

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

1. **Call to Order** – Chair
Meeting was called to order at 10:22 A.M.
2. **Roll Call**
Supervisor Palmblad, Manager Stefaniuk, Assessor Barrington, Director Dillon, Asst. Director Dalbec, Administrative Coordinator's Case, Mendocha, and Sandstrom.
3. **Old Business**
 - A. **New Residents Mailing Update:**
Administrative Coordinator Case mailed 49 Resident Guides to new residents in the month of October. She received an additional list of 26 new residents and will mail their guides within the next week.
 - B. **Caption Contest:**
No contest in October, Senior Department will submit a picture from their Halloween karaoke event for November. We need to get gift cards.
 - C. **Township Tuesday:**
 - October 8 & 22, 2019 – Cemetery Department
October 8, 2019 – Department Spotlight, columbarium at Lake Zurich Cemetery
October 22, 2019 – Employee Spotlight – Dave Kylo, Cemetery Manager
 - November 12 & 26, 2019 – Highway Department
November 12, 2019 – Department Spotlight - Snow and Ice Control
November 26, 2019 – Employee Spotlight – Jeff Thompson
 - We will not have a December 2019 Township Tuesday post.
 - D. **Next E Blast:**
 - November 4 & 18, 2019
 - We should create a lending closet advertisement to post on Facebook and include in future E-Blasts.
 - E. **2019/2020 Fall – Winter Newsletter:**
Newsletter is in production at printer and should be to residents by the second week in November.
 - F. **Postcards:**
Our goal is to send to residents in January 2020, and focus on levy and tax dollars.
 - G. **Holiday Party:**
Holiday potluck will be held on December 20, 2019 from 11:00 a.m. to 1:00 p.m. Manager Stefaniuk will send out save the dates to all department heads and divide the menu so each department knows what to contribute.
 - H. **Township Day 2020:**
A special meeting to discuss Township Day was scheduled for January 14, 2020 at 8:30 a.m.
4. **New Business**
None
5. **Schedule Next Meeting**
November 26, 2019 immediately following COW meeting.
6. **Adjournment**
Meeting adjourned at 11:05 a.m.
Respectfully submitted: Administrative Coordinator, *Jessica P. Case*