

**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.

**MEETING MINUTES**  
**Approved December 14, 2023**

1. Call to Order: Supervisor Palmblad called the November 28, 2023, Communications Committee meeting to order at 10:00 a.m.
2. Roll Call: Present were Supervisor Palmblad, Township Manager Marciniak, Assistant Director Dalbec, and Administrative Coordinators Case and Mendocha. Community Programs Director Dillon and Health & Wellness Director Marx were absent.
3. Public Comment: None.
4. Old Business
  - A. New Residents - Update on Mailing: Lake County has not sent an updated new resident list.
  - B. E-Blast - December 4 & 18, 2023 – Content for both E-Blasts due to Administrative Coordinator Case on November 30, 2023: Township holiday programs and observed holidays will be included in the December e-blasts.
  - C. Township Tuesday - November 14 & 28, 2023 – Highway Department, the new bucket truck was chosen for the department spotlight & Branden Spencer was chosen for the employee spotlight. December 12 & 26, 2023 – Open: With no department being assigned to December, we will spotlight the Jingle Ball recap with pictures on the 12<sup>th</sup>, and on the 26<sup>th</sup> we will spotlight the winners of the Ela Township Holiday Home Decorating contest.
5. New Business
  - A. 2023 Holiday Home Decorating Contest: Touring homes is scheduled for the evening of December 12<sup>th</sup>; the committee will meet at the Community Center at 4:30 p.m. The committee discussed contacting local vendors for prize donations.
  - B. Employee Holiday Party: Administrative Coordinator Case discussed food options with the committee. The catering service used for past employee parties has raised their prices \$4 per person and it is no longer an option.
6. Set Date for Next Communications Committee meeting: December 19, 2023, @ 10:00 a.m.: This is a tentative date that may need to be rescheduled.
7. Adjournment: Supervisor Palmblad adjourned the meeting at 10:22 a.m.

*Respectfully Submitted: Administrative Coordinator Case*