th: Motion made by Dee to pass minutes; seconded by Jean.

4. **Committee Reports:**

A. Community Breakfast: Mayra passed around a sheet of notes and discussed what had been done so far. Mayra said that we received a few sponsorships from Chappa, Konen, Heitkotter. Mayra asked that everyone call a sponsor and make sure they received the sponsor letter/info. Mayra said last year we gave 2 scholarships for 1st, 2nd, and 3rd place; this year we'll just give 1 scholarship for 1st, 2nd, and 3rd place to save some money. The categories for the 9th – 11th essay were academic, community, school and sports and one entry came in for all except for sports. Buffet tables will be off to the side so that the program can start right away verses waiting for people to serve themselves and be seated. Invitations will be going out, 10 chairs per table. Mayra and Liz will be working on tickets next. Invites to schools will be different this year. One will go to the student, one for one parent, and one for the nominating teacher or principal. Sponsors who sponsored the event will get one free ticket. Mayra and breakfast committee will be meeting twice a week until the day of the breakfast. Dee suggested that each board member pay for their own ticket, everyone agreed. Christina asked what funds were being used for printing cost, paper, and postage. Liz said that MOSE pays for paper and printing cost in house but since these were sent out for printing then the board will pay for it. The board will also pay for postage.

B. Dia De Los Ninos: Christina apologized since the committee had not been able to meet. She passed around a sheet of notes and discussed what ideas she had. Christina mentioned how there is a group who is putting together a 5 de Mayo event and thought in order for us to save money we could team up with them. She would like to stay in a \$5,000 budget. Her proposal was that we be in charge of the children's area; moon walks, giant slide, performance stage, arts & crafts, clowns, etc. similar to what we do normally for El Dia event but much smaller. We would be avoiding paying for port-o-potties, dumpsters, generators, etc. Expense for this event last year was either \$14,000 or \$21,000 and we only have \$10,000 to spend. Zack did not agree with this idea of collaborating. He stated that this has been our event/baby and that we should not be collaborating with no one else. Becky asked for more details but Christina could not give us much detail because it still had not gone through the G.O. committee or council. Teresa said AHHAB established this event and that they should collaborate with us if they

Dia De Los Ninos (continued): wanted to do something similar. Mayra added that we have never had alcohol at our events and this event would probably have that. People liked the fact that we did not have alcohol. It saves on avoiding any problems or a bad name/rep. Becky agreed saying that the 5 de Mayo would be a different kind of event. Zack said that if there was an issue with the weather that maybe we should move the date. Mayra went over M.O.S.E.'s schedule around that time; 1st Sat. is 5 de Mayo, 2nd Sat. is police week, 3rd Sat. is CIS run, and the 4th Sat. is Memorial Day. The board wanted to hear more info. on the 5 de Mayo event and thought that we could downsize more than collaborate.

C. Fiesta De Luces: Dee and her committee met after Christmas. (Becky, Ben and Dee) They came up with some ideas. They reconstructed the sign in sheet and that same one will be used for Dia De Los Ninos event. They will bring the sign up sheet next meeting when all of the new members are present so that everyone has a chance to look it over and sign up. One person from each subcommittee on the sign up sheet will meet with the Fiesta committee once a month and the Fiesta committee will be meeting 2x's a month. Dee said the event will take place September 15th from 2pm to 7:55pm. We will need to get going with performers/entertainment because they will be booking up due to the Mexican Independence Day weekend.

D. Finance: Maria passed around a few sheets of notes and discussed the budget for 2007. The City is giving us \$18,000 this year and we are expected to raise \$32,000 for a grand total of \$50,000. The amount did drop but it dropped across the board for all boards/commissions. So far we have received \$300 in sponsorships for the breakfast and once the expenses are totaled up then we would know what we have left. The breakfast would have to raise \$2,000 (after the \$300 in sponsorships = \$1,700). Jean informed the board that they could not guarantee raising this amount in such short notice. Teresa requested some more scholarship money to give to students. \$500 per each student from each category of what Mayra had discussed earlier (academics, community, school). Teresa also asked how was the \$18,000 going to be distributed to employees. Mayra asked if it would be possible to give 3 scholarships at \$500 and for that money \$1,500 to come out of the \$18,000. Jean motioned for the board to cover the cost of 3 scholarships at \$500 each for the community breakfast and to come out of the \$18,000 COA moneys and Teresa seconded the motion. All members were in favor. Mayra asked about the **Histoy/Wall of Memories** for the breakfast and Dee said she would work on getting the photos.

E. Nomination Committee: Dee passed around names of those who were interested in being apart of the board. 15 names came in and only 10 can be chosen. Friday was the deadline. Christina and Dee put together a network event for our new members to get to know them and welcome them to the board. This will take place February 22nd from 5:30pm – 7:00pm at the Art Commission. Christina and Dee just asked that each member bring in a plate to pass around (fruit, desert, etc.). Mayra suggested that the orientation go on at that time for the new members as well so that will be prepared in a PowerPoint presentation by the chairman and presented by the Chairman and members. Servando Ramos was present at our meeting and he was there to turn in a membership form, he was interested in being on the committee as well. Dee took his form and would add it to the list.

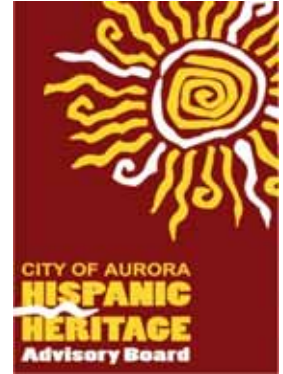
5. **Announcements:** Mayra reminded everyone to be at the breakfast at 6:45am and she would ask George about setting up the night before. Ben questioned the Pete Perez nomination form and Mayra said she would take them until Friday but that would be the final deadline. Zac spoke on a

Martin Luther King event the Youth Department was hosting on Monday, Jan. 15th at Long Island Sound, he invited everyone and said he would send Bea an invite so that she could forward it to all of the board memebhrs. Dee asked if the next meeting could start earlier since we'll have new members and we would like for them to be introduced. Mayra moved the next board meeting in February to 8:45am instead of 9am. Ben just wanted to let everyone know that the soccer team was going to go to the National Tournament in Orlando, FL. Becky asked everyone to sign on to the library website and see the Spanish translation and make sure there were no errors since the used a translating service on the web.

6. Next Meeting: February 12, 2007.
7. Motion to adjourn meeting: Christina
Seconded by: Becky

Hispanic Heritage Advisory Board

Minutes – February 12, 2007



Present Liz DeLeon, COA/MOSE; Christina Fonseca, Girl Scouts/Fox Valley Council; Dee Nila-Basile, COA/CS; Jean Rhoades, Shalom Ministries; Bea Torres, COA/HR; Mayra Johnson, Bardwell Elementary School; Ben Marravilla, Aurora Township; Theresa Rosa-Jackson, Bridging the Gap/EAHS; Becky Tatar, COA/APL; Maria Albor, Harris Bank

Absent: Lorena Hernandez, COA/APD; Mariza Martinez, Provena Mercy Medical Center; Art Velasquez, LULAC; Zack Valle, COA/YS

1. Meeting called to order.
2. Attendance sheet passed around.
3. Minutes from January 8th: Motion made by Teresa to pass minutes; seconded by Christina.

4. **Committee Reports:**

A. Community Breakfast: Mayra stated that we received positive comments. Timing was great. Closing (Jean) was great. Becky's comments in the Beacon were good. Mayra is working on the agenda for next year, fixing, adding, etc. (timeline) We hope to start early enough next year to get things over to the schools on time. It was a lot of work. Proposed that the Chairman not be the head of any certain committee next year.

B. Dia De Los Ninos: Christina stated that she had a sponsorship meeting w/ Dee and Becky. That went well and a lot of things were changed or deleted or combined. There are things from El Dia from last year that we hope to eliminate this year. \$1,000 worth of balloons, VIP tent/area, etc. We are looking at entertainment within the city, trying to find free entertainment. Also, we are thinking of charging the vendors \$100 instead of \$50. Two clowns last year were \$800. We were thinking of cutting the time in half and having them perform towards the end of the event. We are looking for entertainment from different schools/colleges, etc. We have decided with the April 28th date from 1pm to 5pm at the Aurora Transportation Center. Liz questioned us teaming up with the Hispanic Alliance. Board stated not this year.

C. Fiesta De Luces: Dee stated they would hold off one more month for the sign up sheet for Fiesta due to no new members. Would like to meet for Thursdays not sure what time yet will work for everyone. They did meet Thursday to discuss sponsorship packets. Should go out next week. They have decided to go with the September 15th date for the event. "Sones de Mexico" possible headlining band, \$5,000. Maria suggested the committee look into "Creadores del Pasito Duranguense" who has worked with Harris Bank in the past, they are Harris Bank customers. She stated they play all kinds of music, different styles. Dee asked for their website, CD, any other info, so that we can go see them some time. Dee asked the sponsorship committee to meet on Thursday at 4pm to go over the drafts for sponsorship packets. Having a social on the 22nd of February 5:30pm to 7pm where we would all bring something at the M.O.S.E. office. The names would not have gone through Council but we would have names. Passed around a sign up sheet for us to sign up what we were going to bring. Asked Bea to send an e-mail reminding everyone and asking what they were going to bring.

D. Nomination Committee: Dee asked Mayra if we would have the list finalized of what names were going through for new appointments. Mayra said she wasn't sure yet, met with Mayor two week ago. He too had some names in mind. Mayra passed around a nomination form for those that were on the board now. We are going to get into the bylaws, the original bylaws there were only 17 members. We cannot have the 21 members until the new bylaws pass. Nomination forms can be e-mailed. Bea stated we are trying to appoint 6-8 new members and our terms have not been reappointed. Dee stated Alisia needs these names ASAP to get them to council. We should go back to a staggered appointment. Christina stated that this will be her last year on board. Bea stated we all get reappointed and then draw numbers (as far as years go) as to who would be on board for which year. Most boards do this same thing. Mayra stated we will discuss this later in the meeting.

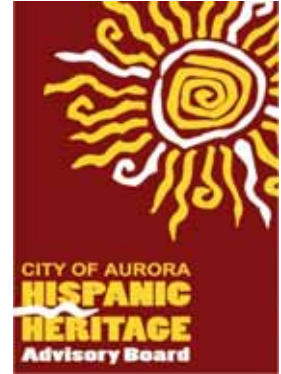
E. Finance: Copy of the budget given out earlier of the break down of what each committee needed to raise. For the breakfast there was a budget of \$2,000 so we needed to raise the \$2,000. Copies were given out of the breakdown of expenses, what came in from sponsors, and how much was sold in ticket sales. Looking at expenses at the top, includes scholarships, \$7,074.48. Total revenue including ticket sales \$4,100.00. Total of \$2,974.00, shortage of \$974.48. Approximately \$3,000 was spent. Increase the cost of tickets. \$15 is good for a breakfast. Liz asked what does projected budget mean? \$2,000 was the initial budget for the community breakfast. Liz stated we didn't have a projected budget we had projected revenue. \$2,000 for the breakfast, \$15,000 for El Dia, \$15,000 for Fiesta. Starting this year we can tell this is what we spent so next year we can project what we will be spending or what we will need. Becky asked so we don't have a budget? Liz stated no because we didn't know what was done in the past, there was no budget for each individual event but we do have one as a whole. Christina stated so if we have one big lump of money what is the break down for El Dia? Liz stated you would have to raise \$15,000. Bea asked what do we get out of that, or do we just have to raise money? You would have to raise the \$15,000 in order to get \$15,000. If you just raise \$5,000 then you would just get \$5,000. \$18,000 is what we are getting for all events. Anything raised above and beyond that you would get in addition. Ben asked what was given last year. Christina stated it's been cut a lot more. Ben stated it's sad that we are getting cut all of this money. Liz stated they just wanted the board to go out and work at getting this money, the budget is tight, and they just can't give us this money. Ben stated we are trying to educate and inform our community on how to keep our culture alive and when funds are cut it is a sad situation, our community is suffering. If they keep cutting funds it is affecting our children also. Ben discussed different situations on which our community, our children needed help. Dee stated we need to prove ourselves as an organization what we are doing. Liz stated the events for the kids is the breakfast and El Dia. Fiesta was just added as a family event. Now Cinco de Mayo has been added. Mayra stated we will work with what we have. Christina asked what will we have so that we are clear at what we are going to have to spend. Mayra stated we don't have a record of past events; this is how much we spent this year so this is what we can spend for next year. Ben stated two years ago they helped me to take some kids to Chicago, this weekend I'm taking some students, three kids, to Ohio. Before I've asked for \$200 but if there is a cut then I won't ask for money. Christina mentioned that in the past we have helped different students with sponsorships for different things. Mayra suggested if he would like to ask for sponsors then he should join the sponsorship committee in asking our sponsors for money, raising money, so that we can give some out. Bea stated I thought the money given to our board was strictly to put together our events. I don't know how we can give out money to sponsor these children if we don't even have it for our

events. Ben stated usually if you go online there are some Hispanic boards who are doing a lot for the community. (Health fairs, etc.) Bea stated ours is different, we choose to do these events. Liz stated our resolution states that this is what we are going to do; these are the events we are going to have. Bea stated the money that comes in from the city is city money, some people go around asking different departments and boards for money and they are getting \$5,000 just from the city alone. Liz stated it has to go through the Mayor's office, Bob Vaughan, for approval. Mayra stated we need to move forward, and I apologize. Christina suggested a proposal, El Dia gets \$6,000, Fiesta \$7,500 and \$1,000 miscellaneous for emergencies, printing, etc. Theresa asked about the print out from the Finance committee. Maria gave us the breakdown of revenue. If we raise the \$32,000 for each of these events, the city will give us the \$18,000. Theresa stated two different pots of money, an amount from the city and an amount that we should raise. We as a board should designate our activities an amount from there and then have them realize and know that as a board we have to raise, nothing is on record of this. Theresa suggested a line item strictly for marketing because it is big. Christina said that is why we left \$1,000 for that kind of thing. Bea stated there was a lot of money for marketing but we may do things differently. Giving out flyers to students at schools and just doing it differently. El Dia \$6,000; Fiesta \$7,000; \$1,000 for publicity; \$1,000 for miscellaneous. Liz stated we shouldn't vote on it because it will change. Dee stated our challenge is that Cinco de Mayo will target our same sponsors. Liz stated she could send out the financially of how she broke it down. She didn't want everyone to be confused because some people were confused last year.

5. **Announcements:** Mayra asked if anyone could meet next week on the bylaws/nominations that we could cover at the next meeting? Monday, February 19th at 8am at Techalitlan. Bea will e-mail the board on this. Liz ordered the business cards, take what you need. Invitation came in for African American Heritage Dinner and asked if anyone was interested in attending. If anyone wanted to go we could contact the Mayor's office because they always get a table and may have extra room.
6. Next Meeting: March 12, 2007.
7. Motion to adjourn meeting: Dee
Seconded by: Bea

Hispanic Heritage Advisory Board

Minutes – March 12, 2007



Present: Liz DeLeon, COA/MOSE; Christina Fonseca, Girl Scouts/Fox Valley Council; Dee Nila-Basile, COA/CS; Jean Rhoades, Shalom Ministries; Bea Torres, COA/HR; Mayra Johnson, Bardwell Elementary School; Ben Marravilla, Aurora Township; Becky Tatar, COA/APL; Zack Valle, COA/YS

Absent: Lorena Hernandez, COA/APD; Mariza Martinez, Provena Mercy Medical Center; Art Velasquez, LULAC; Theresa Rosa-Jackson, Bridging the Gap/EAHS (excused absent); Maria Albor, Harris Bank (excused absent)

1. Meeting called to order.
2. Attendance sheet passed around.
3. Minutes from February 12th: Motion made by Dee to pass minutes; seconded by Jean.

4. **Committee Reports:**

A. Community Breakfast: Mayra discussed the breakfast timeline. She went over the date(s) of when certain things should be completed. Money and RSVP's should go to M.O.S.E. office. She recommended that sponsorship letters get sent out the first week of November if sponsorship money does not come in.

B. Dia De Los Ninos: Christina stated sponsorship packets mailed out, thank you to Dee and Becky. Liz stated we have two in-kind sponsorships. Hoy and Reflejos have called in. The only problem with our packet is that there is no category for in-kind so I asked them if they wanted the \$1,500 booth sponsor and if they could cut us a check for \$500 towards scholarship for next year. Both said no they could not. Also, Reflejos would like to be our top sponsor \$5,500 stage and entertainment sponsor, exclusive. The board asked with no cash and no scholarships? Liz said no. Zack asked if that was going to help us since we go out and give the schools flyers and the schools get them out to the students. Mayra mentioned at the breakfast they did not give us anything neither, no pictures taken, no article done. The gal from Reflejos stated that it was not up to her if articles get published. We continued to discuss if we would allow Reflejos to be our top sponsor. Liz mentioned that we would not get the huge banners anymore since they cost a lot of money and are time consuming. We could get stand up banners but not the huge ones for the stage. Larger sponsors get put on top and the smaller sponsors get put on the bottom. Discussion continued regarding Reflejos. Mayra asked Liz to contact Christina after she speaks with Reflejos to let her know what other information she was able to provide. Liz stated Hoy was just asking for a booth (\$1,500). They are not asking for anything else. Christina wanted to know what we would get for the \$5,500 dollar amount from Reflejos. Bea asked if sponsorship packets went to the Aldermen's Office. Dee said yes. Mayra mentioned performers at a dinner she went to. There was a group called Neon (Arlene Hawks) who would be a good group to entertain at El Dia because they were very good. El Dia committee said they would get a hold of her. Liz asked what entertainment we would have; Ballet Folklorico? Bea sent out a memo to all entertainment asking if they would be interested last week. So far the Bookmobile had responded. Dee asked who was Fuga Musical? Ben stated they were the band at the very end. Zack mentioned that he knew a band as well that works with the Youth

Department. Christina asked Ben about the Aztec Dance group. Ben said he would see them and ask them tonight. Zack said he could call Ballet Folklorico. Liz said next week would be the deadline.

C. Fiesta De Luces: Dee said they have been meeting regularly. Bea put together a script. Dee said the script will go out to board members with the names & numbers. Bea stated Alisia said that we should have new members by our next meeting. Christina asked if the names they gave were the ones being appointed or if the Mayor's Office was going to choose new names, Mayra stated both.

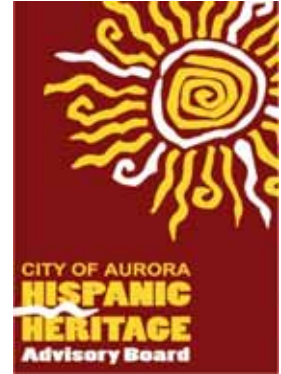
D. Finance: Maria, excused absent.

E. By Laws: Mayra started discussion regarding they bylaws. Jean had a question about missing three meetings and events. Jean wanted to know what the special circumstances because in her job she has to work on weekends. Mayra stated, if you are helping enough and attending monthly meetings there should not be any problems. Liz asked who was handling the volunteers for the events? Christina said we had not gotten there yet. Mayra said her and Teresa could work on them again as they did last year. Christina asked section 2, term expirations would expire Feb. 28th because in March the new members would be elected. Bea stated used to be March 31st, in article four, officers it states 1st reg. Meeting following annual Hispanic Heritage month (Sept. or Oct.). Mayra stated any new committees put together, especially El Dia could start working on it. Becky stated I wonder if committees should be set at the calendar year; this gives us a little more time. Zack says after this event start up new committees. Mayra stated that would be for the chairperson. If that is an idea, once event over get volunteers or get people on there, we could set up new committees. Bea asked if everyone was okay with the Feb. 28th date. We decided on that date because it was after the breakfast so that we could discuss the breakfast pro's and con's. Becky suggested that we should have new members picked by Board members/Mayor's office by the time the Breakfast comes around so that they could attend the breakfast and slowly ease onto our board. Bea mentioned Liz and Zack's titles should change to Ex-Oficio instead of Liaison due to the definition of these terms; board agreed. Zack stated that we need to get a hold of APD for our event as well since APD liaison has not been attending our meetings. Mayra stated the changes will be made and sent to the Mayor's Office to get onto the GO Committee agenda. Board asked Bea to send them a copy as well as Mayor's Office. Dee asked if some of us could attend the Council Meeting to congratulate the new board members as soon as we found out what date they would be appointed. Then we could have the small introductory meeting/party. Dee also mentioned about signing up to be on a committee for Fiesta.

5. **Announcements:** Ben mentioned a trophy his soccer team group won at a recent tournament. Violence Awareness, he passed out flyers. Becky asked again for the board to check out the Library website to make sure the Spanish is correct and just to see the events going on.
6. Next Meeting: April 9, 2007.
7. Motion to adjourn meeting: Dee
Seconded by: Bea

Hispanic Heritage Advisory Board

Minutes – April 9, 2007



Present: Liz DeLeon, COA/MOSE; Christina Fonseca, Girl Scouts/Fox Valley Council; Dee Nila-Basile, COA/CS; Jean Rhoades, Shalom Ministries; Bea Torres, COA/HR; Mayra Johnson, Bardwell Elementary School; Ben Marravilla, Aurora Township; Becky Tatar, COA/APL; Zack Valle, COA/YS; Maria Albor, Harris Bank

Absent: Lorena Hernandez, COA/APD; Mariza Martinez, Provena Mercy Medical Center; Art Velasquez, LULAC; Theresa Rosa-Jackson, Bridging the Gap/EAHS

1. Meeting called to order.
2. Attendance sheet passed around.
3. Minutes from March 12th: Motion made by Dee to pass minutes; seconded by Becky.
4. **Committee Reports:**

A. Finance: Maria passed around an updated budget breakdown and discussed sponsors for El Dia Event. \$27,700 was the total of sponsorships that came in. \$22,200 was for El Dia including in-kind. \$9,000 of the \$22,200 was actual cash. \$5,500 was for Scholarships for our 2008 Breakfast account. Liz is going to have an account made to hold that money and carry it over for next year. Becky asked if we needed more cash? Christina and Liz both agreed that we were doing very well at the moment. Christina mentioned that we had reached our \$15,000 amount we had originally planned for. \$6,000 from the board's budget and \$9,000 from sponsors.

B. Dia De Los Ninos: Zac mentioned that the Aztec Dancers asked if they could perform later in the day. Bea switched the Aztec Dancers and the Divine Light skit. Zac asked for someone to volunteer to fax the flyer and cover letter to all District 129 schools asking them if they would like flyers for the event and how many, in bundles, stacks, etc. or if they could make their own copies. If they needed the flyers dropped off or if they could pick up. Mayra volunteered. Zac is doing district 131. Liz mentioned they would be black and white copies vs. color because of the expenses. Bea asked if copies could be made on yellow colored paper? The board agreed. Liz said that shouldn't be a problem. As soon as Mayra and Zac have flyer counts Liz will need them to start having copies made. Liz had 100 posters ordered; a few were distributed to the park district. The board asked for some as well. Mayra suggested that Zac forward the PDF flyer e-mail to Clayton Muhammad so that he can get it quicker; he would give the approval or send it to the person in charge. Dee asked for the electronic version as well and if the flyer had been sent to sponsors. Liz said she would get flyers, cards/posters over to the sponsors regarding our event. Bea volunteered to mail the flyer info. to sponsors. Dee asked if someone could still register for a booth. Liz stated yes. Jean asked what was the difference between a paid vendor and a not paid vendor. Liz explained the difference stating that some vendors are giving out information where others are offering products, etc. Christina stated she had made phone calls to Aunt Marthas, VNA, Breaking Free, Family Focus, Heartland Blood Ctr. Asking if they were interested in participating, registering for a booth. Mayra said she would call Catapiller to ask for the bit CAT tractor they dropped off for display last year. Liz said she should call Ana Wright at 859—4788. Mayra mentioned that last year the city dropped off the tents and sandbags and that was

(Dia De Los Ninos continued)

the most difficult part putting them together. Liz said we should have volunteers before and after the event which is when most of them are needed. Mayra volunteered herself and Theresa to be in charge of the volunteers again this year at El Dia. Mayra said she would try to find around 10 volunteers for the event. Dee said she would ask the Mayor's office who they had in mind to appoint so that she could call up those potential members and ask them to be present at our event to help out as volunteers. Jean mentioned someone needs to be near the rides for a cut off time. Jean went around last year and had some trouble getting them to start tearing down their rides and not accepting anymore children. Liz mentioned how many volunteers would be needed for the amusement park rides. Christina did a rough draft of volunteers and gave it to Mayra so she could work with if she wanted. Jean requested to be closer to the childrens area and away from the stage (sound). **The board agreed to meet Wed., April 25th from 12pm to 1pm at the MOSE office to finalize the event, assign jobs, etc.** The board decided that we should have the El Dia logo screen printed on the front of the HOY t-shirt and then in the back we could put AHHAB Member and/or Volunteer accordingly. Banners were discussed. Liz mentioned that Franks digital was too costly for banners. We could have one banner on the bottom of the stage with all of the sponsors. Liz asked the board how many banners we thought we would need. Dee suggested banners on the USB stands next to the stage. So there will be 2 (one on each side) banners for the stage area. One banner with the schedule of the entertainment. One banner for the Kidz Zone area. It was mentioned that we would need a couple of volunteers for the Dora costume and someone to walk around with them. Mayra said she would talk to a friend regarding taking pictures for the El Dia event; she mentioned that she didn't think he would charge. Liz discussed banners a little more. It was mentioned that sponsors would bring their own if they had some. We would put one banner of Comcast and one banner of Reflejos on each side of the stage (on top) as the headlining sponsors.

C. Fiesta De Luces: Dee stated she asked MIS to update our website so that all of our events and current info. was on there regarding each event, logos, etc. Sponsorships were on there as well. Becky stated she would be updating the Library website to reflect our events as well. Zac asked if more sponsorship packets were going out. Dee said she did have some ready to go out. She had ordered more envelopes, etc. and was waiting for them to arrive so she could mail out for more sponsors. Zac suggested the letter, packet info. be updated by removing the El Dia event so that sponsors can focus on Fiesta only. Liz said it wouldn't be a problem removing that from the letter and sponsorship info. Dee said she would meet with Liz to make those changes. Liz suggested that we look at who sponsored Fiesta two years ago and ask them again. She mentioned that a year ago some sponsors were asking if they could but we had to tell them we were not having the event.

5. **Announcements:** Becky announced that the Library was advertising for a bilingual librarian, in case someone was interested or if someone had a recommendation. Ben stated that he has heard some people commenting about our board not attending different events. He gave the example of the event he had mentioned to us at our last board meeting. Bea suggested he bring in a flyer or something on paper giving all of the detailed information or e-mailing everyone as Bea does with Public Arts invites. Bea also said we are very busy people and if we can make it fine but if we cannot that is also fine. We should not feel obligated to attend. Dee announced Public Arts Commission Mexican Chicago Tour coming to Aurora. She gave us a flyer with the info. she needed in case someone was interested in participating. There will be an exhibition at the Public Arts office on Downer starting June 29th. **Dee asked that all members try to be present on this day at 5pm.** Also, Dee mentioned that Public Arts will be having a Children Art

Village reflecting Hispanic Culture at a few Downtown Alives and that we should stop by and see those as well. Christina wanted to make note that she had picked up a Reflejos newspaper this Sunday and did not see anything in there about our event. Liz said the flyer should be in the Reflejos newspaper in Spanish on the 15th and the 22nd. There was brief discussion on how many years El Dia has been in existence. Becky seemed to think we were going on 7 years.

6. **Next Meeting: May 14, 2007.**
7. Motion to adjourn meeting: Dee
Seconded by: Bea

Hispanic Heritage Advisory Board

Minutes – May 14, 2007

Present: Liz DeLeon, COA/MOSE; Dee Nila-Basile, COA/CS; Jorge Cardenas, ComEd; Jean Rhoades, Shalom Ministries; Bea Torres, COA/HR; Mayra Johnson, Bardwell Elementary School; Ben Marravilla, Aurora Township; Zack Valle, COA/YS; Art Velasquez, LULAC; Theresa Rosa-Jackson, Bridging the Gap/EAHS; Claudia Rubio, West Aurora High School

Absent: Christina Fonseca, Girl Scouts/Fox Valley Council; Maria Albor, Harris Bank; Joel Castillo, Unibanc Mortgage/NITCS; Angelita Greviskes; Cynthia Hernandez, COA/AO; Gloria Neitzel, Fox Valley Park District; Becky Tatar, COA/APL

1. Meeting called to order.
2. Attendance sheet passed around.
3. Minutes from April 9th: Motion made by Theresa to pass minutes; seconded by Dee.
4. **Committee Reports:**

Dia De Los Ninos: Bea discussed the closing details of the El Dia event. Liz passed around an event report she was going to be submitting to Dan Barreiro. A total of \$22,200.00 was raised (\$13,200 In Kind & \$9,000 Cash). \$5,500 was raised for scholarships for our breakfast in January. An average total of \$13,056.73 went towards expenses; \$9,600.00 went towards revenue. Expense less revenue was a grand total of \$3,456.73. Overall the event was great. We have received a lot of good feedback. A few suggestions made for next years event. Mayra agreed stating comments were a lot of music and a lot of people! Jean suggested for next year that Spanish-speaking volunteers be over by the rides because children were getting out of hand and the owner of the rides could not control/communicate with them. Also, it was suggested that we send thank you notes/cards to our sponsors. Mayra continued stating that she received positive notes from past board members. Vendors (food) were very pleased, stated they had record-breaking sales for the beginning of the year event. Bea mentioned that Liz, Zac and her would be getting together to prepare a timeline for next year's committee to work off of.

A. Fiesta De Luces: Dee stated they met Thursday to discuss what Fiesta is about, not sure about fireworks at this point. Dee asked how much money they had to work with. The board discussed and decided that Dee had approximately \$11,000 besides what was raised specifically for the Fiesta event. Mayra mentioned that phone calls needed to be made to sponsors. Dee stated they were going to update the letter and send it out again and then make follow-up phone calls. She said the committee heads will be meeting on the 1st Thursday of every month. Dee would like to have everything done by the middle of July. Theresa asked if we were going to have local entertainment. Dee said that Joel is the committee head for Entertainment and those who have ideas can bring them to him. Mayra reiterated that this is more of a cultural event. Claudia discussed purchasing parade of nations flags for the Fiesta event. Mayra agreed that purchase of flags would be good for all of our events. Dee mentioned that we would have a parade of flags as our opening ceremony of the Fiesta event. Ben gave another idea for entertainment. Dee named off the committee heads; Gloria (Advertising and Marketing), Becky (Children's Area), Joel (Entertainment), Maria (Finance), Zack (Fireworks/Logistics), Angie

(Sponsorships), Ben (Volunteers). Theresa mentioned that EAHS had International flags that were given to them and maybe they can be donated to our board. Dee stated the time for the event would be from 2pm to 7:50pm if we do fireworks, September 15th in Downtown Aurora. It was discussed that Bea would send cards to Officer Rodriguez (Gunny), the Mayor and our Sponsors for El Dia. Mayra wanted the proposed changes to the bylaws to be sent out again to all members so they could look them over prior to the next meeting. There was discussion on absences & commitment to the board. Theresa questioned excused absences and unexcused. There was further discussion on how people on the board felt about absences. Mayra stressed more commitment to the board from everyone. Mayra asked Bea to send a final copy of the proposed changes to the bylaws to all members before our next meeting. Final discussion will take place regarding the bylaws at our next meeting in June.

5. **Announcements:** Zack had an idea to frame the article from El Dia and put it around City Hall. Dee suggested a traveling one so that eventually it ends up on the third floor. The board agreed with a unanimous vote to give Zack \$150.00 from our budget to display our events, one frame per event and so that they are traveling frames to be placed in different locations throughout the city.
6. **Next Meeting: June 11, 2007.**
7. Motion to adjourn meeting: Bea
Seconded by: Dee

Hispanic Heritage Advisory Board

Minutes – June 11, 2007

Present: Liz DeLeon, COA/MOSE; Dee Nila-Basile, COA/CS; Jorge Cardenas, ComEd; Bea Torres, COA/HR; Mayra Johnson, Bardwell Elementary School; Ben Marravilla, Aurora Township; Zack Valle, COA/YS; Art Velasquez, LULAC; Claudia Rubio, West Aurora High School; Christina Fonseca, Girl Scouts/Fox Valley Council; Maria Albor, Harris Bank; Angelita Greviskes; Gloria Neitzel, Fox Valley Park District; Becky Tatar, COA/APL

Absent: Joel Castillo, Unibanc Mortgage/NITCS; Cynthia Hernandez, COA/AO; Jean Rhoades, Shalom Ministries; Theresa Rosa-Jackson, Bridging the Gap/EAHS

1. Meeting called to order.
2. Attendance sheet passed around.
3. Minutes from May 14th: Motion made by Dee to pass minutes; seconded by Christina.

4. **Committee Reports:**

A. Finance: Maria stated there was nothing new to note. As stated in the May 14th minutes \$22,000 was raised, \$13,200 in-kind and \$9,000 in cash. \$5,500 was raised for scholarships for our breakfast in January. An average total of \$13,056.73 went towards expenses; \$9,600.00 went towards revenue. Expense less revenue was a grand total of \$3,456.73.

B. Fiesta De Luces: Becky passed out a sheet of information of what had been done so far with the Fiesta event. (*Info. attached at the end of the minutes.*) In-kind donations were discussed. Reflejos wanted to donate at the \$5,500 bracket (\$4,000 for the stage and \$1,500 for scholarships). The board did not agree that \$1,500 in scholarships should be given in an in-kind manner rather than cash. Liz will look at how we handled it for the El Dia Event. Becky and Dee suggested we look into this issue before Fiesta. Liz suggested that Mayra give them a call to let them know that we cannot have a plaque with their name at the breakfast for a scholarship due to the in-kind. Mayra mentioned how everyone should bring one sponsor to the table for next meeting. Dee will e-mail the packet of info to everyone. If we have someone in mind we should notify Angie. Smaller committees are meeting periodically. Next Fiesta meeting w/ all chairs will be June 28th at the MOSE office at 4pm. Liz asked if there were going to be fireworks. Dee said if enough money came in we could do them this year before 8pm. Mayra questioned the time since we are doing it the beginning of September and the sun may not be down yet at that time. Dee talked to the board and the board all agreed that the fireworks would not take place this year; we would try again for next year.

5. **By-Laws:** Mayra started the discussion on the by-laws. Discussion came up regarding new members terms, 3yrs? Bea discussed the fact that the Mayor's office is taking care of that section. They are trying to stagger our terms so that our terms don't expire all at the same time. As it is now, the existing/original members terms will expire March of 2008 and the new members that were recently appointed, their terms will expire March of 2009. Bea mentioned that the original bylaws state we would have 17 members, which as of right now we were only short one person. The new bylaws state we would have 21 members so we will have four more openings once the new bylaws pass. Mayra stated once the by-laws pass we'll have a few more members

By-Laws continued: appointed from the list of those interested that Dee had compiled. Dee questioned that we had three sets; original members (Becky, Christina, etc.), then Dee, Bea and Mayra, and finally all of the new members. Bea said no there are just two sets, those that have been sitting on the board including Dee, Bea and Mayra and now the new members. Christina questioned the officers terms. In the by-laws as a board we decided that their terms would end at the same time as the board members rather than another month/another year. Christina suggested that maybe a month after the 1st members terms would expire, then the officers terms would expire that way there would be better transition. This was not voted on by the board. Bea brought up attendance at the monthly meetings and the events. Board members absent from 3 monthly meetings or any of our events, shall be considered a voluntary resignation. Bea stated that we are not going to be able to make it to all of the meetings because of an emergency. So do we want to handle an absence and an excused absence? Mayra said we also have to define excused and not excused. Everyone knows our meetings are the 2nd Monday of the month and everyone knows when our events are. Angie suggested we should limit excused absences to three because if they have 4 then they would have missed a 1/3 of the year. Bea stated so they could miss 6 meetings and still be okay. Christina asked how about the events? Could they be combined? Bea stated our events, we start so early in the day and sometimes people can't be there, so if you can't make it at least trying to make it in the early morning to set up or later in the afternoon to help tear down. But not making it at all becomes harder on the board; we need everyone's help. Becky stated everyone knows in advance when our events are held, unless something comes up unexpectedly with your family, this is like a work thing because it's connected. You are representing your business by being on this board so it's part of your job. Mayra said it's a responsibility; she mentioned how someone had stated that we have to remember this is volunteer but like you said Becky, we are representing our jobs so it is also a responsibility. Becky said if we're volunteering but your not going to show up for these events then why are we on the board for? Ben mentioned that due to his job he couldn't always make it to the Fiesta meetings. Liz said that it is understandable but that he should try to contact someone even if it's one or two days after. Bea mentioned how for the El Dia event she had Liz and Zack's cell numbers programmed on her cell phone because she knew that there may come a time when she would have to get a hold of them right away and she would need their numbers. Bea suggested that those who are on Fiesta should have Dee's number on their phones and everyone should have Mayra's on their phones so that they can call her if they can't make it to a meeting or they can e-mail me as many have. I just forward it to Mayra if they send it to me. Angie asked about the chain of command. Mayra stated she didn't mind if we notified Bea since she keeps the attendance or call Mayra. There was further discussion regarding the attendance and then a motion went before the board.

If a board member is absent from four (4) excused or unexcused monthly meetings or the required Community Breakfast, El Dia De Los Ninos Event, Fiesta De Luces Event and any other event that may be added, it shall be considered a voluntary resignation. Special circumstances may be appealed to the board officers. A simple majority vote of the Board may declare the position vacant and request that the Mayor appoint a new Board member to fill the term.

Motion – Angie

Second – Ben

All in Favor – 10 members (12 members present)

Discussion continued on the Treasurer's position. Liz questioned this; Maria had been the treasurer but the wording was not in the bylaws. Bea stated that we had discussed that we had discussed this for El Dia. Maria would have to be at every meeting, not just monthly meetings but all of the committee meetings. Bea asked how she felt about that. Finances would be discussed anyway at every meeting so maybe discussion between Liz and the committee chair

By-Laws continued: and then the committee chair could report at the meetings rather than having another treasurer. As it was at the moment, Liz was putting everything on paper and then handing it over to Maria to report/read off. Maria stated she could not attend all of the meetings, with work and all it would not be possible. Mayra mentioned that all money, checks, etc. goes to Special Events. Liz said any budget question that would be asked Liz could give it to Dee and cc: Mayra. Mayra asked do we want each committee to have their own finance person or do we want to have the board to have a finance person. Liz stated she'd rather attend all of the meetings and then report to the chair and then the chair report the finance. Mayra said that was how it went for the breakfast as well. Sponsors were contacting Liz and Mayra and then to have to tell another person would make matters confusing. There was further discussion regarding the attendance and then a motion went before the board.

Treasurer - be represented by the Special Events office representatives and subcommittee chairperson to report at monthly meetings on the boards budget and finances for the events.

Motion – Dee

Second – Christina

All members in favor voted.

6. **Announcements:** Dee announced the Opening reception for the Traveling Mexican Fine Arts Museum. She asked if everyone would just show up for the event and enjoy. Mayra said we should check for business cards. Dee said she would send out the info again. Mayra announced the new committees for 2008. A sheet with names was passed out. (*See list attached after minutes.*) We added Ben's name, was left out by accident. And we took out Maria's name from all of the committees except for Fiesta de Luces for next year. Art announced F.V. Ford's strike. He encouraged everyone to stop by to help with the strike if they could. Ben mentioned about a story in the Beacon news front page regarding some kids that were in a canoe. He said the Beacon did not report correctly, it was not a true story.

6. **Next Meeting: July 9, 2007.**

7. Motion to adjourn meeting: Dee
Seconded by: Christina

(Fiesta de Luces notes and 2008 Committees follow below.)

Hispanic Heritage Advisory Board
Fiesta de Luces Committee Report

1. Sponsorship – this is being worked on.
 - Angie is making calls to those on the mailing list
 - Lists are being compiled of local business to contact who are not on the list
 - Plans are being made to make visits
 - Liz is sending out packets in response to e-mail queries
 - Donations so far: \$200; \$1000 for scholarships; \$7500 in kind donations, which will take care of most of the advertising.
Next year, a condition needs to be put on the sponsorship list that donations for scholarships and invitations to the Community Breakfast need to be cash. Otherwise, HHAB needs to come up with the money for the scholarship donation.
2. Cultural Segment
 - Parade of Nations – working on obtaining flags of the Latin American countries, and costumes of some sort.
3. Children's
 - Millennium Park to be location for children's performances
 - Library has signed on to do book/activity
 - Looking at various activities, Clowning Around, performers
4. Main Stage
 - Decision to have one main act to close day, with cost not to exceed \$5000; A secondary act for during the day, cost not to exceed \$2500, along with several dance troupes, and the Parade of Nations.
 - Will try to see who is touring in the area at that time to cut down costs.

2008 Committees
(tentative)

Community Breakfast (January)

Beatrice Torres
Claudia Rubio
Angelita Greviskes
Arthur Velasquez
Cynthia Hernandez

El Dia de los Ninos (April)

Becky Tatar
Jorge Cardenas
Gloria Neitzel
Ben Maravilla
Jean Rhoades

Fiesta de Luces (September)

Teresa Rosa-Jackson
Delia Basile
Joel Casdillo
Christina Campos-Fonseca
Maria Albor

- The person's name italicized is the sub-committee head person.
- Everyone's name under a certain committee has the responsibility of working together sharing the workload to make a successful event with the help of other board members.
- Each group will work closely with Liz.
- Zack, a board ex-officio, will be used as needed. (very resourceful)
- Mayra will be involved in all committees. She will be sitting in during meetings. When emailing each other, please CC Mayra.

Hispanic Heritage Advisory Board

Minutes – July 9, 2007

Present: Liz DeLeon, COA/MOSE; Dee Nila-Basile, COA/CS; Jorge Cardenas, ComEd; Jean Rhoades, Shalom Ministries; Bea Torres, COA/HR; Mayra Johnson, Bardwell Elementary School; Ben Marravilla, Aurora Township; Zack Valle, COA/YS; Art Velasquez, LULAC; Theresa Rosa-Jackson, Bridging the Gap/EAHS; Christina Fonseca, Girl Scouts/Fox Valley Council; Joel Castillo, Unibanc Mortgage/NITCS; Angelita Greviskes; Cynthia Hernandez, COA/AO; Gloria Neitzel, Fox Valley Park District

Absent: Maria Albor, Harris Bank; Becky Tatar, COA/APL; Claudia Rubio, West Aurora High School

1. Meeting called to order.
2. Attendance sheet passed around.
3. Minutes from June 11th: Motion made by Christina to pass minutes; seconded by Dee. Theresa questioned when the bylaws would pass. Bea answered as soon as Alisia, Asst. Chief of Staff in Mayor's Office, received an answer from the Law department as to the process of amending by-laws.
4. **Committee Reports:**
 - A. **Fiesta De Luces:** Dee passed out a sheet of information with all that had been done to date with the Fiesta Event. Dee discussed entertainment. Joel is in charge and will be distributing Fiesta de Luces flyers at the 4th of July Parade. Joel informed the board that the three headlining bands for Fiesta will be 1) Sones de Mexico (cumbia); 2) MX Cion; 3) Grupo Maximo Tejano. \$8,500 budgeted, we are under \$6,500. \$700 to contract Dave our sound guy. NIT Festival coming up July 21st if we want a booth we can set one up and give out flyers regarding our event. We can set up from 12pm to 4:30pm (4 hr. set up) or we could do a 3 or 4pm to 8pm set up. It will be held at the Aurora Athletic Club – Coolacres – Indian Trail & Rt. 25. Dee asked if people would volunteer. At a recent downtown alive Dee was able to get three sponsors. Ben/Bea are in charge of volunteers for the event. Dee was able to write names down of those able to volunteer for the NIT Festival. In Becky's absence Bea gave a brief overview of what she and Becky had discussed when they recently met. Matachines, Sacred Heart Church, volunteered to perform for the children's area at the Millennium Park. We had looked at some rides/games and a few other performances. We needed to know how much money we could spend before we started booking. Dee mentioned that Ozzi – Kane County Cougars could come out and Oli – Phillips Park or we could have volunteers wear those costumes. Dee mentioned that we needed to remember to thank all of our volunteers. Mayra mentioned that Mike Morker (Bardwell Elementary) wanted to have choir come out and sing/participate again. He would like to be a vendor also. Dee mentioned that it would be good to have snow cone/ice cream vendors near the children's area. Christina is in charge of getting vendors together. Joel has some vendors interested also. He will talk to Christina. Angie discussed sponsors; had a problem with our regular sponsors. They questioned why we always go to them and most/some said they could not help again this year. Angie looked around/phone book and found a lot of new sponsors. She already sent out info and was in the process of starting to schedule callbacks. Dee wanted the board to look over our regular sponsor list and see if the board recognized anyone they could contact and ask again. Dee mentioned that we wanted to have all sponsors by the end of the month. Dee asked us to pick three companies we will engage

with and then let Angie know so that she can make sure we are not contacting the same sponsors. Dee asked if we could volunteer for the P.R. parade. Cindy will call everyone to set up volunteers. Mayra will help with getting volunteers as well. Suggestion given that next years breakfast winners be told to help with our yearly events. Christina asked when we would have bigger posters. She then gave a Quick Copy suggestion. Gloria said that at 4pm a press release will go out and one every week here on out. Gloria said it would be like a teaser for each week regarding our event. Flyers, banners Kiosk (4) throughout the city. Galena, Bambinas, Rt. 59 and transportation center. The cost is \$12 to advertise at each Kiosk. Mayra asked Liz if we had the monies for all of these items. Liz stated that she had not had a chance to look at these but will have something hopefully by Friday. Dee discussed a little bit of the Cultural – Parade of Flags for the event. She said that Claudia was working on the flags and the tops and they were almost through the process of purchasing them. Someone suggested that a press release be done for the Parade of Flags. Also, the display out front of City Hall be decorated to reflect our event. Hoy is our sponsor again for T-shirts/Polos for our board. Bob Shelton is going to broadcast us on his TV show. It is help every city council night, local channel, mid August. PSA by the end of the week for cable local channel. Zack mentioned the billboard but the board all agreed that it would cost too much money. Christina questioned about advertising during the back to school registration. It was suggested that we have flyers at the schools like we did for El Dia de Los Ninos. Dee suggested a poster instead of flyers, to much paper. Christina suggested we attend the Back to School Fair where around 3,000 students arrive to received supplies for school on August 11th.

5. **Announcements:** Mayra discussed the Basketball Tournament that the youth department (Zack) was putting together. Motion made by Angie to sponsor this event at \$250.00 out of our general account. Dee seconded Angie's motion. 7 board members voted in favor. There were 11 members present. This event will take place August 4th starting at 8am and we were asked to volunteer as well. Art announced a convention that was starting today. Art was also going to attend a breakfast that was being hosted on Tuesday morning at 6:45am. There were a lot of topics to be discussed (hatred, health, running meetings) all seminars are free we would just have to pay for lunch. Also, there were going to be colleges/vendors present. This event was being hosted at Navy Pier. Art left some info. for the board to look over if they wanted. Gloria announced the FVPD Latin Music Festival this Saturday, July 14th from 2pm – 9pm at the Prisco Community Center Park. Free event.
6. **Next Meeting: August 13, 2007.**
7. Motion to adjourn meeting: Art
Seconded by: Theresa

Hispanic Heritage Advisory Board

Minutes – August 13, 2007

Present: Liz DeLeon, COA/MOSE; Dee Nila-Basile, COA/CS;; Jean Rhoades, Shalom Ministries; Bea Torres, COA/HR; Mayra Johnson, Bardwell Elementary School; Ben Marravilla, Aurora Township; Art Velasquez, LULAC; Christina Fonseca, Girl Scouts/Fox Valley Council; Joel Castillo, Unibanc Mortgage/NITCS; Angelita Greviskes; Cynthia Hernandez, COA/AO; Maria Albor, Harris Bank; Becky Tatar, COA/APL; Claudia Rubio, West Aurora High School

Absent: Jorge Cardenas, ComEd; Gloria Neitzel, Fox Valley Park District; Zack Valle, COA/YS; Theresa Rosa-Jackson, Bridging the Gap/EAHS

1. Meeting called to order.
2. Attendance sheet passed around.
3. Minutes from July 9th: Motion made by Christina to pass minutes; seconded by Maria.

4. **Committee Reports:**

A. Fiesta De Luces: Becky passed out a sheet of information with all that had been done to date with the Fiesta Event. (Dee was not present and therefore Becky gave the report.) **Please see the report attached to see what was discussed/reported.** Bea questioned the board calling sponsors. Mayra stated that we should no longer be calling sponsors since our event is about a month away. We should concentrate now on putting it together. Christina stated that she was able to get a sponsorship from KGK Management \$250; Gloria Casanova? Pepsi \$1,000 (in-kind and for the breakfast); Zaida Chapa \$500 (chamber); Rocky Pintozzi. Liz stated we were at around \$18,000 (\$10,00 was from the budget). Reflejos called Liz and asked if they could also be a T-shirt Sponsor. Liz spoke with HOY to see if they wanted to share the advertisement and HOY said no. Volunteers wear the T-shirts as well. Ben stated he too had found a T-shirt sponsor that would sponsor their T-shirts for us to wear. But it was discussed that HOY was our T-shirt sponsor and since they said no to Reflejos they would most likely say no to anyone else. Art asked Liz if she would call HOY again to see if they would collaborate with this new group. Liz mentioned the change in location for the event. Possibly McCullough Park (Prisco Ctr.) or the ATC lot. Liz said we could have shuttle busses transport people to and from the event if held at McCullough Park. Maria mentioned that Banco Popular could sponsor \$1,000 but wanted to know if someone would sponsor with them the additional \$500 that way they would sponsor combined a total of \$1,500 (booth sponsor). Sponsor thank you notes were discussed. As stated in the report, Claudia would be sending thank you notes to all sponsors. Bea and Ben would send to all volunteers/participants on their lists. Mayra discussed Dora and how at the El Dia Event the AU students were supposed to be the one's helping with this costume but instead others had it on. Olli and Ozzi also came up in our discussion as to if we would have them again or if we would get volunteers to wear them.

5. **Announcements:** Ben contacted the Mexican Consulate of Chicago and asked them to send us an invite. Cultural event in Chicago this Saturday. Also a youth tournament this Saturday and Sunday (18th and 19th) at 10am at Jackson and the Montgomery Soccer Field. Mayra gave Joel a congrats regarding the Tejano Fest and how it seemed to have been a success. Adam Breccero is willing to participate at our Fiesta de Luces event. Becky announced The Big Read -

publisher/activities end of September into October. September 22nd from 12noon to 4pm.
Schedule of events on the library website. Christina passed out info. about Study Circles (Mary Jane Hollis) Day of Dialogue and encouraged everyone to participate if they could October 19th.
Also, she passed out a flyer on the Girl Scouts Day at Camp October 20th from 1pm to 5pm.
Cindy also asked everyone to please let her know about their attendance at the 2nd Ward Pioneer Breakfast September 14th at 7am at La Sierra Banquets on New York Street.

6. **Next Meeting: September 10, 2007.**

7. Motion to adjourn meeting: Angie
Seconded by: Becky

Hispanic Heritage Advisory Board

Minutes – September 10, 2007

Present: Liz DeLeon, COA/MOSE; Dee Nila-Basile, COA/CS;; Jean Rhoades, Shalom Ministries; Bea Torres, COA/HR; Mayra Johnson, Bardwell Elementary School; Ben Marravilla, Aurora Township; Art Velasquez, LULAC; Christina Campos, Girl Scouts/Fox Valley Council; Joel Castillo, Unibanc Mortgage/NITCS; Angelita Greviskes; Cynthia Hernandez, COA/AO; Becky Tatar, COA/APL; Jorge Cardenas, ComEd; Zack Valle, COA/YS; Theresa Rosa-Jackson, Bridging the Gap/EAHS

Absent:; Gloria Neitzel, Fox Valley Park District; Maria Albor, Harris Bank; Claudia Rubio, West Aurora High School

1. Meeting called to order.
2. Attendance sheet passed around.
3. Becky introduced Tina Viglucci, the new Librarian in Adult Services. Will attend Fiesta and help Becky with Children's Area.
3. Minutes from August 13th: Correction on attendance part of minutes – Dee Basile was not at the Aug. 13th meeting. Motion made by Theresa to pass minutes; seconded by Dee.

4. **Committee Reports:**

A. Fiesta De Luces: (PLEASE SEE COMMITTEE REPORT ATTACHED.) Dee started discussing the children's area. Unfortunately the Matachines act cancelled but Mayra mentioned that Bardwell Choir could fill in. From 5pm to 6pm TR Loone Juggler would perform. 6pm breakdown of children's area tent/stage. Dee discussed activities in the children's area and the budget so far. \$17,000 spent; \$14,000 in cash came in, not counting the \$8,000 left over from El Dia!!! Ben requested a tent for the Aurora Township Director. There is already signage around the city. Dee will pass out flyers at Phillips Park. The procession will be from 3:30pm to 4:30pm. Becky mentioned a certificate of participation for the students. Dee asked her to work on it to give out at the event. Dee discussed marketing and that we have 12 vendors coming out. The layout/map is being worked on and we'll have it the day of the event. Mayra asked Dee about the cable show and she said it went well and that it will be an annual event for years to come. *{There was brief discussion about e-mail etiquette and how we should be careful what we e-mail each other and we should not take e-mails personal, make phones calls to the sender if we have a question/concern about an e-mail vs. bringing it to our board meetings. It was suggested that we try to answer e-mails more often. It was also suggested that we attend more events to promote our events. New board members need nametags.}* Dee asked that we all arrive at 9am to the event and that it should end around 8:30pm. Dee passed out our board assignments for the event. **(assignments attached)**

5. **Announcements:** Cindy asked everyone to please let her know about their attendance at the 2nd Ward Pioneer Breakfast September 14th at 7am at La Sierra Banquets on New York Street. Becky mentioned the Hispanic Heritage Event at the Library, September 22nd. They will have Loteria, story & craft, Maria Albor – Financing program, Latin Street Dance. Art mentioned an event that Maria Albor/Harris Bank was hosting. Christina mentioned Tuesday, October 16th at 7:30am the Aurora Hispanic Chamber of Commerce was going to have their Hispanic Leadership Expo at the Prisco Center, \$25/member, \$35/non-member. Omar Duque will be present. Becky

also announced the Midwest Literary Fest October 6th and 7th. “Big Read” Program, one book. Kick-off Barn Dance, events every day, please look at Library Website for more info./schedule of events. Zack announced the Youth Department’s “Stepping Into Arts” program teaching students how to play guitars, piano, etc. only accepting 48 children in the program and it’s FREE! Ben announced a soccer tournament, Sunday, Sept. 16th at 9am at Jackson/Montgomery field.

6. **Next Meeting: October 8, 2007.**
7. Motion to adjourn meeting: Cindy
Seconded by: Angie

Hispanic Heritage Advisory Board

Minutes – October 8, 2007

Present: Liz DeLeon, COA/MOSE; Dee Nila-Basile, COA/CS;; Jean Rhoades, Shalom Ministries; Bea Torres, COA/HR; Mayra Johnson, Bardwell Elementary School; Ben Marravilla, Aurora Township; Art Velasquez, LULAC; Christina Campos, Girl Scouts/Fox Valley Council; Joel Castillo, Unibanc Mortgage/NITCS; Cynthia Hernandez, COA/AO; Becky Tatar, COA/APL; Zack Valle, COA/YS; Theresa Rosa-Jackson, Bridging the Gap/EAHS; Claudia Rubio, Hill Elementary School

Absent:; Gloria Neitzel, Fox Valley Park District; Maria Albor, Harris Bank; Jorge Cardenas, ComEd; Angelita Greviskes

1. Meeting called to order.
2. Attendance sheet passed around.
3. Minutes from September 10th passed, motion made by Dee to pass minutes; seconded by Cindy.

4. **Committee Reports:**

A. Fiesta De Luces: (PLEASE SEE EVENT REPORT ATTACHED.) Dee reported the total cost: \$23,000; total revenue: \$14,325; scholarship sponsor: \$5,500; and in-kind: \$16,321. Dee mentioned our areas of marketing/advertising; positive highlights and comments for next year. Areas of concerns would be discussed at our next meeting. Sponsorships and Financials were also passed out. **(Copies attached.)** Mayra mentioned formal thank you cards. Liz made some up and they looked fantastic! Bea will forward to Dee the e-mail sent out re: thank you cards and who would send them. Liz will try to have the cards done by this week; she will e-mail everyone once they are ready. Mayra stated that she and Liz met and went over the budget. For this event we did better than what we thought. Next meeting she will discuss next years budget and where we stand. Mayra made some comments on the event.

- o She asked that at all of our events all board members wear an earpiece. This is our only way of communicating and it is very important that everyone have/wear one.
- o Mayra would like to resend the Event Committee List to everyone with wording that reflects the member's responsibilities on that committee.
- o Mayra mentioned that on the day of the event the Committee Chair be free of many responsibilities since this person has to oversee all that is going on.
- o Mayra asked that personal agendas be omitted; we should be committed to our events 100%.

Bea mentioned that she was told that a certain vendor was charging \$5.00 for a kid size hot dog, no chips or drink. Too high of a price! How can this be monitored for our future events? Liz mentioned other vendors that have similar variety of foods that we could consider for our future events. The board agreed. Cindy mentioned that volunteer tickets/food was not enough and not very tasty. Liz took care of the problem, the vendor was made aware. It was suggested that we make a contract for future events with these vendors that will work out a deal with us so we have something in writing. Liz mentioned Reulands Roast Beef in warmers for most of the event. Christina mentioned a vendor who was upset because they were not asked to attend; he even talked to Dan Barreiro. She just wanted us to be aware and careful with our future choices. Jean mentioned the traffic on Lincoln and Spring. Placards for vendors, residents, etc. so that it can be

quickly seen and these people can be helped as they are pulling up. There was brief discussion on parking and traffic. We decided we would use some of the handicap spaces for performers to park. Mayra suggested we decorate the window in front of City Hall with the pictures Job Delgado took and provided to us. Dee asked about a date for next years event. The board decided September 20th tentatively would be the best date. Liz was going to make sure that date was clear of all other events.

B. Community Breakfast: *(PLEASE SEE TIMELINE ATTACHED.)* Bea mentioned a possible date of January 25, 2007, as long as Liz made sure the date was clear of all other events. Bea mentioned Liz's idea to go with Long Island Sound Banquets this year instead of Gaslite Manor since LIS has new owners, Hispanic owners, who could probably put on a great Hispanic breakfast spread along with other variety of breakfast items. Mayra brought up the idea of using the scholarship winners from the past to volunteer to help at the upcoming breakfast. Bea and committee will be working on setting up a few dates when they can get together to meet in October so there is more to present for the November board meeting.

5. **New Business:**

- 2008 Membership & Events: Mayra asked members who were not considering staying on board for another year to please speak up so that arrangements could be made on looking for new board members and filling in committee vacancies. Becky and Christina stepped up and stated they would be submitting a letter of resignation from the board. Becky had a recommendation from the Library. Liz and Mayra also had some recommendations. They will forward all recommendations to Dee and Theresa (Nominating Committee) who will work on getting the info. necessary to send them to the Mayor's Office for approval. There was discussion about all of our events, specifically Fiesta de Luces and if everyone wanted to run with it again for next year. The board agreed to go forward with the event again but tailor it to MORE cultural performances (i.e. Folk Music, Mariachis, etc.) so that it fulfils its mission. Cindy mentioned Fiesta del Sol and how they have food vendors that make cultural food from different countries (i.e. Ecuador, Peru, etc.). Becky suggested crafts, architecture, pictures, etc. set up as exhibits in order to attract more people and differentiate this event from El Dia. Mayra asked that the new committee start to think of those things. Dee asked that the board get business cards/phone numbers of what we would like to incorporate at next year's event.
- Job Delgado attended our meeting and the event and gave us his thoughts on our Fiesta event. Job thought the time was too early. Parents are taking children to Football/Baseball games and came later. He suggested we make the event an evening event. He also suggested we boast on our sponsor packets. "One Grammy award winner performer and Sones de Mexico is a nominee and will most likely get a Grammy as well!"
- Mayra asked who would attend the Tejano Board Scholarship Dinner and we were able to get enough members to fill a table.
- Art mentioned the LULAC Banquet October 27th; \$50 per person goes towards scholarships.
- Christina mentioned the AHCC Hispanic Leadership Expo at the Prisco Center, Oct. 16th \$25/member, \$35/non-member. Omar Duque will be present. 7:30am – 9am board meeting, 9am – 1pm expo.
- Mayra read a thank you letter from Youth Department for sponsoring their Hoops On Fire Event.

- Juany Garza's event Friday, October 12th at the old Del Rey site. Dia De La Raza. 3pm – 8pm.

6. **Next Meeting: November 12, 2007**

DUE TO VETERENS DAY HOLIDAY AND CITY HALL BEING CLOSED, WE WILL MEET FOR BREAKFAST AT TECHALITLAN (CORNER OF DOWNER AND BROADWAY) AT 9:00 A.M..

7. Motion to adjourn meeting: Dee
Seconded by: Claudia

Hispanic Heritage Advisory Board

Minutes – November 12, 2007

Present: Dee Nila-Basile, COA/CS; Jean Rhoades, Shalom Ministries; Mayra Johnson, Bardwell Elementary School; Ben Marravilla, Aurora Township; Art Velasquez, LULAC; Christina Campos, Girl Scouts/Fox Valley Council; Cynthia Hernandez, COA/AO; Becky Tatar, COA/APL; Claudia Rubio, Hill Elementary School; Maria Albor, Harris Bank; Angelita Greviskes

Absent:; Bea Torres, COA/HR; Gloria Neitzel, Fox Valley Park District; Jorge Cardenas, ComEd; Joel Castillo, Unibanc Mortgage/NITCS; Zack Valle, COA/YS; Theresa Rosa-Jackson, Bridging the Gap/EAHS; Liz DeLeon, COA/MOSE

1. Meeting called to order.
2. Attendance sheet passed around.
3. Minutes from October 8th passed, motion made by Maria to pass minutes; seconded by Cindy.

4. **Committee Reports:**

A. Community Breakfast: (PLEASE SEE REPORT ATTACHED.)

Positive feedback on what we have done.

Cindy reported what was discussed and asked if Board had any suggestions on Key Note? Ben Maravilla suggested gentleman that spoke at family focus dinner.

*Under the Pete Perez Nomination Form make sure we send to all three chambers.

*Gift cards it may be better to use VISA gift cards so they can use it anywhere.

* Questions asked concerning breakfast:

- Cost of Long Island?
- Schools are receiving how many free tickets?
- Will we be following through with the schools?
 - We should assign numbers to board members to call
 - Angie said she could call schools since she is home during the day
 - Claudia said she could call dist 129 schools
- Why we chose the sun? Ben M. had a concern
- Maria A. asked what the give away would be at the table.
- Christina asked have we contacted the Colleges and Universities
 - Eva Serrano (Aurora University) and Rosie Martinez (Wabaunsee Community College) would be great assets to speak with concerning students

5. **New Business:**

- Updated Committees 2008 are tentative and may change
- Ben Maravilla spoke about the family focus event
- Art Velasquez – Mentioned how Students are in need of instruments and if there was a way we could help enrich the lives of the students be aiding them in their search of funding the music program
- Discussed Scholarships for the undocumented
- Cindy – Mentioned she will be teaching a class
- Becky- Also mentioned that the library offers ESL Services
- Maria- stated that the next time we needed a conference room she could ask Harris Bank.

6. **Next Meeting: December 10, 2007**
REMEMBER TO BRING YOUR TOY FOR THE NITCS TOY DRIVE. REMEMBER TO PUT THE AGE AND GENDER SOMEWHERE ON THE GIFT SO THE ORGANIZATION KNOWS WHO SHOULD RECEIVE THE TOY.
7. Motion to adjourn meeting: Dee
Seconded by: Cindy

(Minutes taken by Cynthia Hernandez.)

Hispanic Heritage Advisory Board

Minutes – December 10, 2007

Present: Dee Nila-Basile, COA/CS; Jean Rhoades, Shalom Ministries; Mayra Johnson, Bardwell Elementary School; Ben Marravilla, Aurora Township; Art Velasquez, LULAC; Christina Campos, Girl Scouts/Fox Valley Council; Cynthia Hernandez, COA/AO; Becky Tatar, COA/APL; Claudia Rubio, Hill Elementary School; Maria Albor, Harris Bank; Angelita Greviskes; Bea Torres, COA/HR; Joel Castillo, Unibanc Mortgage/NITCS; Zack Valle, COA/YS; Theresa Rosa-Jackson, Bridging the Gap/EAHS; Liz DeLeon, COA/MOSE

Absent: Gloria Neitzel, Expedite Media Group; Jorge Cardenas, ComEd

1. Meeting called to order.
2. Attendance sheet passed around.
3. Minutes from November 12th passed, motion made by Dee to pass minutes; seconded by Theresa.

4. **Committee Reports:**

A. Community Breakfast: (PLEASE SEE REPORT ATTACHED.)

Bea. reported on the breakfast timeline/status up to date. She introduced the keynote speaker – Cindy Hernandez. Board asked that we e-mail them the forms so they can follow up with schools. Names/Numbers of schools were split up amongst board members for follow up calls within the next couple of days. Dee asked if we wanted her to work on the wall of memories. Bea asked her if she wouldn't mind. Next on the agenda is a meeting Dec. 20th to start narrowing down our entries.

5. **New Business:**

- Updated Committees 2008 – Mayra will e-mail to Bea so she can e-mail them out to the board.
- Mayra called Alisia on the bylaws. Hopefully they will go through the next council meeting so we can add a few more people to the board.
- Dee made calls to people who were previously on the list to see if they were still interested in being on the board.
- Thank you for the toys/presents for the Toy Drive!
- Art announced that volunteers would be paid to translate for the upcoming elections. \$125 through the Kane County Clerk's Office – Joe Gonzalez. March 8th elections.
- Ben asked how he could get on the channel 10 local channel to announce the importance of resting and seat belts when driving on a long trip to Mexico or anywhere in the US. Dee said she would help Ben with the process.
- Bea. Reminded everyone about her Christmas Play Dec. 22nd and 23rd.
- Ben announced Father Nestor Torres presentation on angels. If anyone knows of a school/organization that is interested please let him know.
- Becky told the members to check out the presentation of Holidayz in Many Lands at the main branch. Check out the website the 1st Saturday of every month. Lots of programs/classes.

- Christina mentioned the Great Exhibit for Christmas at the Phillips Park – Check it out and volunteer if you can. Also, January starts the G.S. cookie sales – please support the troops!

6. **Next Meeting: January 14, 2007**

7. Motion to adjourn meeting: Cindy
Seconded by: Dee

[Art Velasquez introduced his guests (Jamie & Jason Palmer) who did a presentation on their organization (Fox Valley Academy of Music Performance).]