



Illinois Communication and Theatre Association Executive Board Meeting - Convention Past President's Report

September 25, 2019

As Past President this past year I attended all Executive Board meetings, acted as Parliamentarian and consulted with the President and President-Elect as needed. I also served as Chair of the Long Range Planning Committee along with committee members:

Lauren Morgan (Northern IL) – current Exec VP, Past President, higher ed. rep, member of the 2017-2018 LRPC

Byan Asbury (Central IL) - current VP, higher ed. rep

Ellie Marvin (Central IL) – Past President, Secondary ed. rep

Tim Connors (Western IL) – Secondary ed. rep

Emily Vajjala (Southern IL) – ICTA member, Grad student higher ed. 4-yr rep

We had a larger than usual committee to ensure a wide range of representation.

- In November 2018, LRPC members received an email that included the timeline and revised Mission and Vision statement created by last year's Long-Range Planning Committee - this informed our work as we implemented the timeline they created and created goals for the year.
- The LRPC met virtually on Saturday, January 12, 2019 to discuss creating a draft of the metrics for the Organizational Assessment Plan. We also discussed ideas for increasing membership and outreach, and we talked about the need to review and revise the ICTA Constitution and By Laws as well as the Policy and Procedure Manual. This meeting was recorded.
- At the January 2019 Board meeting we discussed the Organizational Assessment Plan as well as the needed revisions to the Policy/Procedure Manual – specifically the position descriptions of Executive Director and Communications Director. I asked for additional input from the Board on these position descriptions and received those via email after the January meeting.
- The Long Range Planning Committee met again virtually on Feb. 18, 2019 to review the Organizational Assessment Plan – we did not receive any requests for changes from the Board, so we polished the document a bit for consistent voice and grammar. We also discussed Revisions to the Executive Director position and the Communications Director position.
- At the April meeting, the Board approved the position descriptions for Executive Director and Communications Director with some minor tweaks. I created a new copy of the position descriptions with the approved language. These were included in the revised Policy and Procedure Manual.
- I assisted in the transition of the Executive Director, and In May I participated in online voting for the new Executive Director and corresponded by email regarding dates for the June/July meeting, and items for convention 2019.

- My panel proposal was accepted for convention Advocacy Through Dialogue:
This panel will explore ways to use dialogue to bring people together to solve problems and advocate for issues in a way that fosters collaboration and consensus. Panelists will share ideas, assignments and activities to help faculty teach these skills in the classroom.
- The Executive Board approved the ICTA Organizational Assessment Plan created by the LRPC at the Board meeting on June 30th. The Assessment plan was added to the Policy and Procedures document that will be presented to the Executive Board for approval at convention.
- The LRPC members reviewed a draft of changes to the Constitution and By Laws – these changes were approved by the LRPC members and the Executive Board via email vote and sent to the membership for consideration in August.
- The Long Range Planning Committee communicated via email several times May-August to review the Constitution and By Laws, as well as the Policy and Procedures Manual. Updates were made to both documents. The Policy and Procedures Manual will be presented to the Executive Board for approval at convention, and the updated Constitution and By Laws will be voted on by the membership at convention.

Respectfully submitted

Julie Weishar
Past President
Chair, Long-Range Planning Committee