



Supervisor's Office
Gloria M. Palmblad

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Communications Committee Meeting

Tuesday, January 12, 2021

9:00 A.M.

Ela Town Hall 1155 E. RT 22, Lake Zurich
Upper Level Conference Room

MEETING MINUTES

1. **Call to Order:** Supervisor Palmblad called the January 12, 2021 Communications Committee meeting to order at 9:04 a.m.
2. **Roll Call:** Present were Supervisor Palmblad, Township Manager Stefaniuk, and Administrative Coordinator Case. Present via Zoom were Assessor Barrington, Community Programs Director Dillon, Assistant Director Dalbec, and Administrative Coordinators Mendocha and Sandstrom.
3. **Old Business**
 - A. New Residents - Update on Mailing: Administrative Coordinator Case received a list of 155 new residents and was able to send 90 of them guides. Our stock of resident guides is depleted, therefore the committee agreed to mailing letters only directing residents to the electronic version of our resident guide until May 2021 when we will update the guide with the new incoming board.
 - B. I Got Caught Being Kind Event: The LZACC and local Villages will be promoting the IGCBK event in their electronic newsletters. Administrative Coordinator Case will draft letters for the giver and receiver of the kind act. Assistant Director Dalbec has offered to deliver the letter and signage to the giver of the kind act. Administrative Coordinator Case will email the letters to the receivers of the kind acts.
 - C. E-Blast:
 - January 4 & 18, 2021: Content for the January 18, 2021 E-Blast is due to Administrative Coordinator Case on January 14, 2020.
 - D. Township Tuesday:
 - January 12 & 26, 2020: Historical Society – January 12, 2021 Department Spotlight, COVID-19 department update. At this time the Historical Society has not determined who their volunteer spotlight will be.
4. **New Business:** Township Day planning is on hold due to COVID-19 and further mitigation measures. Community Programs Director Dillon suggested changing the banner on the Community Center. We will plan to do so in Spring/Summer 2021.
5. **Schedule Next Meeting:** February 23, 2021 immediately following the COW meeting.
6. **Adjournment:** Supervisor Palmblad adjourned the meeting at 9:30 a.m.

Respectfully Submitted, Administrative Coordinator Case