Communications Committee Meeting

Wednesday, January 22, 2014

1:00 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. Review information received from departments to establish benchmarking markers.
  2. Review letterhead John & Lucy designed
  3. Review status re: MailChimp – scheduled topics, email list…
- New Business
- Schedule next meeting
- Adjournment

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Trustee Lynn O'Brien, Chair January 13, 2014