



**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, April 27, 2021**  
**Immediately Following the Special Board Meeting**  
**Ela Town Hall 1155 E. RT 22 Lake Zurich, IL**  
**MEETING MINUTES**

1. **Call to Order:** Supervisor Palmblad called the April 27, 2021 Communications Committee meeting to order at 10:12 A.M.
2. **Roll Call:** Present were Supervisor Palmblad, Assessor Barrington, Community Programs Director Dillon, and Administrative Coordinator Case. Present via Zoom were Assistant Community Programs Director Dalbec, Administrative Coordinator Mendocha, and Administrative Coordinator Sandstrom.
3. **Old Business**
  - A. New Residents: Update on Mailing: 200 new resident letters were mailed since the last meeting and Administrative Coordinator Case received a new list from the Assessors Department to begin working on. Assessor Barrington requested a copy of the letter.
  - B. E-Blast:
    - May 3 & 17, 2021 – Content due to Administrative Coordinator Case on April 28, 2021
  - C. Township Tuesday:
    - April 13 & 27, 2021: Ela 55+: April 13 Department Spotlight Ela Eatery April menu preview, April 27 Employee Spotlight on Chef Lynn
    - May 11 & 25, 2021: Administration Department: The Administration Department will spotlight the Coast2Coast RX discount program and Cathy Edwards will be the employee spotlight.
4. **New Business**
  - A. Community Center Banner: We are getting an estimate from Jumbo Postcard for the banner. It will read Ela Township, Come Grow with Us!, and feature a floral background and the Ela Township logo.
  - B. Ela Township Photo Contest: The photo challenge will begin on May 3, and will be advertised on Facebook, E-Blast, and website. Final details were determined regarding the use of the pictures submitted and how often winners will be chosen. Pictures must be original, family friendly, and taken in Ela Township.

- C. Resident Guide: Updates are due to Administrative Coordinator Case on May 3 for board approval at the May board meeting.
- D. 2021 Summer Newsletter: Supervisor Palmblad requested all departments submit their articles, so we have a rough draft for the May Communications Committee meeting.
- 5. **Schedule Next Meeting:** May 25, 2021 (Immediately following the COW meeting): The committee agreed to change all future meetings to Wednesday's immediately following the COW meeting. The next meeting is scheduled for May 26, 2021.
- 6. **Adjournment:** Supervisor Palmblad adjourned the Communications Committee meeting at 10:36 A.M.

Respectfully Submitted,

Administrative Coordinator Case



A handwritten signature in cursive script, reading "Jessica P. Case", is written over a horizontal line.