



Supervisor's Office
Gloria Palmblad

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Communications Committee Meeting Minutes
Tuesday, April 24, 2018

1. Call to Order – Chair

Meeting was called to order by Supervisor Palmblad at 9 am.

2. Roll Call

Present were Supervisor Palmblad, Manager Stefaniuk, 55+ Director Dillon, Social Work Director Fackler, Jim Dalbec and Heidi Michel

3. Old Business

A. New residents

1. Welcome letter

Thirty eight letters and Resident's Guides were mailed to new Ela Township residents that moved in during the months of January and February.

2. Mailing schedule - monthly?

Still working on setting up a schedule – depends when this information becomes available in assessor's office

3. Creation of new resident landing page

A new resident landing page has been developed by Manager Stefaniuk and Heidi.

This will make it easier for them to hopefully find what they are looking for.

B. Caption Contest

1. Winner

A winner was selected for the April caption contest (photo of Tilly with computer keyboard).

The winner was awarded a gift card donated by Chick-fil-A.

2. Schedule next contest

Next contest will run in June – looking for suggestions.

C. Next E-blast – May 1st

All items for next e-blast should be given to Heidi by Friday, April 27th.

D. Township Tuesdays

New ideas were thrown out. Thought it would be nice to introduce an employee ever so often. Chef Lynn will be the topic on May 8th.

4. New Business

A. Transition

Any future business of the Communication Committee should be sent to both Manager Stefaniuk and Heidi.

B. Taste of the Towns

The LZ Chamber's Taste of the Towns is being endorsed by the state of Illinois as an official Illinois Bicentennial Event. Supervisor Palmblad requested Directors to solicit volunteers for an hour or so. The committee also recommended sponsoring the Tasting Menu for \$250 to advertise Township Day.

C. Manager Stefaniuk distributed a Social Media Engagement report for the past month.

5. Schedule next meeting

A. The next meeting is scheduled for Tuesday, May 29th, immediately following the COW meeting.

6. Adjournment

Meeting adjourned at 9:55 am.

Minutes respectfully submitted by: *Supervisor Palmblad*