



Supervisor's Office  
Gloria M. Palmblad

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## Communications Committee Meeting Minutes

**Ela Town Hall – Upper Level Conference Room  
Wednesday, March 20, 2019**

1. **Call to Order** – Chair  
Supervisor Palmblad called the meeting to order at 10:35 am.
2. **Roll Call**  
Present were Supervisor Palmblad, Manager Stefaniuk, Assessor Barrington, 55+ Director Dillon, Social Work Director Fackler, 55+ Assistant Director Dalbec, Assistant Kuesis, Administrative Assistant Case
3. **Old Business**
  - A. New Residents – Update on Mailing  
Awaiting new list from the assessor's office; last mailing was in November.
  - B. Caption Contest – Next Contest  
The committee decided to re-institute the contest in April using a picture of the highway crew working outside this past winter. The contest will run from the first week through the third week of April. Administrative Assistant Case will work on acquiring a gift card.
  - C. Township Tuesday –  
In March, Township Tuesday's focus was on the Community Family Services Department and Berit Kuesis. In April, the focus will be on the Youth program and Nicole Gebhardt, currently overseeing the after-school Teen Room at the YMCA.  
  
For planning purposes, Administrative Assistant Case distributed a Township Tuesday schedule for the remaining 2019.
  - D. Next E Blast – Scheduled for April 1<sup>st</sup>.
  - E. Residents Guide – Discuss Changes  
Everyone was asked to review the current Resident's Guide and bring their changes with them to the next meeting.
4. **New Business**
  - A. Newsletter  
Everyone was asked to create articles for the upcoming newsletter and submit by April 5<sup>th</sup>. Would like to have a draft for the COW meeting on April 23<sup>rd</sup> and ready to be approved by the May Board meeting.
5. **Schedule Next Meeting**  
The next meeting is scheduled for Wednesday, April 17th at 8:30 am.
6. **Adjournment**  
Meeting adjourned at 11:30 am.

Respectfully submitted: *Supervisor Palmblad, Chair*