

**Communications Committee Meeting**  
**Tuesday, February 22, 2022 - 10:00 A.M.**  
**Ela Town Hall – Upper Level Conference 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:
    - March 7 & 21 – Content for both E-Blasts due to Administrative Coordinator Case on March 1, 2022
  - C. Township Tuesday:
    - February 8 & 22: Clerks Department
    - March 8 & 22: Assessors Department
  - D. 2022 I Got Caught Being Kind Contest
  - E. 2022 Spring/Summer Newsletter
  - F. Community Center Banner
4. New Business
  - A. 2022 Township Day
  - B. John Barrington Memorial Bench Dedication
  - C. Knox Playground Dedication
5. Schedule Next Meeting: March 22, 2022 at 10:00 a.m.
6. Adjournment