

**Communications Committee Meeting Minutes**  
**August 27, 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 9:47 A.M.

**2. Roll Call**

Supervisor Palmblad, Manager Stefaniuk, Assessor Barrington, Director Dillon, Asst. Director Dalbec, Director Fackler, Administrative Coordinator Case, Assistants Mendocha, and Sandstrom.

**3. Old Business**

**A. New Residents: Update on Mailing**

Administrative Coordinator Case mailed 145 Resident Guides to new residents in the month of August.

**B. Caption Contest:** Tony Frizzo was the winner of the August Caption Contest. He picked up his \$25.00 gift certificate to The Hungry Mule, had his picture taken, and it was posted to Facebook. The committee chose a picture for the September Caption Contest, which will be posted to Facebook on September 3, 2019. The committee discussed revising the Caption Contest rules and will finalize revisions at the September Communications Committee Meeting.

**C. Township Tuesday:**

- August 13 & 27, 2019 – Bus Department  
Assistant Case posted Bus Service Guidelines for the department spotlight. Tim Janzen was the focus of the employee spotlight.
- September 10 & 24, 2019 – Clerks Office  
September 10, 2019 – Department Spotlight will focus on Clerk's Office services (voting reminders). September 24, 2019 – Employee Spotlight – Clerk Prouty

**D. Next E Blast:**

- September 3 & 16, 2019 – Administrative Coordinator Case will receive content from Youth, Senior, and CFS departments by the end of the day. Content for Mid-September E-Blast has not been received. Assessor Barrington will submit content relative to his department for October E-Blast.

**4. New Business**

**A. Post card printing and mailing is very expensive.** We will check the budget and reassess after the holidays. Will has not received pricing for full page articles from the Daily Herald.

**B. Hawthorn Woods Family Fun Fest – September 28, 2019 10:00 A.m. to 12:00 P.M.**

The Highway Department is bringing a truck for touch a truck. Discussion on how the Township can be more involved. We will look into the application and fees. Possibly have tables for Senior and Youth Departments, Ela Township bus tours, gaga pit, etc.

**C. Administrative Coordinator Case reminded the committee that Fall/Winter Newsletter content is due September 13, 2019.**

**5. Schedule Next Meeting**

To be determined.

**6. Adjournment**

Meeting adjourned at 10:20 A.M.

Respectfully submitted: Administrative Coordinator, *Jessica P. Case*