

**Communications Committee Meeting**  
**Tuesday, May 31, 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 May 31, 2022 Communications Committee meeting to order at 10:10 a.m.
2. Roll Call: Present were Supervisor Palmblad, Assessor Herr, Director Dillon, Director Marx, and Administrative Coordinator Case. Assistant Director Dalbec and Administrative Coordinator Mendocha were absent.
3. Old Business
  - A. New Residents: Update on Mailing: Administrative Coordinator Case has a list of 102 new residents and will send the mailing this coming week.
  - B. E-Blast: June 6 & 20 – Content for both E-Blasts due to Administrative Coordinator Case on June 2, 2022. The committee discussed creating content for the Barrington bench dedication and Knox Park playground ribbon cutting to include in upcoming e-blasts.
  - C. Township Tuesday: May 10 & 24, 2022 - Administration Department. Due to the Coast2Coast program changing ownership, we were unable to gather content for a department spotlight highlighting the program. Alex Snyder, Management Assistant, was the employee spotlight. June 14 & 28, 2022 Bus Department, general bus promotional materials will be used for the department spotlight, our new bus driver Tim Roberts will be used for the employee spotlight.
  - D. John Barrington Memorial Bench Dedication Recap: Overall, the event went very well, and weather held out. Pictures will be posted along with an event recap on the website, Facebook, and in the e-blast newsletter.
  - E. Knox Playground Ribbon Cutting: The committee discussed final details of the event, compiled a supply list of items needed, and agreed to meet on site at 9 a.m. for set up on the day of the event.
  - F. Community Center Banner: The Highway Department will schedule the install of the summer banner on June 21, 2022, the first day of summer.
4. New Business: Supervisor Palmblad invited everyone to come to the board meeting on June 9, 30 minutes early to surprise Arnie Bedolla with cake and a flag in celebration of him passing his United States of America citizens exam.
5. Schedule Next Meeting: June 28, 2022 at 10:00 a.m.
6. Adjournment: Supervisor Palmblad adjourned the meeting at 10:32 a.m.

*Respectfully Submitted: Administrative Coordinator Case*

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Ela Township

May 23, 2022