



Supervisor's Office
Gloria M. Palmblad

Town Hall: 1155 East Route 22 • Lake Zurich, IL 60047
Phone: 847-438-7823 **Fax:** 847-438-9269
E-mail: info@elatownship.org

Communications Committee Meeting
Tuesday, October 26, 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 October 26, 2021 Communications Committee meeting to order at 10:05 a.m.
2. **Roll Call:** Present were Supervisor Palmblad, Township Manager Stefaniuk, Director Marx, and Administrative Coordinators Case and Mendocha.
3. **Old Business**
 - A. **New Residents: Update on Mailing:** Administrative Coordinator Case sent 148 new resident mailings since the last committee meeting. An additional note was added notifying residents of the updated contact information for the Assessors office and the CFS/Health & Wellness department name change and new directors information.
 - B. **E-Blast:**
November 1 & 15, 2021 – Content for both E-Blasts due to Administrative Coordinator Case on Thursday, October 28, 2021. Township Manager Stefaniuk informed the committee of the upcoming Ela Township blood drive in December and asked for suggestions to the marketing flier.
 - C. **Township Tuesday:**
October 19, 2021: Memorial to John Barrington. November 9 & 23, 2021: Cemetery Department. Administrative Coordinator Case will contact Carol Sullivan to ask for her assistance on gathering information on a Veteran buried at one of the Ela Township cemeteries to use as a November spotlight coinciding with Veterans Day.
4. **New Business**
 - A. **Community Center Banner:** The banner has been delivered to Town Hall, and the Highway Department will install it at the Community Center on Monday, November 29, 2021.
 - B. **ET Holiday Décor Contest:** Assistant Director Dalbec has created the marketing flier; sponsor logos need to be added and contest advertising will commence the first week in November.

- C. 2021/2022 Winter Newsletter: Newsletter content is due November 1, and Administrative Coordinator Case will send a follow up email to all departments. Quotes from two printers were reviewed, American Lithograph provided the lowest quote.
 - D. Ela Peace Pole Time Capsule: The committee is still considering what the Township should contribute to the time capsule. Possible ideas include a Township flag or plaque, or award.
 - E. Future Events: Upcoming blood drive, possibly ask residents to bring a canned good for donation to St. Francis de Sales food pantry or a toys for tots donation. Supervisor Palmblad will check with the church to see if they have any specific food needs. The Ela Township employee holiday party will be held on December 17, 2021.
 - F. Bi-Weekly E-Blast Newsletter: Township Manager Stefaniuk suggested adding a bi-weekly meetings update in our E-Blast newsletter. The committee agreed that it would be informative for the residents provided timing with the meeting schedule and E-Blast work out.
5. **Schedule Next Meeting:** November 23, 2021
6. **Adjournment:** Supervisor Palmblad adjourned the October 26, 2021 Communications Committee meeting at 10:57 a.m.