



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, November 23, 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 November 23, 2021 Communications Committee meeting to order at 10:01 a.m.
2. **Roll Call:** Present were Supervisor Palmblad, Township Manager Stefaniuk, Assessor Herr, Chief Deputy Assessor Behrel, Community Programs Director Dillon, Health & Wellness Director Marx, and Administrative Coordinators Case and Mendocha. Assistant Director Dalbec was absent.
3. **Old Business:**
 - A. New Residents: Update on Mailing: Administrative Coordinator Case mailed 97 new resident guides with department staffing updates since the last meeting.
 - B. E-Blast: December 6 & 20, 2021 – Content for both E-Blasts due to Administrative Coordinator Case on Thursday, December 2, 2021. No Comment.
 - C. Township Tuesday: None scheduled in December, January 2022 Historical Society: Spencer Loomis Carol Sullivan was unsuccessful in providing information for a Township Tuesday post. The committee discussed the possibility of spotlighting the 55+ Jingle Ball or the Holiday Decorating Contest winners on December 21, 2021.
4. **New Business:**
 - A. Community Center Banner: The holiday banner was delivered to the Community Center, and the Highway Department has it scheduled for installation on Monday, November 29, 2021.
 - B. ET Holiday Décor Contest: 5 entries have been received thus far. Administrative Coordinator Case picked up the donated sponsorship gift from MVP. Director Dillon will be picking up the donated sponsorship gifts from Hawthorn Gardens, Home Depot, and Beelows. The committee will ask permission from all contestants to take pictures and post on social media of the winners decorated homes.
 - C. 2021/2022 Winter Newsletter: The newsletter is finished and at the printer. Administrative Coordinator Case will take the postage payment to the post office.

D. Ela Peace Pole Time Capsule: Township Manager Stefaniuk made a suggestion that a newsletter article about the peace pole project and time capsule be written, posted in the newspaper, and a paper copy of the newspaper be included in the time capsule.

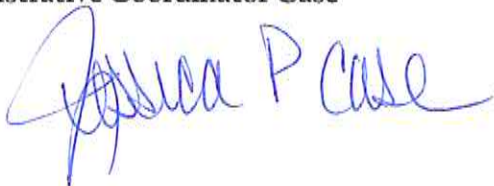
E. Future Events: No comment.

5. **Schedule Next Meeting:** January 25, 2022 at 10:00 a.m.

6. **Adjournment:** Supervisor Palmblad adjourned the meeting at 10:25 a.m.

Respectfully Submitted,

Administrative Coordinator Case



Supervisor Gloria M. Palmblad

Clerk Lucy A. Prouty

Trustee Larry Bowman

Trustee Joel Sikes

Trustee Tosi Ufodike

Trustee Laurie Wilhoit