



Supervisor's Office
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COMMUNITY CENTER COMMITTEE MEETING

Ela Township Community Center
380 Surryse Road, Lake Zurich, IL
Friday, May 17, 2024 – 8:45 A.M.

MEETING MINUTES – APPROVED JUNE 13, 2024

1. Call to Order: Committee Chair Trustee Wilhoit called the Friday, May 17, 2024, Community Center Committee meeting to order at 8:46 a.m.
2. Roll Call: Present were Committee Chair Trustee Wilhoit, Second Chair Trustee Samz, Supervisor Palmblad, Township Manager Marciniak, Community Programs Director Dillon, Assistant Community Programs Director Dalbec, and Youth Director Cacciatore.
3. Public Comment: None.
4. Youth Program: Youth Director Cacciatore provided updated numbers for the weekly Summer Camp scheduled to begin June 3rd. A three-day training for Summer Camp starts in two weeks. School is scheduled to end on May 24th. Safe At Home canceled. Chair Wilhoit thanked Youth Director Cacciatore for providing organized updates that were easy to read and understand.
5. Senior Program: Assistant Director Dalbec stated the program utilized by the Community Center-My Senior Center, is upgrading the system based on feedback and could provide services for other areas. One possible new use would be the lending closet could utilize it to track who borrowed what piece of equipment, and when it was returned. The updates could also assist with volunteer management. The ladies trip to Michigan has 31 signed up and Director Dillon is preparing for a UK trip shortly thereafter. There is a Concert on the Patio event scheduled for this evening. During a Donuts with the Director discussion, it was brought to staff's attention that entertainment is not necessary at every event, and that feedback has been implemented and has been going well.
6. Staffing: Director Dillon provided updated organizational chart for the Community Center, and succession plan as discussed in the Township's strategic plan.
7. Projects: None.
8. Old Business: Township Manager Marciniak provided update regarding the grant award for the Community Center generator. We are waiting on final introductory packet from Housing and Urban Development (HUD) before we can begin the process of purchasing and installing the generator. Trustee Wilhoit inquired about if we can reach out to vendors to get general idea of lead time on generators and provide update at the next COW meeting. Manager Marciniak will investigate that and report at the COW meeting. Manager Marciniak announced the Community Center was approved as a Passport Acceptance Facility. He and Director Dillon will work on finalizing operation plan and bring to the COW meeting for discussion with the board. Some of the questions include if the Community Center takes passport photos, who will work on passports and the hours available. The committee discussed

starting small and expanding in the future. Director Dillon provided quotes from three vendors on the proposed electric sign project. Staff will prepare a comparison of the bids to the next committee meeting to discuss prior to bringing to the full board for discussion. Assistant Director Dalbec inquired about the Community Center taking Zelle payments, however the bank will not except for business, so this discussion has been tabled. Some were requesting credit card payments for larger purchases.

9. New Business: Director Dillon reported the July, August, September Newsletter is currently being edited and will be at the printer this Thursday. There will be a Community Center Celebration on September 14th, with a rain date scheduled for the 15th. The week following will have numerous events and programs, to be discussed and finalized on a later date. Trustee Wilhoit suggested having a SAVE THE DATE banner made for the front of the Community Center.
10. Set Date for Next Community Center Committee Meeting: July 24, 2024, at 8:30 a.m.
11. Adjournment: Committee Chair Wilhoit adjourned the meeting at 9:36 a.m.

Respectfully Submitted: Township Manager Marciniak