

Communications Committee

Ela Town Hall - Upper Level Conference Room
1155 E. Route 22 Lake Zurich, IL
Tuesday, March 26, 2024

MEETING MINUTES – APPROVED APRIL 11, 2024

1. Call to Order: Supervisor Palmblad called the March 26, 2024 Communications Committee meeting to order at 10:03 a.m.
2. Roll Call: Present were Supervisor Palmblad, Township Manager Marciniak, Community Programs Director Dillon, Health & Wellness Director Marx, and Assessor Herr. Administrative Coordinators Case and Mendocha, and Assistant Director Dalbec were excused.
3. Old Business:
 - A. New Residents: Update on Mailing: A list of new residents was received with 177 names and addresses. Resident guides have been mailed. Once the remaining 75 guides are mailed out, we will continue to mail our welcome letters along with a link to access this guide on our website.
 - B. E-Blast: April 1 and April 15 – Content due to Administrative Coordinator Case on March 28th
 - C. Township Tuesday: April is designated to the Assessor's Department. Administrative Coordinator Case will email the details to Assessor Herr.
 - D. Community Center Banners: Several ideas were distributed for the new fall and winter banners. The committee reached a consensus on the background of the fall banner with text to be decided at the next meeting. Discussion took place regarding the winter banner with thoughts we should stay away from snow, etc. and lean more in the direction of "building strong communities". Administrative Coordinator Case will continue searching for new ideas.
 - E. 2024 Spring/Summer Newsletter: Everyone was reminded that newsletter articles are due April 1st. Our goal is to have a mockup for approval by the Board at the April Board meeting with a target delivery date of the 1st of May.
4. New Business
5. Set Date for Next Communications Committee meeting: April 30, 2024 @ 10:00 a.m.
6. Adjournment: The meeting adjourned at 10:26 a.m.

Respectfully Submitted: Supervisor Palmblad