

Communications Committee Meeting

Wednesday, February 12, 2014

11:00 pm at Town Hall

1155 East Route 22, Lake Zurich

Agenda

The mission of the Communications Committee is to enhance the internal & external communications and expand awareness of the programs, benefits & services offered by Ela Township

 Call to Order - Chair


 Roll Call


 Old Business:

1. Benchmarking report
2. Finalize letterhead John & Lucy designed
3. Review status re: MailChimp – first draft

 New Business

- a. Newsletter

 Schedule next meeting

 Adjournment