

Communications Committee Meeting

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

MEETING MINUTES – Approved September 14, 2023

1. Call to Order: Supervisor Palmblad called the August 22, 2023 Communications Committee meeting to order at 10:00 a.m.
2. Roll Call: Present were Supervisor Palmblad, Township Manager Marciniak, Assessor Zielinski, Community Programs Director Dillon, Health & Wellness Director Marx, Administrative Coordinator Case, and Administrative Coordinator Mendocha. Assistant Director Dalbec was absent.
3. Old Business
 - A. New Residents: Update on Mailing: Administrative Coordinator Case received a new resident list from the Assessors Department on August 17th and will be sending them out this week.
 - B. E-Blast: September 4 & 18, 2023 – Content for both E-Blasts due to Administrative Coordinator Case on August 31, 2023: Administrative Coordinator Case redesigned and formatted the e-blast so it has a cleaner look and is more mobile friendly. The e-blast was explained to Assessor Zielinski so he can begin submitting content for the Assessors Department. A government links button will be added to the e-blast that will take users to the Ela Township website government links page.
 - C. Township Tuesday: August 8 & 22, 2023, Historical Society. September 12 & 26, 2023. Ela 55+: The Ela Historical Society spotlighted their upcoming Ela History Day and Artisan Market for the August 8th post and the Vintage Baseball game on August 22nd. Director Dillon would like to promote the Community Center Celebration on September 12th, and on the 26th she will create a flyer highlighting the event.
 - D. Community Center Celebration: The Community Center Celebration on September 17th from 1-4 p.m. will a band from 2-4 p.m., a balloon artist from 1:30 – 3:30 p.m., touch a truck filled with sand and toys, food for purchase, and each department will have a table to provide attendees with Township resources. Director Dillon would like to have yard signs made to help promote the event. Volunteers are welcome and should arrive at 12 p.m.
4. New Business
 - A. 2023/2024 Winter Newsletter: Articles are due to Administrative Coordinator Case on September 18th. Supervisor Palmblad and Township Manager Marciniak will review for revisions beginning October 1st, and it will be on the agenda for possible board approval at the October board meeting, so residents receive it in the beginning of November.

Supervisor Palmblad presented revised logos submitted by Trustee Wilhoit for the committee to review for approval. Modifications such as removing the circle and adding the department name under the logo were suggested. Supervisor Palmblad will pass this on to Trustee Wilhoit at the upcoming Committee of the Whole Meeting.
5. Set Date for Next Communications Committee meeting: September 26, 2023 @ 10:00 a.m.
6. Adjournment: Supervisor Palmblad adjourned the meeting at 10:31 a.m.
Respectfully Submitted: Administrative Coordinator Case