

Communications Committee Meeting Minutes
July 30, 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 9:46 a.m.
2. **Roll Call**
Supervisor Palmblad, Manager Stefaniuk, Assessor Barrington, Director Dillon, Asst. Director Dalbec, Director Fackler, and Assistants Case and Mendocha.
3. **Old Business**
 - A. **New Residents: Update on Mailing**
Assistant Case mailed 325 Resident Guides to new residents in the month of July. The Assessors department provided her with an updated list on July 30, 2019, including 144 new residents. She will send guides to those residents the first week of August.
 - B. **Caption Contest:** Several pictures were submitted for consideration. The committee decided to use a picture of a resident from a Senior men's trip to the car museum. It will be posted to Facebook on August 6, 2019 and run through August 20, 2019.
 - C. **Township Tuesday:**
 - July 9 & 23, 2019 – Highway Department
Assistant Mendocha submitted pictures and info about mosquito briquette applications into storm drains for the department spotlight. The employee spotlight featured Kevin Eltz.
 - August 13 & 27, 2019 – Bus Department
Assistant Case will submit Bus Service Guidelines for the department spotlight. Tim Janzen will be the focus of the employee spotlight.
 - D. **Next E Blast:**
 - August 5 & 19, 2019 – Assistant Case will receive content from the Highway, Youth, and Senior departments by the end of the day. The committee decided to include content and pictures featuring the Scholarship Awards.
4. **New Business**
 - A. **How to increase Township Exposure:** Submit newspaper articles focusing on how the Township helps the community, services offered, etc.; Supervisor Palmblad distributed an article that Dupage County Townships posted in the paper for reference. The Committee agrees we should do something similar. Postcard mailing to township residents focusing on a different department whether it be monthly, quarterly, or seasonally was also discussed.
 - B. Assistant Mendocha informed the Committee that the Knigge Parking lot is full, all parking spots have been awarded, and they are waiting on 12 payments to come in.
5. **Schedule Next Meeting**
The next meeting will be held immediately following the COW meeting on August 27, 2019.
6. **Adjournment**
Meeting adjourned at 10:21 a.m.
Respectfully submitted: Administrative Coordinator, *Jessica P. Case*