

Communications Committee Meeting
Tuesday, August 31, 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 August 31, 2021 Communications Committee meeting to order at 10:01 A.M.
2. **Roll Call:** Present were Supervisor Palmblad, Director Dillon, Director Marx, Assistant Director Dalbec, and Administrative Coordinators Case and Mendocha. Township Manager Stefaniuk joined at 10:40 a.m., and Assessor Barrington was absent.
3. **Old Business:**
 - A. **New Residents:** Update on Mailing – The Township has not received a list from Lake County, no mailings have been sent since the committee met last.
 - B. **E-Blast:**
September 7 & 21, 2021 – Content for both E-Blasts due to Administrative Coordinator Case on Wednesday, September 1, 2021. The committee discussed E-Blast content and will submit to Administrative Coordinator Case by 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. Administrative Coordinator Mendocha will highlight the storm water program for the Department Spotlight, and Highway Superintendent DePouw will be the Employee Spotlight.
4. **New Business:**
 - A. **Community Center Banner:** Banner ideas and text were discussed, the Committee agreed on “Happy Holidays and a Joyful New Year” on a snowman background. Supervisor Palmblad and Administrative Coordinator Case will obtain quotes from the printer and finalize the design.
 - B. **ET Holiday Décor Contest:** Director Dillon has contacted local vendors to ask for sponsorships. Thus far, Home Depot has agreed to be a sponsor. Administrative Coordinator Case will create promotional flyers. Judging will be done by the Committee the week of December 13. First, second and third place prizes will be awarded.
 - C. **2021/2022 Fall - Winter Newsletter:** The Township will create a 2021/2022 Winter newsletter to hit mailboxes on December 1, content is due November 1.
 - D. **Future Events:** Hawthorn Woods Fall Family Fun Fest is on September 25. Ela Township will have 2 trucks at the event for touch-a-truck, and possibly bring a bus. The dump truck cut out will be available to attendees as well so they can take family photos. A positive greeting rock painting contest was presented to the committee, and the committee decided not to move forward with it.
5. **Schedule Next Meeting:** September 28, 2021 at 10:00 A.M.
6. **Adjournment:** Supervisor Palmblad adjourned the Communications Committee meeting at 10:54 A.M.

Respectfully Submitted, Administrative Coordinator Case