

**Communications Committee Meeting**  
Tuesday, January 25, 2022 - 10:00 A.M.  
Ela Town Hall – Lower Level Board Room  
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:
    - February 7 & 21 – Content for both E-Blasts due to Administrative Coordinator Case on Thursday, February 3, 2022
  - C. Township Tuesday:
    - January 2022: Ela Historical Society  
Department Spotlight: Spencer Loomis  
Volunteer Spotlight: Mark Hay
    - February 8 & 22, 2022: Clerks Department
  - D. 2021 Holiday Decorating Contest Recap
  - E. Ela Peace Pole Time Capsule
4. **New Business**
  - A. Community Center Banner
  - B. 2022 I Got Caught Being Kind Contest
  - C. 2022 Spring/Summer Newsletter
  - D. Future Events
5. **Schedule Next Meeting:** February 22, 2022 at 10:00 a.m.
6. **Adjournment**