

COMMUNICATIONS COMMITTEE MEETING

Ela Town Hall – Upper Level Conference Room
1155 E. Route 22 Lake Zurich, IL
Thursday, January 23, 2025 - 10:00 A.M.

MEETING MINUTES – Approved February 13, 2025

1. Call to Order: Supervisor Palmblad called the January 23, 2025, Communications Committee meeting to order at 10:02 a.m.
2. Roll Call: Present were Supervisor Palmblad, Township Manager Marciniak, Community Programs Director Dillon, Health & Wellness Director Marx, and Administrative Coordinator Case. Assessor Herr, Assistant Director Dalbec, and Administrative Coordinator Mendocha were excused.
3. Pledge of Allegiance: Supervisor Palmblad led the Pledge of Allegiance.
4. Public Comment: None.
5. Old Business
 - a. New Resident Mailing: Administrative Coordinator Case received an updated list of 64 new residents, and new resident guides were mailed to all on January 15th.
 - b. E-Blast: Timelines and content for the February E-blast were discussed.
 - c. Township Tuesday: The committee decided to promote two Community Center events, the 55+ Purple Plunge team fundraiser for the March 2025 plunge, and the Alzheimers Walk which will occur in June.
6. New Business
 - a. LZACC Expo April 5, 2025: The committee discussed possibly having a table for the Township at the upcoming Expo. The committee requested a list of attendees from last year prior to making a decision. Supervisor Palmblad will speak with the Chamber.
 - b. 2025 Spring Summer Newsletter Timeline: Supervisor Palmblad would like this edition of the newsletter to be in paper and mailed to each household within the Township. Articles will be due on April 1st, with possible Board approval at the May Board meeting.
 - c. 2025 Resident Guide: Although the resident guide will not be finalized until the new Township Board takes office in May, department heads will begin making revisions to their sections of the guide so it is ready when that time comes.
7. Set Date for Next Communications Committee meeting: February 20, 2025, at 10:00 a.m.
8. Adjournment: Supervisor Palmblad adjourned the meeting at 10:35 a.m.

Respectfully submitted: Administrative Coordinator Case