

Communications Committee Meeting Minutes
September 25, 2019 – 9:00 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 9:02 A.M.

2. Roll Call

Supervisor Palmblad, Manager Stefaniuk, Director Dillon, Asst. Director Dalbec, Administrative Coordinator's Case, Mendocha, and Sandstrom.

3. Old Business

A. New Residents: Update on Mailing

Administrative Coordinator Case mailed 98 Resident Guides to new residents in the month of September. Supervisor Palmblad delivered Resident Guides to the Villages of Deer Park, Long Grove, Hawthorn Woods, and Lake Zurich. Still need to deliver to Kildeer and North Barrington.

B. Caption Contest: Gisell Jung was the winner of the September Caption Contest. She picked up her \$25.00 gift certificate to Scoreboard Bar & Grill, had her picture taken, and it was posted to Facebook. We will not have an October Caption Contest.

C. Township Tuesday:

• September 17 & 24, 2019 – Clerk's Office

Assistant Case posted Voting Tips & Reminders for the department spotlight on September 17. Lucy Prouty was the focus of the employee spotlight which was posted September 24.

• October 8 & 22, 2019 – Cemetery Department

October 8, 2019 – Department Spotlight, Assistant Coordinator will talk to Dave Kylo, Cemetery Manager to see what he would like to spotlight.

October 22, 2019 – Employee Spotlight – Dave Kylo, Cemetery Manager

D. Next E Blast:

- October 7 & 21, 2019 – Administrative Coordinator Case has only received content from Senior and Youth departments. Highway Department has nothing to submit. Administrative Coordinator Sandstrom will talk to Director Fackler about what she would like to include in the Blast.

E. 2019/2020 Fall – Winter Newsletter

- Supervisor Palmblad asked department heads to provide her with department specific statistics to use in her 2018/2019 Township Stats piece for the newsletter. Proof will be sent out to each department for review 9/30/19.

F. The quote received for post cards is very expensive. We will have other vendors give us quotes on printing and mailing. Director Dillon has a quote for non-profit bulk mailing we may be able to apply for.

4. New Business

A. We need more exposure for the Township; Director Dillon has offered to ask 55+ members to sign up for our twice monthly E-Blasts.

B. The Ela Historical Society would like to have an open house for Township employees. The committee agreed that either October 4 or sometime in November would be best.

C. Junior Miss LZ is inquiring about community service at the Township. The committee thought the Historical Society would be an option.

D. Tentatively planning the Township Holiday party for 12/6/19 at 1:00 p.m.

E. Township Manager Stefaniuk suggested a Township food drive to benefit St. Francis de Sales Food Pantry. The committee agreed that the holidays are a very busy time of year for all and that the pantry most likely has a lot of donations at that time. We will consult Laura Zickuhr about what time of year the pantry

needs donations. We will possibly wait until August and partner with the Highway Department when they do their food drive.

5. **Schedule Next Meeting**

October 29, 2019 immediately following COW meeting.

6. **Adjournment**

Meeting adjourned at 10:15 A.M.

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

Supervisor Gloria M. Palmblad

Highway Commissioner Andrew Forster

Assessor John Barrington

Clerk Lucy A. Prouty

Trustee Chris Bos

Trustee Larry Bowman

Trustee Michael Jennings

Trustee Joel Sikes