



Supervisor's Office
Gloria M. Palmblad

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Communications Committee - Meeting Minutes
January 28, 2020
Immediately Following COW Meeting
Ela Town Hall 1155 E. Route 22, Lake Zurich, IL
Upper Level Conference Room

AGENDA

1. Call to Order – Chair

Meeting was called to order at 9:53 A.M.

2. Roll Call

Present were Supervisor Palmblad, Township Manager Stefaniuk, Director Dillon, Director Fackler, Assessor Barrington, Assistant Director Dalbec, Administrative Coordinators Case, Mendocha, and Sandstrom.

3. Old Business

A. New Residents: Update on Mailing

Administrative Coordinator Case did not receive an updated residents list from the Assessor's Office, no mailings have been sent out since November 2019.

B. Caption Contest:

We have not had any pictures submitted; we will hold off on a Caption Contest until we receive a picture. Residents did not comment on the November 2019 Caption Contest photo.

C. Township Tuesday:

- January 14 & 28, 2020 – Historical Society
Department Spotlight – Oxen Yoke (1/14)
Volunteer Spotlight – Dick & Sally Price (1/28)
- February 2020 – Clerk
Department Spotlight – Early Voting (2/11)
Employee Spotlight – Deputy Clerk Case (2/25)

D. E-Blast:

- February 3 & 17, 2020 – Administrative Coordinator Case has not received content from the departments for February E-Blasts.

E. Township Day:

The committee discussed various aspects of Township Day to include name, food/beverage vendors, and games/entertainment. Supervisor Palmblad spoke to the fire chief and he agreed to block off Chancery to Surryse so she will submit road closure paperwork to the village. Assessor Barrington will speak to The Chapel about using their field and the Highway Department will install temporary fencing to block off the pond. We need to come up with a graphic to use on signs, banners, posters.

F. Postcards

Tabled

4. **New Business**

A. Spring/Summer 2020 Newsletter

The committee would like residents to receive the newsletter by May 1, 2020. Newsletter to be approved at April Board meeting, all articles due to Administrative Coordinator Case by March 1, 2020.

5. **Schedule Next Meeting**

February 25, 2020 immediately following COW meeting.

6. **Adjournment**