

**Administration Office**

Laurie Wilhoit, Ela Township Supervisor

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**COMMUNITY CENTER COMMITTEE MEETING**

Ela Township Community Center  
380 Surryse Road, Lake Zurich, IL  
Wednesday, July 2, 2025, at 10:00 a.m.

**MEETING MINUTES – APPROVED JULY 10, 2025**

1. Call to Order: Supervisor Wilhoit called the meeting to order at 10:04 A.M.
2. Roll Call: Supervisor Wilhoit, Township Manager Marciniak, Township Manager Assistant Roldan, Community Programs Director Dillon, Assistant Director Dalbec, Youth Director Cacciatore, and Trustee Zegler was participated via Phone.
3. Pledge of Allegiance: Supervisor Wilhoit led the committee in the Pledge of Allegiance.
4. Public Comment: None
5. Youth Programs:
  - a. Summer Camp is going well. We are expecting the remainder of Summer Camp to be 51-61 students per week.
  - b. Homework Club for 25-26 School Year has one spot open. Waiting for a parent to get back to us, but if the parent is no longer interested, will send out an e-blast or Facebook post of the opening.
  - c. Preparing pages for the Community Center October, November, and December newsletter.
6. Discussion of Registration Processes: Looking at the enrollment outline and creating policy on cancellation.
7. Senior Program:
  - a. Summer Slump- looking at how we can get more senior to come into the community center
  - b. Alzheimer's Walk went great with a matching donation from Lisa at Avantara
  - c. Re-evaluating BIGS: The program is seeking more littles.
  - d. Classes are going well
  - e. Alzheimer's Support is going very well

8. Staffing:

- a. Youth Staff: Homework Club looking to hire 4, 1 in place.
- b. Chef: will investigate options like a paid internship and reaching out to colleges.
- c. Day Trips/ Cuisine Club: Going great. Potential candidate we will know next week if the candidate will accept the position.

9. Projects:

- a. Accessible/ ADA Doors: Elite Door is coming next week for an estimate for back doors as guest use those doors as well.
- b. Reach out to Randy Sessler for an estimate of the expanded renovation project to include sound system for the new space.

10. Old Business:

- a. Online Registration: Looking into online registration programming and website layout.
- b. Cell Phones: Management looking for new phones more storage and better camera for capturing events.
- c. Office Phones: Phones in the office are currently not working at some desks. Looking at getting new phones and a new service provider. Current contract ends in December 2025.
- d. Name Tags: All employees who work with the public moving forward will have name tags. So it's easier for residents and the community of Ela Township to identify employees.
- e. Diaper Program: will be moving supplies from the community center to Town Hall.
- f. Lending Closets: Will be housing some walkers and wheelchairs at the community center for seniors, if needed, during activity.

11. New Business:

- a. Ice Machine Replacement: The current ice machine is broken. Looking at replacing and move, cost of \$1,500.00
- b. Staff Retreat on July 3, 2025

12. Set Date for Next Health & Wellness Committee Meeting: August 20<sup>th</sup> at 10 A.M.

13. Adjournment: Township Manager Marciniak adjourned the meeting at 11:01 A.M.

*Respectfully Submitted: Township Manager Assistant Roldan*