



Supervisor's Office
Gloria M. Palmblad

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Communications Committee Meeting
October 29, 2019
Immediately Following COW Meeting
Ela Town Hall 1155 E. Route 22, Lake Zurich, IL
Upper Level Conference Room

AGENDA

1. **Call to Order** - Chair
2. **Roll Call**
3. **Old Business**
 - A. New Residents: Update on Mailing
 - B. Caption Contest:
 - C. Township Tuesday:
 - October 8 & 22, 2019 – Cemetery Department
Department Spotlight - Columbarium (10/8)
Employee Spotlight - Dave Kylo (10/29)
 - November 12 & 26, 2019 – Highway Department
 - D. E-Blast:
 - November 4 & 18, 2019 – Content for both E-Blasts due to Jessica on October 29, 2019.
 - E. 2019/2020 Fall – Winter Newsletter
 - F. Postcards/Non-Profit Postage
 - G. Holiday Party
 - H. Township Day 2020
4. **New Business**
5. **Schedule Next Meeting**
6. **Adjournment**