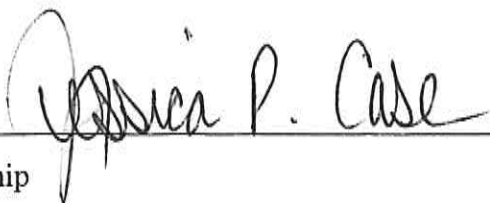


Communications Committee Meeting
Tuesday, July 26, 2022 - 10:00 A.M.

Ela Town Hall – Upper Level Conference Room
1155 E. Route 22 Lake Zurich, IL

MEETING MINUTES

1. Call to Order: Supervisor Palmblad called the July 26, 2022 Communications Committee meeting to order at 10:07 a.m.
2. Roll Call: Present were Supervisor Palmblad, Assessor Herr, Director Marx, Administrative Coordinator Case, and Administrative Coordinator Mendocha. Director Dillon and Assistant Director Dalbec were absent.
3. Old Business
 - A. New Residents Update on Mailing: Administrative Coordinator has 109 new resident mailings to send out this week.
 - B. E-Blast: August 1 & 15, 2022 – Content for both E-Blasts due to Administrative Coordinator Case on July 28, 2022. The Highway and Assessors departments requested the same content be used as was in the Mid-July e-blast.
 - C. Township Tuesday: July 12 & 26, 2022: Health & Wellness department spotlight focused on general services offered by the department. Melanie Lima, a health & wellness clinician, was the employee spotlight. August 9 & 23, 2022 will spotlight the Youth Department, Administrative Coordinator Case will work with Youth Coordinator Cacciatore to create content.
4. New Business: The committee began to brainstorm ideas for a ribbon cutting event at the outdoor fitness court located at Knox Park which will take place in early Fall 2022. The 2022/2023 Fall/Winter Newsletter planning has commenced, with possible board approval at the October board meeting. Definitive dates will be discussed at the COW meeting. Articles are tentatively due to Administrative Coordinator Case on September 12, 2022. The newsletter will be mailed to residents after the election in November.
5. Schedule Next Meeting: August 16, 2022 at 10:00 a.m.
6. Adjournment: Supervisor Palmblad adjourned the meeting at 10:37 a.m.



Ela Township

July 27, 2022