

**Communications Committee Meeting**  
Ela Town Hall – Upper Level Conference Room  
1155 E. Route 22 Lake Zurich, IL  
Tuesday, June 27, 2023 - 10:00 A.M.

**MEETING MINUTES**  
**Approved July 13, 2023**

1. Call to Order: Supervisor Palmblad called the June 27, 2023 Communications Committee meeting to order at 10:15 a.m.
2. Roll Call: Present were Supervisor Palmblad, Trustee Bowman, Township Manager Marciniak, Health & Wellness Director Marx, Assistant Director Dalbec, and Administrative Coordinator Case. Community Programs Director Dillon and Administrative Coordinator Mendocha were absent.
3. Old Business
  - A. New Residents: Update on Mailing – Lake County has not sent an updated list; no new mailings have been sent to residents.
  - B. E-Blast: July 3 & 17, 2023 – Content for both E-Blasts due to Administrative Coordinator Case on June 29, 2023: A recap of the Pickleball/Tennis/Fitness Court Ribbon Cutting along with an announcement of Doug Samz being sworn in as Trustee will be included. We will also help promote a shredding event hosted by Senator McConchie.
  - C. Township Tuesday: June 13 & 27, 2023 Bus Department Recap. July 11 & 25, 2023: Health & Wellness Department: A general bus service marketing flyer was used for the department spotlight, and Ken Smith was chosen for the employee spotlight. Director Marx would like to promote an upcoming caregiver support group for the department spotlight and highlight Elina Schkolnik for the employee spotlight.
  - D. Community Center Celebration: Assistant Director Dalbec updated the committee on planning progress for the Community Center Celebration on September 17. They have secured three sponsors and are looking for more to help offset the cost of the band, food, and activities.
  - E. Active Shooter Training: The Kildeer Police Department will host active shooter training at Town Hall on July 7 at 8:30 a.m., and at the Community Center on July 21 at 8:30 a.m.
4. New Business: Township Manager Marciniak has partnered Ela Township with Vitalant to host a mobile blood drive at Town Hall on August 24 from 11:00 a.m. to 4:00 p.m.
5. Set Date for Next Communications Committee meeting: July 25, 2023 @ 10:00 a.m.
6. Adjournment: Supervisor Palmblad adjourned the meeting at 10:32 a.m.

*Respectfully submitted: Administrative Coordinator Case*