

Communications Committee Meeting

Tuesday, September 27, 2022 - 10:00 A.M.
Ela Town Hall – Upper Level Conference Room
1155 E. Route 22 Lake Zurich, IL

MEETING MINUTES

Approved October 13, 2022

1. Call to Order: Supervisor Palmblad called the September 27, 2022 Communications Committee meeting to order at 10:03 a.m.
2. Roll Call: Present were Supervisor Palmblad, Township Manager Marciniak, Health & Wellness Director Marx, Assistant Director Dalbec, and Administrative Coordinators Case and Mendocha.
3. Old Business:
 - a. New Residents: Update on Mailing, Administrative Coordinator Case received a list of 44 new residents from the Assessors office and will send out the mailing later this week.
 - b. E-Blast: October 3 & 17, 2022 – Content for both E-Blasts due to Administrative Coordinator Case on September 29, 2022
 - c. Township Tuesday: September 13 & 27, 2022 – The Highway Department spotlighted their vactor and jetter equipment for the department spotlight, and Brett Dalton is the employee spotlight. October 11 & 25, 2022 will highlight the Clerk's Department and we will promote early and election day voting at Town Hall.
 - d. Holiday Home Decorating Contest: Administrative Coordinator Case created a flyer for the committee to approve. This will be used promote the event on social media, at Township properties, and we will also ask local municipalities and the Chamber of Commerce to use it in promoting the event. Homes need to be decorated by December 9th, and the judging of homes the week of December 12, 2022. Event promotion will begin November 1st. Prizes will be awarded the week of December 19th. The committee will begin working on getting prize donations.
4. New Business:
 - a. Community Center Banner Schedule: The summer banner will be removed, and the fall banner installed as soon as possible. The Highway Department will plan to install the winter banner the week of December 15th and it will be taken down January 15, 2023. Assistant Director Dalbec will take an inventory of banners.
 - b. Employee Holiday Party: The staff holiday party is scheduled for December 16th. An invite will be created and distributed to each department. The committee discussed possible contest and game options but nothing was decided.
 - c. Township Manager Marciniak presented plastic recycling program to the committee, which he would like to see the Township take part in. A promotional flyer will be created and recycle bins will be placed at Township properties.
5. Schedule Next Meeting: October 25, 2022 at 10:00 a.m.
6. Adjournment: Supervisor Palmblad adjourned the meeting at 10:47 a.m.

Respectfully Submitted: Administrative Coordinator Case

Ela Township

September 29, 2022