

Communications Committee Meeting
Ela Town Hall – Upper Level Conference Room
1155 E. Route 22 Lake Zurich, IL
Tuesday, February 28, 2023 - 10:00 A.M.

MEETING MINUTES

Approved March 9, 2023

1. Call to Order: Supervisor Palmblad called the February 28, 2023 Communications Committee meeting to order at 10:06 a.m.
2. Roll Call: Present were Supervisor Palmblad, Township Manager Marciniak, Assessor Herr, Community Programs Director Dillon, Director Marx, Assistant Director Dalbec, Administrative Coordinators Case and Mendocha, and special guest Trustee Bowman.
3. Old Business:
 - A. New Residents Update on Mailing: Administrative Coordinator Case received a list of 46 new residents and will send the mailing by the end of the week.
 - B. E-Blast: March 6 & 20, 2023 – Content for both E-Blasts due to Administrative Coordinator Case on March 1, 2023. Supervisor Palmblad informed the committee that we are working on reformatting the E-Blast is it is more mobile and tablet friendly.
 - C. Township Tuesday: January 10 & 24, 2023 highlighted the Administration Department – General Services & Twp. Manager Marciniak. February 14 & 28, 2023 highlighted Ela Township Trustees with a Trustee Spotlight scheduled for 2/14 highlighting Trustees Bowman & Sikes. This will be rescheduled to a later date due to lack on content. The Trustee Spotlight on 2/28 highlighted Trustees Ufodike & Wilhoit. Our March Township Tuesday on March 14 & 28, 2023 will focus on the Clerks Department early voting and the April 4, 2023 Consolidated Election.
4. New Business:
 - A. 2023 Summer Newsletter: Articles are due to Administrative Coordinator Case on March 17, 2023. The newsletter will be on the agenda for possible board approval at the April board meeting.
 - B. Annual Town Meeting: Supervisor Palmblad would like to invite Township residents to attend the Annual Town meeting and requested that the committee brainstorm ideas. She would also like to have electronic content created advertising the meeting in our E-Blast and on Facebook.
 - C. Ribbon Cutting of Pickleball & Tennis Courts: The committee agreed to a tentative date of May 20 from 10 a.m. to 12 p.m. for the ribbon cutting, however, it may have to be rescheduled if construction is not finished in time. Pickleball games, give aways, and a fitness demo were mentioned as possibilities for this event.
5. Old Business:
 - A. Community Center Celebration: This event is scheduled for September 17, 2023 from 3/5 pm at the Community Center. They will offer food, a band, bounce house, kids activities, and much more.
6. Set Date for Next Communications Committee meeting: March 28, 2023
7. Supervisor Palmblad adjourned the meeting at 10:44 a.m.

Respectfully Submitted: Deputy Clerk Case