

Communications Committee Meeting
Ela Town Hall – Upper Level Conference Room
1155 E. Route 22 Lake Zurich, IL
Tuesday, October 24, 2023 - 10:00 A.M.

MEETING MINUTES – Approved November 9, 2023

1. Call to Order: Supervisor Palmblad called the October 24, 2023 Communications Committee Meeting to order at 10:02 a.m.
2. Roll Call: Present were Supervisor Palmblad, 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. Public Comment: None.
4. Old Business
 - A. New Resident Mailing: Nothing has been received from Lake County since the last meeting.
 - B. E-Blast: November 6 & 20, 2023 – Content for both E-Blasts due to Administrative Coordinator Case on November 1, 2023: The Committee discussed several upcoming holiday programs including the Holiday Home Decorating Contest and Thanksgiving and Christmas meal programs that will be included in the November/December e-blasts.
 - C. Township Tuesday: September 12 & 26, 2023 - Ela 55+, October 17 & 31, 2023 – Cemetery, November 14 & 28, 2023 – Highway Department. The past two months Township Tuesday posts were reviewed. Administrative Coordinator Mendocha has submitted her content for the November Township Tuesday posts which include a department spotlight of the new bucket truck and Branden Spencer was chosen for the employee spotlight.
 - D. Community Center Celebration: Unfortunately, the 2023 event was cancelled due to rain. The week of September 23, 2024 begins senior center week and they will have daily activities planned all week. A preliminary and rain date will be chosen for the celebration sometime during that week. The band has already been reserved.
5. New Business
 - A. 2023/2024 Winter Newsletter: The newsletter is at the printer and residents should receive it during the first week of November.
 - B. 2023 Holiday Home Decorating Contest: All entries must be received, and homes must be decorated by December 10, judging will be the week of December 11th. Winners will be notified via email. Prizes will be delivered the week of December 18th. Participants must be residents of Ela Township. Committee members will reach out to local businesses to ask for prize donations.
 - C. Employee Holiday Party: The party will be held on December 15th at 11:30 a.m. in the lower level board room. An invitation will be sent to all staff and Board members.
6. Set Date for Next Communications Committee meeting: November 28, 2023, 2023 @ 10:00 a.m.
7. Adjournment: Supervisor Palmblad adjourned the meeting at 10:42 a.m.

Respectfully submitted: Administrative Coordinator Case