

Communications Committee Meeting

Tuesday, November 1, 2022 - 10:00 A.M.
Ela Town Hall – Upper Level Conference Room
1155 E. Route 22 Lake Zurich, IL

MEETING MINUTES

Approved November 10, 2022

1. Call to Order: Supervisor Palmblad called the November 1, 2022 Communications Committee meeting to order at 10:03 a.m.
2. Roll Call: Present were Supervisor Palmblad, Township Manager Marciniak, Assessor Herr, Community Programs Director Dillon, Health & Wellness Director Marx, and Administrative Coordinators Case and Mendocha. Assistant Director Dalbec was absent.
3. Old Business:
 - A. New Residents: Administrative Coordinator Case received a list of 95 new residents today and will mail their resident guides this week.
 - B. E-Blast: November 7 & 21, 2022 – Content for both E-Blasts due to Administrative Coordinator Case on November 3, 2022. The committee agreed to begin promoting the holiday home decorating contest and continue with the plastic recycling program.
 - C. Township Tuesday: November 8 & 22, 2022: Cemetery Department, the committee discussed getting flag monument pictures for the department spotlight, and Doug Ahlgrim will be the employee spotlight. Since December is an open month, the committee discussed spotlighting the 55+ Jingle Ball on December 13 and the Holiday Home Decorating contest winners on December 27.
 - D. Holiday Home Decorating Contest: Contest promotion will begin on November 1 via social media, e-blasts, and via individual Township departments. Administrative Coordinator Case will contact the Villages within the Township and LZACC to ask them to include the flyer in their electronic newsletters. Judging will take place on December 13.
4. New Business:
 - A. Employee Holiday Party: The committee agreed to organize a holiday party for all staff. Contributions of flat wear, plates, cups, napkins, desserts and drinks will be divvied up amongst each department. Administrative Coordinator Case will create an invite and forward it to Department heads. A \$5 gift card grab bag was discussed.
 - B. Community Programs Director Dillon spoke about planning a Ela Township Community Day on or around September 23, 2023. She would like to have a band, food trucks, bouncy house, and a balloon artist. She also would like a banner designed for the event to be installed on the front of the Community Center.
 - C. Township Manager Marciniak updated the committee on the plastic recycling program. He is having difficulty securing a corporate partner to take the plastic that has been donated, however, he would like to continue advertising the program to the community.
5. Schedule Next Meeting: December 6, 2022 at 10:00 a.m.
6. Adjournment: Supervisor Palmblad adjourned the meeting at 10:38 a.m.

Respectfully submitted, Administrative Coordinator Case