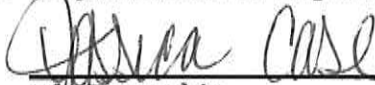


Communications Committee Meeting
Tuesday, October 27, 2020
Immediately Following COW Meeting
Ela Town Hall 1155 E. Route 22, Lake Zurich, IL
Upper Level Conference Room
MEETING MINUTES - Approved November 12, 2020

1. **Call to Order:** Supervisor Palmblad called the Communications Committee meeting to order at 10:49 A.M.
2. **Roll Call:** Present were Supervisor Palmblad, Township Manager Stefaniuk, Assessor Barrington, Director Dillon, Assistant Director Dalbec, and Administrative Coordinators Case, Mendocha, and Sandstrom.
3. **Old Business:**
 - A. **New Residents:** Administrative Coordinator Case notified the committee that Lake County has not released an updated new residents list; no mailings have been sent since the last Communications Committee meeting.
 - B. **Caption Contest:** The Committee agreed to change Caption Contest to "I got Caught Being Kind". Township residents will be invited to submit stories of situations where a Township resident showed an act of kindness in the Township via email or on Facebook. Heart yard signs will be ordered and placed in the yard of the person who was kind. "I Got Caught Being Kind #ElaKind" signage will be made. Cutout hearts will be created and affixed to the Community Center windows for each act of kindness that was made. "I Got Caught Being Kind" will be promoted on Facebook and in our E-Blasts.
 - C. **Township Tuesday:**
 - October 13 & 27, 2020 – Clerk: Early Voting (both Township Tuesdays)
 - November 10 & 24, 2020 – Cemetery Department – Administrative Coordinator Case will highlight the columbarium for the 11/10/20 Township Tuesday, and for the 11/24/20 edition we will highlight the Veterans flags placed at Township cemeteries.
 - D. **E-Blast:**
 - November 2 & 16, 2020 – Content for both E-Blasts due to Administrative Coordinator Case on October 27, 2020. "I Got Caught Being Kind" will be included in upcoming E-Blasts.
 - E. **Community Center Banner:** Supervisor Palmblad confirmed that the banner has been made and will be installed at the Community Center during the last week of October, weather pending.
 - G. **Website Update:** Township Manager Stefaniuk and the website team have completed the first month of training and implementation, progress is going well.
4. **New Business:** None
5. **Schedule Next Meeting:** December 1, 2020 immediately following the COW meeting.
6. **Adjournment:** Supervisor Palmblad adjourned the meeting at 11:15 A.M.


Ela Township

November 12, 2020