

Communications Committee Meeting
Tuesday, August 16, 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 August 16, 2022 Communications Committee meeting to order at 10:00 a.m.
2. Roll Call: Present were Supervisor Palmblad, Assessor Herr, Director Marx, Assistant Director Dalbec, Administrative Coordinator Case, and Administrative Coordinator Mendocha.
3. Old Business:
 - a. Administrative Coordinator Case provided an update on the new resident's mailing; she received a list of 89 new residents on August 11, 2022, and they will be mailed out later this week.
 - b. E-Blast's are scheduled to go out on September 5 & 19, 2022. Content for both E-Blasts are due to Administrative Coordinator Case on September 1, 2022.
 - c. Township Tuesday is scheduled to post to Facebook on August 9 & 23, 2022. The Youth department spotlight promoted upcoming SafeSitter and Safe@Home courses offered at the Community Center. Youth Coordinator Cacciatore will choose a new staff member hired to assist with Homework Club for the employee spotlight. September Township Tuesday will highlight the Highway Department. Administrative Coordinators Case and Mendocha will work on content for these posts.
 - d. Plans and dates for the Fitness Court ribbon cutting event were discussed. Supervisor Palmblad is scheduled to have a pre-construction meeting regarding the tennis and pickleball courts and would like to wait to finalize a date for the ribbon cutting until major construction on the courts has finished; however, it could possibly be scheduled on September 9 or 16, 2022. Administrative Coordinator Case will create a flyer to advertise the event on social media, and with the surrounding Villages and the Chamber of Commerce. The committee brainstormed several ideas for give aways and themes for the event. Assistant Director Dalbec mentioned that the Community Center has some leftover fitness towels from past events that have the Ela Township logo on them, and we are welcome to use them in our give aways.
4. New Business: None at this time.
5. Schedule Next Meeting: September 27, 2022 at 10:00 a.m.
6. Adjournment: Supervisor Palmblad adjourned the meeting at 10:24 a.m.

Respectfully Submitted: Administrative Coordinator Case

Ela Township

August 10, 2022