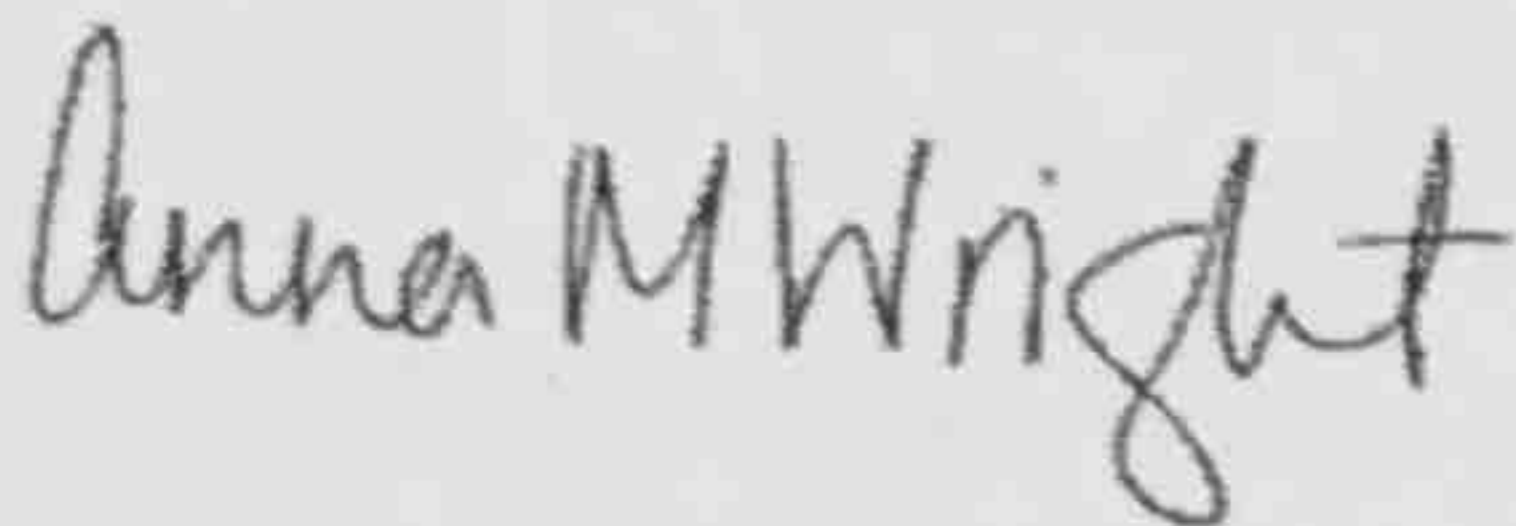


Illinois Communication and Theatre Association 2017 Executive Office Annual Report

Anna Wright September 25, 2017

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, Jennifer and I continue to learn more about the system and I am pleased with its ability to track membership, registration and finances more efficiently. Online registration with Pay Pal has greatly reduced my work load with banking and made communication between Melissa and I easier for accounting purposes. Additionally, the limit of mobile deposits on the iPad has been increased by Chase so I did not have to make any trips to the bank this year! 😊
3. This year we had 93 people pre-registered for convention, which we were very pleased with. 75 were pre-paid and 18 will pay on site. The breakdown is as follows:
 - a. Associate Members Full Convention – 3
 - b. Associate Members Saturday Only – 2
 - c. Lifetime Members Full Convention – 7
 - d. Regular Members Full Convention – 49
 - e. Regular Members Saturday Only – 6
 - f. Sanford Award Winners – 7
 - g. Student Members - 19
4. I'd like to formally thank Brian Rohman, Ellie Marvin, and their respective student workers for their help putting the programs and registration packets together this year!
5. I have sent the RFP to Chicago suburbs for the 2019 convention. We have received a handful of proposals back and Brian, Kacy, and I have been reviewing those.
6. Next year's convention will be at the Double Tree by Hilton in Bloomington, IL.

Respectfully submitted,



Anna Wright