



Serving the people since 1850

Supervisor's Office
Gloria M. Palmblad

Town Hall: 1155 East Route 22 • Lake Zurich, IL 60047
Phone: 847-438-7823 Fax: 847-438-9269
E-mail: info@elatownship.org

Communications Committee Meeting
Tuesday, August 25, 2020
Immediately Following COW Meeting
Ela Town Hall 1155 E. Route 22, Lake Zurich, IL
Upper Level Conference Room

MEETING MINUTES – Approved September 10, 2020

1. **Call to Order:** Supervisor Palmblad called the Communications Committee meeting to order at 10:05 a.m.
2. **Roll Call:** Present were Supervisor Palmblad, Township Manager Stefaniuk, Assessor Barrington, Director Dillon, Assistant Director Dalbec, Administrative Coordinators Jessica Case and Taylor Sandstrom.
3. **Old Business**
 - A. New Residents: Since our last meeting, Administrative Coordinator Jessica Case mailed 244 Resident Guides between April and July 2020.
 - B. Caption Contest: The committee discussed adapting the Caption Contest to ask Township residents and employees to submit photos of something positive they have seen in the community and let the public vote to determine the winner.
 - C. Township Tuesday: Administrative Coordinator Jessica Case summarized the Township Tuesday Facebook posts since our last meeting in January 2020. September 15 & 29, 2020 will highlight the Community Family Services department.
 - D. E-Blast: September 7 & 21, 2020 are our next upcoming E-Blasts. Content for both E-Blasts is due to Jessica on August 31, 2020. Supervisor Palmblad considered revising the COVID-19 message for the Supervisors office.
 - E. Fall 2020/Winter 2021 Newsletter: The committee was asked to submit newsletter articles for their department for the Fall/Winter 2020-2021 newsletter by September 1, 2020. We would like to get Board approval at the September Board meeting and send it to the printer so it will hit mailboxes the first week of October.
4. **New Business:** Director Dillon would like to put a banner on the Community Center building displaying a positive message to the public. Sizes and quotes are to be determined. Township Manager Stefaniuk provided an update on the new Ela Township website and formed a website committee which is to meet twice weekly for approximately 90 days. Our goal is to have the new site up and running by the end of 2020. All departments were asked to come up with content and ideas of how they would like their page to look and submit them to the team by September 25, prior to the first website team meeting.
5. **Schedule Next Meeting:** September 29, 2020 immediately following the COW meeting.
6. **Adjournment:** Supervisor Palmblad adjourned the meeting at 10:41 a.m.

Respectfully Submitted, Assistant Coordinator Jessica Case

Supervisor Gloria M. Palmblad
Trustee Chris Bos

Highway Commissioner Andrew Forster
Trustee Larry Bowman

Assessor John Barrington
Trustee Michael Jennings

Clerk Lucy A. Prouty
Trustee Joel Sikes