

## **COMMUNICATIONS COMMITTEE MEETING**

Ela Town Hall – Upper Level Conference Room  
1155 E. Route 22 Lake Zurich, IL  
Tuesday, October 29, 2024 - 10:00 A.M.

### **MEETING MINUTES**

**Approved – November 14, 2024**

1. Call to Order: Supervisor Palmblad called the October 29, 2024, Communications Committee to order at 10:03 A.M.
2. Roll Call: Present were Supervisor Palmblad, Township Manager Marciniak, Assessor Herr arrived at 10:07 A.M., Community Programs Director Dillon, Health & Wellness Clinician Innocenti, and Administrative Coordinators Case and Mendocha. Health & Wellness Director Marx arrived late and Assistant Programs Director Dalbec was excused.
3. Public Comment: None.
4. Old Business
  - A. New Resident Mailing: The Assessors department has not received an updates list from Lake County.
  - B. E-Blast: The committee discussed dates and content for the remainder of the year. Discussion had taken place previously on promoting our food pantries but thought it best to hold off until next year.
  - C. Township Tuesday: October Township Tuesday highlighted the Cemetery Department. In November, the Highway Department will be the focus of Township Tuesday. Administrative Coordinator Mendocha has already submitted content for these.
  - D. Community Center Banners: The winter banner that is to be installed at the Community Center after the holidays will be ordered.
  - E. Senior Gift Partnership with Avantara Lake Zurich & Alden Senior Living Long Grove: The Health & Wellness department has been in contact with the supportive living facilities we are partnering with, and a list of necessities and gifts has been compiled for promoting the gift drive to the public. We will add gift bags to the donation list because items are to be unwrapped so staff at the facilities can distribute to residents. Donation boxes will be located in the Supervisors office and Health & Wellness department at Town Hall, and also at the Community Center. The gift drive will end on December 13<sup>th</sup>. On December 16<sup>th</sup> the committee will organize and pack the donated items for delivery.
  - F. 2024/2025 Winter Newsletter: Articles are still coming in from the departments. The committee agreed that we should forego the notification post card in an effort to save money, and why the newsletter was planned to be electronic.
5. New Business: The 2024 employee holiday party has been rescheduled to January 10, 2025, due to scheduling conflicts.
6. Set Date for Next Communications Committee meeting: November 19, 2024, 10:00 A.M.: The meeting was moved to November 21, 2024, at 10:00 A.M.
7. Adjournment: Supervisor Palmblad adjourned the meeting at 10:42 A.M.

*Respectfully Submitted: Administrative Coordinator Case*