



## Supervisor's Office

Lucy A. Prouty

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### **Communications Committee Minutes for May 31, 2016**

**Present:** Trustee/Chair Lynn O'Brien, Communications Coordinator Angela Sykora, Administrative Assistant Heidi Michel, Ela 55+ Director Susan Dillon, Ela 55+ Program Coordinator Jim Dalbec and Assessor John Barrington

**Absent:** Community and Family Services Director Susan Fackler, Youth Director Alexandria Tonigan and Supervisor Lucy Prouty

**Call to Order:** 10 a.m.

### **Old Business**

- Spring/Summer 2016 newsletter: Heidi reported the newsletter was at the post office. The committee agreed the Fall/Winter newsletter should be published in November, following the general election so not to swamp households with more brochures.
- Parks Postcard: The committee decided to table this because there is no budget remaining for a fifth publication this fiscal year. One postcard was already published earlier this year in addition to the spring/summer newsletter. There will also be a fall/winter newsletter, and the spring 2017 newsletter is to be published in March (this fiscal year), prior to the local elections.
- Parks Survey: The committee reviewed sample questions for a potential parks survey. Trustee Larry Bowman will also be consulted.
- Facebook Deactivation: Angela gave an update about the deactivation of Facebook pages for Assessor, Community & Family Services and Youth. Photos and posts from these pages were recreated on the main township Facebook page.

### **New Business**

- Topics for June Email Blast were discussed

- Rock the Block Lake Zurich: The committee discussed having a township presence at this event along with the Lake Zurich Farmers Market.
- LifeSource has asked to conduct a mobile blood drive just before the July 4 holiday. Every donor will receive a free t-shirt.

**Adjournment:** 11 a.m.

**The next Communications Committee meeting will be at 10 a.m. on June 21, 2016.**

*Submitted by Communications Coordinator Angela Sykora*

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**Supervisor** Lucy A. Prouty

**Highway Commissioner** Bill Kruckenberg

**Assessor** John Barrington

**Clerk** William Donnan

**Trustee** Larry Bowman

**Trustee** Lynn O'Brien

**Trustee** Gloria Palmblad

**Trustee** Joel Sikes