



**Supervisor's Office**  
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**Communications Committee Meeting**

**Tuesday, December 29, 2015**

10:00am

**Agenda**

*The mission of the Communications Committee is to enhance the internal & external communications and expand awareness of the programs, benefits & services offered by Ela Township*

Call to Order – Chair

Roll Call

New Business:

Post Card/deadline for information/content/print date and quantity  
16 page Residential Guide/deadline for information/content/print date  
2016 E-newsletter schedule/information deadline  
Website: further instructions to design elements on WordPress  
for the Communications Coordinator  
Discuss spring newsletter

Schedule of next meeting – Last Tuesday of every month @ 10:00am.

Adjournment