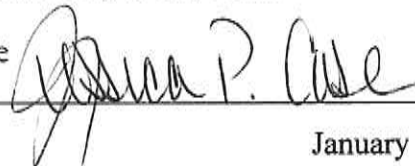


**Communications Committee Meeting**  
Tuesday, January 25, 2022 - 10:00 A.M.  
Ela Town Hall – Lower Level Board Room  
1155 E. Route 22 Lake Zurich, IL

**MEETING MINUTES**

1. **Call to Order:** Supervisor Palmblad called the January 25, 2022 Communications Committee meeting to order at 10:15 a.m.
2. **Roll Call:** Present were Supervisor Palmblad, Township Manager Stefaniuk, Interim Assessor Herr, Director Marx, Assistant Director Dalbec, and Administrative Coordinators Case and Mendocha. Director Dillon was absent.
3. **Old Business**
  - A. **New Residents:** Update on Mailing – Administrative Coordinator Case mailed 194 new resident guides since the last meeting.
  - B. **E-Blast:** February 7 & 21: Content for both E-Blasts due to Administrative Coordinator Case on Thursday, February 3, 2022. The committee discussed including a covid-19 modification post to the upcoming e-blast provided we are still on modified schedules.
  - C. **Township Tuesday:** January 2022: Ela Historical Society - Department Spotlight: Spencer Loomis and the Volunteer Spotlight: Mark Hay. February 8 & 22, 2022: Clerks Department – Administrative Coordinator Case will meet with Clerk Prouty to discuss a post regarding the General Primary election on June 28, 2022 as the election was originally planned for March 2022.
  - D. **2021 Holiday Decorating Contest Recap:** Supervisor Palmblad summarized the 2021 ET Holiday Decorating Contest for the committee. She will be sending out thank you letters to all sponsors.
  - E. **Ela Peace Pole Time Capsule:** The committee agreed to contribute a small ET flag and publish an article in the Daily Herald and include a copy of the newspaper.
4. **New Business**
  - A. **Community Center Banner:** The Highway Department will remove the holiday banner as weather permits. The committee agreed that we should create a banner for the I Got Caught Being Kind Contest. Supervisor Palmblad will work on finding a new sign vendor.
  - B. **2022 I Got Caught Being Kind Contest:** The 2022 contest will run from mid-February to mid-March. Contest promo will begin February 7 with the E-Blast.
  - C. **2022 Spring/Summer Newsletter:** Newsletter articles should be submitted to Administrative Coordinator Case by March 18 so the board can vote at the April board meeting.
  - D. **Future Events:** Administrative Coordinator Mendocha will follow up with Lake County regarding upcoming food drives. The committee would like to begin discussions around planning 2022 Township Day, everyone will bring ideas to the February meeting.
5. **Schedule Next Meeting:** February 22, 2022 at 10:00 a.m.
6. **Adjournment:** Supervisor Palmblad adjourned the meeting at 10:46 a.m.

Respectfully Submitted: Administrative Coordinator Case



Ela Township

January 25, 2022