



Supervisor's Office
Gloria M. Palmblad

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Communications Committee Meeting
Tuesday, September 28, 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 September 28, 2021 Communications Committee 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, Assistant Director Dalbec, and Administrative Coordinator Case. Administrative Coordinator Mendocha was absent.
3. **Old Business**
 - A. **New Residents: Update on Mailing:** Lake County has not sent the Assessors office a recent list, no mailings have been sent.
 - B. **E-Blast: October 4 & 18, 2021 –** The committee discussed what each department will include in the October E-blasts.
 - C. **Township Tuesday: Highway Department: Department Spotlight September 14, 2021 – Services, Employee Spotlight: September 28, 2021 - Superintendent DePouw.** The Clerks Department is scheduled for October's Township Tuesday spotlight, however, the Clerks office has nothing to spotlight as there is not an upcoming election. The committee discussed several other options for Township Tuesday and decided on a dedication to Assessor Barrington. Administrative Coordinator Case will contact the Ela Historical Society to get history and background information on any famous people that may be laid to rest in Ela cemeteries for another Township Tuesday spotlight. Carol Sullivan or a possible veteran spotlight are upcoming future Township Tuesday spotlights.
4. **New Business**
 - A. **Community Center Banner:** The committee agreed on the design of the banner, and it will be sent to K&M Printing for a quote.
 - B. **ET Holiday Décor Contest:** Contest promotion will begin November 1, 2021. Assistant Director Dalbec will design a marketing flier with a disclaimer and Google Doc sign-up sheet. Contestants will need to register for the contest no later than December 12, 2021, and the committee will judge on the

13, 14, and 15th of December from 6-9 P.M. Hawthorn Gardens, Home Depot, Beelows, and MVP Indoor Sports have agreed to sponsor prizes for the winners.

- C. 2021/2022 Winter Newsletter: Newsletter articles are due on November 1, 2021, the newsletter should reach residents the first week in December. Administrative Coordinator Case presented 6 possible cover images for the committee to vote on.
 - D. Ela Peace Pole Time Capsule: The committee agreed that Ela Township should contribute something to the time capsule and will bring ideas to the next meeting. Girl Scouts will be displaying their traveling quilt at Ela Town Hall, the Community Center, and various other locations in Ela Township.
 - E. Future Events: The Community Family Services department is hosting an open house on October 22, 2021, from 9:00 A.M. to 1:00 P.M. to introduce their rebranded department, all are welcome. The Community Center is hosting a wine dinner on November 19, 2021, and they are looking to elevate their Holiday Dinner Dance which will also be held at the Community Center and include live music.
- 5. **Schedule Next Meeting:** October 26, 2021 at 10:00 A.M.
 - 6. **Adjournment:** Supervisor Palmblad adjourned the meeting at 11:00 A.M.