

Communications Committee Meeting

Ela Town Hall – Upper Level Conference Room
1155 E. Route 22 Lake Zurich, IL
Tuesday, June 25, 2024 - 10:00 A.M.

MEETING MINUTES – APPROVED JULY 11, 2024

1. Call to Order: Supervisor Palmblad called the June 25, 2024, Communications Committee meeting to order at 10:02 a.m.
2. Roll Call: Present were Supervisor Palmblad, Township Manager Marciniak, Assessor Herr, Community Programs Director Dillon, Health & Wellness Director Marx, Assistant Director Dalbec, and Administrative Coordinator Case. Administrative Coordinator Mendocha was absent.
3. Public Comment: None.
4. Old Business
 - A. New Resident Mailing: Lake County has not sent the Assessors Office an updated new resident spreadsheet.
 - B. E-Blast: The July E-blast schedule was reviewed. General discussion regarding formatting of the E-blast cover picture and board book cover picture was had to determine if we should have a standard format picture of Town Hall for the blast and the Township logo with the date, time, and location of the meeting for the board book as opposed to recognizing a specific holiday or monthly observation in an effort to avoid offending anyone. The Committee determined that we should continue to recognize holidays and national months based on inclusivity.
 - C. Township Tuesday: The Transportation department was the June Township Tuesday spotlight. July will spotlight the Health & Wellness department. Administrative Coordinator Case will work with Director Marx on the posting schedule.
 - D. Community Center Banners: A list of text ideas for fall and winter banners was reviewed. Administrative Coordinator Case will compile a list and the Committee will vote for the top 3.
 - E. Community Center Celebration: September 14 from 1-4 p.m., with a rain date of September 15th. Administrative Coordinator Case offered to create a save the date for the celebration to post on Facebook and include in the E-blast. Community Programs Director Dillon would like to order a tablecloth with the Ela Township logo. She also asked that each department start considering ideas for their table and takeaways for visitors. Departments should arrive at 12pm for set up.
5. New Business: None.
6. Set Date for Next Communications Committee meeting: July 30, 2024, @ 10:00 a.m.
7. Adjournment: Supervisor Palmblad adjourned the meeting at 10:37 a.m.

Respectfully Submitted: Administrative Coordinator Case