

Communications Committee Meeting

Ela Town Hall – Upper Level Conference Room
1155 E. Route 22 Lake Zurich, IL
Tuesday, December 6, 2022 - 10:00 A.M.

MEETING MINUTES

Approved January 5, 2023

1. Call to Order: Supervisor Palmblad called the December 6, 2022 Communications Committee meeting to order at 10:03 a.m.
2. Roll Call: Present were Supervisor Palmblad via Zoom, Township Manager Marciniak, Assessor Herr, Community Programs Director Dillon, Health & Wellness Director Marx, Assistant Director Dalbec, and Administrative Coordinator Case. Administrative Coordinator Mendocha was absent.
3. Old Business
 - A. New Residents: Update on Mailing – Lake County has not provided a new resident list to the Assessors department since the last meeting; therefore, no new mailings have been sent.
 - B. E-Blast: December 5 & 19, 2022 – Content for both E-Blasts due to Administrative Coordinator Case on December 1, 2022. Community Programs Director Dillon requested that we reorganize the E-Blast to feature Township events first and all other community events after Township events. The committee agreed, and Administrative Coordinator Case will implement this procedure for all future E-Blast newsletters.
 - C. Township Tuesday: December 13 & 27: Pictures from Jingle Ball and Holiday Decorating Contest. Administrative Coordinator Case provided a 2023 Township Tuesday schedule for the committee to review. Minor changes were requested, and the 2023 Township Tuesday schedule was approved.
 - D. Holiday Home Decorating Contest: Currently we have 18 contestants for the decorating contest, four were previous contestants in the 2021, two of which won. The committee will meet at the Community Center at 4:30 p.m. on December 13, 2022 to judge the homes. Assistant Director Dalbec has offered to create a route and drive the committee in the Township van.
 - E. Employee Holiday Party: All details have been confirmed for the employee holiday party on December 16, 2022 at 11:30 a.m.
4. New Business
 - A. Hawthorn Woods Event Sponsorship Opportunities: Administrative Coordinator Case presented a sponsorship packet from the Village of Hawthorn Woods for their 2023 events. The committee decided not to participate.
5. Schedule Next Meeting: Tuesday, December 27, 2022 or Tuesday, January 3, 2022 at 10:00 a.m.: The committee agreed to meet on January 3, 2023.
6. Adjournment: Supervisor Palmblad adjourned the meeting at 10:24 a.m.

Respectfully Submitted: Administrative Coordinator Case