

Illinois Communication and Theatre Association 2018 Executive Office Annual Report

Anna Wright September 24, 2018

1. The Executive Office is located within and supported by the School of Communication at Illinois State University. The Executive Office is responsible for maintaining current and historical records of the Association, handling membership and convention registration, and authorizing payments of usual costs. ISU's School of Communication has underwritten office expenses, as well as many of the mailing and printing costs. We thank them for their contribution.
2. We have continued to use Wild Apricot as our membership and convention management system. For the cost and functionality, I am still happy with its functioning. Brian Rohman and I continue to learn more about the system and I am pleased with its ability to track membership, registration and finances more efficiently. We switched to Afnipay, which is Wild Apricot's online payment system, and that has worked extremely well.
3. As of this report, we have 80 pre-registered for convention. This was substantially lower than last year (approximately 14 fewer pre-registered people). I suspect this is partially because we did not have any explicitly in charge of PR this year since Alyssa resigned. 69 of our registrants had prepaid. 11 should pay on site. The membership type breakdown is as follows:
 - a. Associate Members Full Convention – 8
 - b. Lifetime Members Full Convention - 4
 - c. Regular Members Full Convention – 41
 - d. Regular Members Saturday Only – 10
 - e. Sanford Award Winners Full Convention – 8
 - f. Student Members Full Convention – 10
4. I'd like to formally thank Brian Rohman, Ellie Marvin, and Alex Kritselis for their help with central office work and putting the program and name tags together.
5. I sent the 2020 RFP to the Peoria Visitor's Bureau this week. I will review the proposals as they come in.
6. Next year's convention will be at Sheraton Lisle Naperville Hotel September 26-28.

Respectfully submitted,



Anna Wright