

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

**AGENDA**

1. Call to Order
2. Roll Call
3. Public Comment
4. Old Business
  - A. New Residents: Update on Mailing
  - B. E-Blast: December 4 & 18, 2023 – Content for both E-Blasts due to Administrative Coordinator Case on November 30, 2023
  - C. Township Tuesday: November 14 & 28, 2023 – Highway Department, bucket truck spotlight & Branden Spencer. December 12 & 26, 2023 – Open
5. New Business
  - A. 2023 Holiday Home Decorating Contest
  - B. Employee Holiday Party
6. Set Date for Next Communications Committee meeting: December 19, 2023, @ 10:00 a.m.
7. Adjournment