

COMMUNICATIONS COMMITTEE MEETING

Ela Town Hall – Upper Level Conference Room
1155 E. Route 22 Lake Zurich, IL
Tuesday, August 24, 2024 - 10:00 A.M.

MEETING MINUTES – APPROVED September 12, 2024

1. Call to Order: Supervisor Palmblad called the August 24, 2024, Communications Committee meeting to order at 10:03 a.m.
2. Roll Call: Present were Supervisor Palmblad, Township Manager Marciniak, Assessor Herr, Health & Wellness Director Marx, Assistant Director Dalbec, Administrative Coordinators Case and Mendocha. Community Programs Director Dillon was absent.
3. Public Comment: None.
4. Old Business
 - A. New Resident Mailing: Administrative Coordinator Case received a list of 117 new residents from the Assessors office. They will be mailed out by the end of the week.
 - B. E-Blast: September 2 and 16 are the publish dates. Please submit content by August 29th.
 - C. Township Tuesday: The Ela Historical Society & Museum was the August Township Tuesday focus. The History Day and Artisan market, along with Elizabeth Bremner were highlighted. September will focus on the Community Center.
 - D. Community Center Banners: Samples were reviewed for the fall banner and with minor modifications. The committee opted to revote on the text for the winter banner and decide on a background at that time.
 - E. Community Center Celebration: Assistant Director Dalbec said that planning for the event is going very well. 50 double sided yard signs were ordered. Giveaways from each department for guests have also been ordered.
 - F. 2024/2025 Winter Newsletter: Articles are due October 28 with possible Board approval at the November meeting.
5. New Business: None.
6. Set Date for Next Communications Committee meeting: September 24, 2024, @ 10:00 a.m.
7. Adjournment: Supervisor Palmblad adjourned the meeting at 10:27 a.m.

Respectfully submitted: Administrative Coordinator Case