

**Communications Committee Meeting**  
Tuesday, August 31, 2021 - 10:00 A.M.  
Ela Town Hall 1155 E. Route 22 Lake Zurich, IL

**AGENDA**

1. Call to Order
2. Roll Call
3. Old Business
  - A. New Residents: Update on Mailing
  - B. E-Blast:
    - September 7 & 21, 2021 – Content for both E-Blasts due to Administrative Coordinator Case on Wednesday, September 1, 2021
  - C. Township Tuesday:
    - Youth Department: Department Spotlight August 10, 2021 – After School Programs  
Employee Spotlight August 24, 2021 – Joe Cacciatore
    - Highway Department: Department Spotlight September 14, 2021  
Employee Spotlight: September 28, 2021
4. New Business
  - A. Community Center Banner
  - B. ET Holiday Décor Contest
  - C. 2021/2022 Fall - Winter Newsletter
  - D. Future Events
5. **Schedule Next Meeting:** September 28, 2021 at 10:00 A.M.
6. **Adjournment**