

COMMUNICATIONS COMMITTEE MEETING

Ela Town Hall – Upper Level Conference Room
1155 E. Route 22 Lake Zurich, IL
Monday, December 16, 2024 - 10:00 A.M.

MEETING MINUTES – APPROVED JANUARY 9, 2025

1. Call to Order: Supervisor Palmblad called the December 16, 2024, Communications Committee meeting to order at 10:07 a.m.
2. Roll Call: Present were Supervisor Palmblad, Township Manager Marciniak, Community Programs Director Dillon, Health & Wellness Clinician Innocenti, Administrative Coordinator Case, and Administrative Coordinator Mendocha. Health & Wellness Director Marx, Assessor Herr, and Assistant Director Dalbec were absent.
3. Pledge of Allegiance: Supervisor Palmblad led the Pledge of Allegiance.
4. Public Comment: None.
5. Old Business
 - A. New Resident Mailing: The Township has not received a list from Lake County recently.
 - B. E-Blast: Administrative Coordinator Case reviewed the e-blast schedule for January 2025 and requested content be turned in by January 2nd for the first e-blast, and January 15th for the Mid-January blast, which will be set up to auto send because the Township is closed in observance of Martin Luther King Jr. Day on the 20th.
 - C. Township Tuesday: The Committee discussed the 2025 schedule and made some changes to the 2025 schedule.
 - D. Community Center Banners: The January/Winter banner will be ordered and installed mid-January. Sizing was verified and approved.
 - E. Senior Gift Partnership with Avantara Lake Zurich & Alden Senior Living Long Grove: The Committee organized the donations for each facility at the end of today's meeting. The Highway Department will deliver the gifts to each facility on December 17th between 1-1:30 p.m.
6. New Business: The committee discussed the date and time for the Ela Township staff holiday party and determined that food will be ordered from Tacos El Norte.
7. Set Date for Next Communications Committee meeting: January 23, 2025, at 10:00 a.m.
8. Adjournment: Supervisor Palmblad adjourned the meeting at 10:51 a.m.

Respectfully submitted: Administrative Coordinator Case