



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 15, 2020**  
**9:30 A.M.**  
**Via Zoom**

**MEETING MINUTES**

1. **Call to Order:** Supervisor Palmblad called the December 15, 2020 Communications Committee Meeting to order at 9:35 A.M.
2. **Roll Call:** Present were Supervisor Palmblad, Township Manager Stefaniuk, Director Dillon, Assistant Director Dalbec, Administrative Coordinators Case, Mendocha, and Sandstrom. Assessor Barrington was absent.
3. **Old Business:**
  - A. **I Got Caught Being Kind Event**  
The I Got Caught Being Kind event will run through February 2021. The event was promoted in the upcoming January 2021 55+ newsletter. Administrative Coordinator Case will begin including the event flyer in the Ela Township monthly E-Blasts, post it to Facebook, and will contact the LZACC to ask them to include it in their monthly E-Blasts and any other membership emails during January and February 2021. Residents who are Caught Being Kind will get 1 18x24 sign in their yard for a week, and hearts will be placed on the Community Center window with their name on it. The Youth and Senior department will assist in distributing the yard signs and placing hearts on the window.
4. **New Business:** Administrative Coordinator Case will ask Assessor Barrington to switch Township Tuesday months with the Clerk's department. A personal hygiene drive has begun at the Community Center in coordination with Caring Womens Connection.
5. **Schedule Next Meeting:** January 12, 2021 at 9:00 A.M.
6. **Adjournment:** Supervisor Palmblad adjourned the meeting at 9:50 A.M.

Respectfully Submitted,  
Administrative Coordinator Case

Supervisor Gloria M. Palmblad  
Trustee Chris Bos

Highway Commissioner Andrew Forster  
Trustee Larry Bowman

Assessor John Barrington  
Trustee Michael Jennings

Clerk Lucy A. Prouty  
Trustee Joel Sikes