



Supervisor's Office
Gloria M. Palmblad

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Communications Committee Meeting Minutes
June 25, 2019 – 10:00 AM
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 10:00 a.m.
2. **Roll Call**
Supervisor Palmblad, Manager Stefaniuk, Assessor Barrington, Director Dillon, Asst. Director Dalbec, Director Fackler, Social Worker Cannon, Assistants Case and Mendocha.
3. **Old Business**
 - A. **New Residents: Update on Mailing**
Resident's Guide is currently at printer. Assistant Case will mail updated guides to new residents as soon as they are delivered. Resident's Guides will also be delivered to LZACC, Villages within the Township, and Ela Library.
 - B. **Caption Contest:** No picture at this time.
 - C. **Township Tuesday:**
 - June 11 & 25, 2019 – Assessor Department/Karen Behrel
 - July 9 & 23, 2019 – Highway Department
Assistant Mendocha will submit pictures and info about mosquito briquette applications into storm drains for the department spotlight. The employee spotlight will feature Kevin Eltz.
 - D. **Next E Blast:**
 - July 1, 2019 – All E-Blast content was received since new time line for content due dates was implemented. Going forward, E-Blast content for upcoming month should be submitted to Assistant Case before the prior months Communications Committee Meeting.
 - E. **Resident's Guide**
The Resident's Guide is completed and being printed, we should receive it by the end of the week.
4. **New Business**
 - A. **Township Day**
Committee decided to skip Township Day in 2019. In upcoming year possibly changing the location to the Community Center in conjunction with LZFD open house. We should visit other Township's festivals to see what they offer for activities, food, etc.
 - B. **Manager Stefaniuk requested a picture day so we can get updated pictures of all departments for the website.**
5. **Schedule Next Meeting**
The next meeting will be held immediately following the COW meeting on July 30, 2019.
6. **Adjournment**
Meeting adjourned at 10:30 a.m.
Respectfully submitted: Administrative Coordinator *Jessica P. Case*