

Communications Committee Meeting
Tuesday, March 30, 2021
Immediately Following the COW Meeting
Ela Township Community Center 380 Surryse Road, Lake Zurich

MEETING MINUTES

1. **Call to Order:** Supervisor Palmblad called the March 30, 2021 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, and Administrative Coordinator Case. Present via Zoom were Assessor Barrington and Assistant Coordinator Sandstrom. Director Fackler and Administrative Coordinator Mendocha were absent.
3. **Old Business**
 - A. **New Residents: Update on Mailing**
Administrative Coordinator has not sent any new resident mailings since the last meeting. Assessor Barrington notified the committee that Lake County has been catching up and their office should receive an updated list within the week.
 - B. **I Got Caught Being Kind Event Conclusion**
Wayne Kubacik is the winner of the I Got Caught Being Kind event, he was nominated by Dona Blunt. Wayne will be formally acknowledged for his kind acts in the community at the April Board meeting. An announcement will also be included in our E-Blast on April 5, 2021 and will be posted to Facebook.
 - C. **E-Blast:**
 - April 5 & 19, 2021: Content due to Administrative Coordinator Case by April 1, 2021
 - D. **Township Tuesday:**
 - March 9 & 23, 2021: Assessor
 - March 9 Department Spotlight: Senior Freeze; March 23 Employee Spotlight: Assessor Barrington
 - April 13 & 27, 2021: Ela 55+:
Administrative Coordinator Case, Director Dillon, and Assistant Director Dalbec discussed the Township Tuesday timeline and candidates for the employee spotlight.
4. **New Business**
 - A. **Community Center Banner**
The committee discussed taglines for the Community Center banner and decided on "Ela Township, Come Grow with Us!". A banner will be designed with the tagline, the Ela Township logo, and a new web page link below it directing residents to our website to learn more. Administrative Coordinator Case will work with the committee to design the webpage, www.elatownship.org/growwithus.
 - B. **Ela Township Photo Contest**
The committee agreed to move forward with the previously discussed Ela Township photo contest. Photos submitted will be used in E-Blasts, on the Ela Township website, and on Ela social media pages.
5. **Schedule Next Meeting:** April 27, 2021 immediately following the Committee of the Whole meeting.
6. **Adjournment:** Supervisor Palmblad adjourned the March 30, 2021 Communications Committee meeting at 10:02 A.M.

Respectfully Submitted, Administrative Coordinator Case

