



Supervisor's Office
Gloria M. Palmblad

Town Hall: 1155 East Route 22 • Lake Zurich, IL 60047
Phone: 847-438-7823 **Fax:** 847-438-9269
E-mail: info@elatownship.org

Communications Committee Meeting
Tuesday, December 1, 2020
Immediately Following COW Meeting
Ela Town Hall 1155 E. Route 22, Lake Zurich, IL
Upper Level Conference Room

AGENDA

1. **Call to Order** - Chair
2. **Roll Call**
3. **Old Business**
 - A. New Residents: Update on Mailing
 - B. I Got Caught Being Kind:
 - Finalize event details and timeline
 - Discuss and finalize media content & event marketing
 - C. Township Tuesday:
 - Review 2021 Township Tuesday schedule
 - December 2020 - open
 - D. E-Blast:
 - December 7 & 21, 2020 – Content for both E-Blasts due to Jessica on December 2, 2020.
 - E. Website Update
4. **New Business**
5. **Schedule Next Meeting**
6. **Adjournment**