

**Communications Committee Meeting**  
**Tuesday, March 29, 2022 - 10:00 A.M.**  
**Ela Town Hall – Upper Level Conference Room**  
**1155 E. Route 22 Lake Zurich, IL**

**MEETING MINUTES**

1. Call to Order: Supervisor Palmblad called the March 29, 2022 Communications Committee meeting to order at 10:08 a.m.
2. Roll Call: Present were Supervisor Palmblad, Assessor Herr, Community Programs Director Dillon, Director Marx, Administrative Coordinator's Case and Mendocha.
3. Old Business
  - A. New Residents: Update on Mailing – Administrative Coordinator Case has sent 171 new residents the ET resident guide since the last meeting.
  - B. E-Blast: April 4 & 18 – Content for both E-Blasts due to Administrative Coordinator Case on March 30, 2022. Administrative Coordinator Case notified the committee that they can have until April 1 to submit their content.
  - C. Township Tuesday: March 8 & 22: Assessors Department – Exemptions & Assessor Herr. April 12 & 26, 2022: Ela 55+. Community Programs Director Dillon requested dates and the employee spotlight questions. Supervisor Palmblad would like to spotlight Charity Knit in July.
  - D. 2022 I Got Caught Being Kind Contest Recap: The 2022 contest received only 1 submittal for the contest. A giftcard will be obtained and sent to the contestant. The committee discussed ideas for creating a kindness webpage.
  - E. 2022 Spring/Summer Newsletter: The newsletter is complete, final adjustments will be made prior to having the board consider its approval at the April board meeting.
  - F. Community Center Banner: A spring banner has been installed at the Community Center. Administrative Coordinator Case will come up with summer ideas and submit them to the committee for consideration.
4. New Business
  - A. John Barrington Memorial Bench Dedication: The Highway Department will be installing a concrete pad and the bench as weather permits. The dedication is scheduled for May 20, 2022. The Legion has been invited and State Rep. Chris Bos will be assisting in the event planning. Administrative Coordinator Case will create an event flyer for social media and the E-blast.
  - B. Knox Playground Dedication: The Highway Department will pour a concrete sidewalk from the south side of the park to the playground area as weather permits. The playground ribbon cutting is scheduled for June 11, 2022 from 10 a.m. to 12 p.m. Entertainment options are being looked into, and snacks for the kids will be provided. Administrative Coordinator Case will create a social media event flyer which will also be included in the E-blast and sent to local municipalities.
5. Schedule Next Meeting: April 26, 2022 at 10:00 a.m.
6. Adjournment: Supervisor Palmblad adjourned the meeting at 10:42 a.m.

Respectfully submitted: Administrative Coordinator Case

Ela Township

March 30, 2022