



Supervisor's Office
Gloria M. Palmblad

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Communications Committee Meeting
Wednesday, May 26, 2021
Immediately Following the Special Board Meeting
Ela Town Hall 1155 E. RT 22 Lake Zurich, IL

MEETING MINUTES
Approved June 10, 2021

1. **Call to Order:** Supervisor Palmblad called the May 26, 2021 Communications Committee meeting to order at 10:07 A.M.
2. **Roll Call:** Present were Supervisor Palmblad, Trustee Wilhoit, Township Manager Stefaniuk, Community Programs Director Dillon, Assistant Community Programs Director Dalbec, and Administrative Coordinators Case, Mendocha, and Sandstrom. Assessor Barrington was absent.
3. **Old Business**
 - A. **New Residents:** Update on Mailing – Administrative Coordinator Case received a list from the Assessors Department on May 21, 2020. New resident letters will be mailed this week.
 - B. **E-Blast:**
 - June 7 & 21, 2021 – Content due to Administrative Coordinator Case on June 1, 2021
 - C. **Township Tuesday:**
 - May 11 & 25, 2021: Administration Department: Dept. Spotlight – Coast2Coast RX Program, Employee Spotlight – Cathy Edwards
 - June 8 & 22, 2021: Bus Department – The committee discussed the details of a possible frequent rider spotlight to replace the employee spotlight since both drivers have already been spotlighted. Please note, the dates were incorrect on the agenda, and have been revised in the minutes to reflect the corrected Township Tuesday posting dates.
4. **New Business**
 - A. **Community Center Banner/Ela Grow Campaign** – Trustee Wilhoit offered to design a banner for the Ela Grow campaign and will submit ideas and to the committee. She will also contact sign companies for additional quotes.
 - B. **Ela Township Photo Contest** – The committee voted on a picture to use for the upcoming E-Blast and June Board Meeting book cover. The photo was of Lake Zurich at sunset and submitted by Kim H., of Palatine, IL.

- C. Resident Guide – Final revisions are being made and it will be on the June Board Meeting agenda for possible approval.
 - D. 2021 Summer Newsletter – Updated newsletter articles are due to Administrative Coordinator Case by Tuesday, June 1, 2021.
5. **Schedule Next Meeting:** June 30, 2021 (Immediately following the COW meeting)
 6. **Adjournment:** Supervisor Palmblad adjourned the May 26, 2021 Communications Committee meeting at 10:39 A.M.

Respectfully Submitted,
Administrative Coordinator
Jessica P. Case

