



**Supervisor's Office**  
Gloria M. Palmblad

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## **Communications Committee Meeting Minutes February 27, 2018**

**Call to Order** – Meeting was called to order at 9:48 a.m.

**Present:** Chair Supervisor Gloria Palmblad, Communications Coordinator Angela Sykora, Ela 55+ Director Susan Dillon, Assessor John Barrington, Youth Director Chris Urry and Township Manager William Stefaniuk.

### **Old Business**

- Spring-Summer 2018 Newsletter: Reviewed draft and requests for additional edits.
- New Resident Welcome Letter: Reviewed draft. Committee requested revised, shorter letter. It was also suggested to identify new senior residents and have Ela 55+ volunteers deliver welcome letter and resident guide in person to increase awareness of township services.

### **New Business**

- March E-Blast: Discussed topics/submissions
- Facebook: Discussed upcoming Township Tuesday and engagement post ideas.
- Linked In profile for Ela Township: Consensus to create page upon further review by Supervisor Palmblad.
- Other: Committee discussed potential for creating a one-sheet, hand-out map of Ela Township with services/programs printed on the back. Further review, including cost, was requested.

Next meeting – Tuesday, March 27 (10 a.m. or immediately following COW)

Adjournment 10:25 a.m.

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**Supervisor** Gloria M. Palmblad  
**Trustee** Chris Bos

**Highway Commissioner** Bill Kruckenberg  
**Trustee** Larry Bowman

**Assessor** John Barrington  
**Trustee** Michael Jennings

**Clerk** Lucy A. Prouty  
**Trustee** Joel Sikes