

Communications Committee Meeting
Tuesday, July 27, 2021 - 10:00 A.M.
Ela Town Hall 1155 E. Route 22 Lake Zurich, IL
MEETING MINUTES

1. **Call to Order:** Supervisor Palmblad called the July 27, 2021 Communications Committee meeting to order at 10:05 A.M.
2. **Roll Call:** Present were Supervisor Palmblad, Township Manager Stefaniuk, Community Programs Director Dillon, Community Family Services Director Marx, and Administrative Coordinators Case and Mendocha. Assessor Barrington and Assistant Director Dalbec were absent.
3. **Old Business**
 - A. **New Residents:** Update on Mailing – The summer 2021 resident guides were delivered to Town Hall, and Administrative Coordinator Case was able to mail 83 guides on 7/21/21. Administrative Coordinator Case will deliver some resident guides to LZACC for them to distribute as needed.
 - B. **E-Blast:**
 - August 9 & 23, 2021 – Content for both E-Blasts due to Administrative Coordinator Case on Monday August 2, 2021. The Covid-19 statement will be left in the e-blast going forward and employment opportunities graphic will be added directing people to our website job opportunities page.
 - C. **Township Tuesday:**
 - Youth Department: Department Spotlight August 10, 2021 – Homework & Teen Club
Employee Spotlight August 24, 2021 – Joe Cacciatore
4. **New Business**
 - A. **Community Center Banner/Ela Grow Campaign** – The Highway Dept. installed the Ela Grow banner on the Community Center. It is time to start designing a holiday banner for the building. Community Programs Director Dillion requested we do more to get our name out by getting an electronic ticker sign at Town Hall, light pole banners at Town Hall and the Community Center, and holiday lighting/décor at both buildings. We will have to investigate the cost of all these things as they were not budgeted for.
 - B. **Ela Township Photo Contest** – The committee agreed to discontinue the photo contest as we have only had one entry.
 - C. **Resident Guide** – The Resident Guide is done, Trustee Wilhoit has delivered to the Village of Long Grove and Supervisor Palmblad will deliver some guides to the remaining Villages.
 - D. **2021 Summer Newsletter** – The Summer 2021 newsletter is at the post office and should hit mailboxes this week.
 - E. **Future Events** – The committee began to gather plans and ideas for a holiday decorating contest where residents would submit their homes into the contest and the committee will judge the best holiday decorated house. There will be first, second, and third place winners. The Ela 55+ holiday party is scheduled for 12/10/21. Community Programs Director Dillon will have a table at Unplugged Fest on August 1 where she will help promote Township programs and give out snacks. Community Family Services Director Marx would like to have an open house sometime prior to winter.
5. **Schedule Next Meeting:** August 31, 2021 at 10:00 A.M.
6. **Adjournment:** Supervisor Palmblad adjourned the meeting at 11:05 A.M.