

**ICTA Secretary Report 2013**

As secretary, I have worked on the following projects this year:

1. I wrote a proposal to the Illinois State Board of Education to promote the ICTA position statement on a Speaking and Listening endorsement. A group of ICTA members presented our proposal to ISBE in May and a stakeholders committee is being formed to discuss the issue further.

2. I presented Illinois spotlight panels to the Central States, States Advisory meeting at NCA. Illinois had two panels accepted. I also presented the state report at the Central States, States Advisory meeting. I continue to serve as Vice Chair of Central States, States Advisory.

3. I recorded minutes at each meeting and delivered them to the membership. The minute for each meeting are below.

**Illinois Communication and Theatre Association**

**General Membership Business Meeting**

**Friday, September 27, 2013**

1. **Call to Order** – 12:15
2. **Officer Reports**
	1. Written reports included in convention binder
	2. Oral report on finances from treasurer, Laura Bruns;

Budget is less than what it was last year; most of our spending is on awards and scholarships.

1. **Old Business**

a. None

1. **New Business**
	1. Connie Link Award

**-Motion** (Ann Witting): To create the Connie Link Mentorship Award, Second (Tina Winings), MSP.

* 1. Convention fees and costs

**-Motion** (BJ Lawrence): To eliminate the words “and convention fees” from the line 5.2 (Sanford award description) in the constitution, Second, (Doug Jennings), Motion failed

-Discussion:

-Have we considered a Sanford award winner who was already a life member

-We could make fees optional for Sanford award winners

**-Amendment** (Richard Huntsaker): Make the conference fees optional for past award winners and remove the line from the constitution for future award winners, Motion Died for lack of second

**-Motion** (John Knight): Table the discussion of removing the words “and convention fees” from line 5.2 and send to committee, Second (Doug Springer), MSP.

* 1. New Slate of Officers

-Vice President – Adam Jenkins, Executive Vice President – Tina Winings, Higher Ed. Chair – Rich Jones – Membership/PR Co-Chairs – Julie Weishar (Higher Ed) and Amanda Ams (Secondary Ed)

**-Motion:** To Approve new slate of officers, MSP.

d. Thank Judy Santacatarina

**-Motion** (Jan Heiteen): To thank Judy Santacatarina for her service to the organization as president, Second (Elijie Wilson), MSP.

1. **Adjournment**

**-Motion** (Tina Winings): To adjourn at 1:45, Second (BJ Lawrence), MSP.

Respectfully Submitted,

Anna Wright

Secretary

September 28, 2013

**Illinois Communication and Theatre Association**

**Minutes – Board Meeting – Saturday 9/28/13**

Ellie Marvin

Laura Burns

Judy Santacatarina

Rich Jones

Kevin Martin

Adam Jenkins

Carol Harms

Ann Witting

Doug Jennings

Julie Weishar

Amanda Ams

Anna Wright

Brian Rohman

Tina Winings

Dan Smith

**I. Call to Order –** 1:07 pm

**II. Approval of Minutes – Motion:** (Tina) to approve the minutes, Laura, Second, MSP

**III. Officer Reports**

**a. President – Ellie Marvin**

-Does not have a final bill for convention; we did not get room comps and ICTA paid for those; if we use the Chateau in the future we should address that with them.

-Ellie will type everything for Kevin on what went well/what will need improved for next year

-Ellie’s goal as president is to promote ICTA through social media.

-She would also like to utilize Ed Jodlowski as his role in the Illinois Principals Association and work with elementary teachers to incorporate speaking and listening into their classrooms.

-Ellie would like everyone to set a goal for their position. They can set it now and include it in the report for the January meeting.

-Would like to get back to firmly establishing budgets. Everyone should bring budget proposals to the January meeting. This includes each commission and each officer.

\*Everyone should e-mail their budget to Laura before the January meeting

**b. Past President – Judy Santacaterina**

-Congratulations to Ellie Marvin and welcome to our new board members.

**c. President Elect – Kevin Long**

-Not present

**d. Vice President – Adam Jenkins**

-Prefers to have his convention in Springfield (depending on numbers historically); Doug has already sent out bid requests to Bloomington and Springfield; we will decide a convention site at the January meeting

**e. Executive Vice President – Tina Winings**

-Talked to BJ and got copies of the constitution and bylaws for members

-She will begin thinking about replacing board members: Need Vice President (from University or College); Need Student Representative; Need Executive Secretary

**f. Executive Secretary – Bob Neulib/Doug Jennings**

-Highly appreciate of the Connie Link award last night

-127 People at conference in some manner (which is consistent with past years)

-28 people registered for new coaches workshop (included in the 127)

-104 at Lunch Friday

-90 at Friday breakfast

-40 at Saturday breakfast

-55-56 panelists and presenters in the Saturday morning panels

-Monetarily – we have collected (convention and membership fees) $13,405; still approximately $1,500 coming in; Rough estimate: $10,000 in convention fees and $5,000 in membership (This does not include the $500 donation from Pearson)

-If anyone has people who are willing to sponsor a table at convention (ex: textbook companies) for $100, send them to Doug

**g. Treasurer – Laura Bruns**

-Saved $800 by getting bags and portfolios donated

-Her goals is to help ICTA maximize ICTAs budget

**h. Secretary – Anna Wright**

-No report

**IV. Committee and Commission Reports**

**a. Theatre – Ann Witting**

-Thought most of the workshops went well; some people wondered why there weren’t more theatre workshops; will brainstorm ways to phrase panels to be more teacher/classroom focused as opposed to phrasing it like a theatre workshop to pull in people who are not just theatre

**b. SDTC – Carol Harms**

-Have a tournament scheduled for March 13-14 at Bellvadeire HS; will try to see what she can do for debate people at convention

-Goal is to attend all of the board meetings

**c. IE JV State – Ellie Marvin/Tina Winings**

-Ask the board to make two endorsements: 1) tournament coordinators cannot deviate from the expectations of the board 2) this includes the manner in which team awards are tabulated Tab suggestions: 3 points for gold, 2 for silver, 1 for bronze

**Motion** (Dan): To enact that JV State tournament coordinators must adhere to guidelines established by the ICTA board; Second (Adam), MSP.

**d. Higher Ed – Rich Jones**

-Is excited to be a part of the board

-Goals: Will target some of the 4 year institution people who he knows that may be interested in joining the membership

**e. Media – Dan Smith**

-Has learned about the process of creating a website; has found a hosting cite and a secure site so we can do business online; has an idea of around $100-$200 budget per year

-Can have the site up in a month

-Can attach a listserv to the website

-Will send the board options for domain name

**Motion** (Doug) Allow Dan to spend up to $1,000 that are reasonable expenses to create a website Second, Judy, MSP.

**f. Membership/PR – Amanda Ams/Julie Weishar**

-Amanda will focus on secondary ed and Julie will focus on higher ed

**g. Student Rep – Brian Rohman**

-Liked the idea of having a panel with an administrator and it should be considered for next year to help young teachers

-Discussed having a listserv for ICTA that people can sign up for to communicate rule changes in rules, etc; can be set up a listserv on the website and the IE and SDTC people could be

**h. Newsletter – Doug Jennings**

-Will distribute quarterly newsletters

-Get a first time member, someone not on the board, etc, to write reflections

-Can put it on the website (we will have a members only section, members resources section)

**V. Old Business**

**a. JV State – tournament policies and procedures –** in reports

**b. Websites** – in reports

**VI. New Business**

**a. Panel Submissions for Central States**

-Does the Basic Speech Course Really Work?; Rich’s Pedagogical Innovations; Basic Course Lesson Plans; Interdisciplinary

**b. Convention Debriefing**

-Consider giving a panel session to publishers on Saturdays

-We got a lot of positive feedback regarding having the President’s reception after dinner; discussed having smaller desserts

-There was confusion with the intent for awards and how they ended up going. We got a lot of negative feedback for having no special award presentations. People were invited to invite someone to present and then they were told they could not. We got an e-mail from Lauren Morgan with concerns about this. There was a miscommunication about the awards and we will attempt to make a decision that will work for everyone. We think that time cards work. We will reflect on it and revisit it and make a decision in January.

**c. Budgets**

-In report

**d. Meeting dates for the year**

-January 19 at ISU at 10am (Conference Room)

-April meeting set Tentatively April 26 at the Lisle Hilton

**Motion:** (Dan ), To adjourn at 3:11 pm, Second (Adam) , MSP

Respectfully Submitted,

Anna Wright

Secretary

September 29, 2013

**Illinois Communication and Theatre Association Board Meeting**

**Sunday, January 18, 2014**

**Illinois State University**

Ellie Marvin

Carol Harms

Laura Bruns

Doug Jennings

Brian Rohman

Anna Wright

Kevin Long

Rich Jones

Adam Jenkins

Tina Winings

Julie Weishar

1. **Call to Order –** 10:05 am
2. **Approval of the Minutes – Motion:** (Rich) to approve the minutes, Second, Carol, MSP
3. **Officer Reports**
	1. **President – Ellie Marvin**

-Have been contacting Dan about the website

-Contacted Ed J. to get a formal endorsement from IPA for the position statement

-Willing to help Kevin in any way for convention

* 1. **Past President – Judy Santacaterina**

Not present

* 1. **President Elect – Kevin Long**

-Has been working on convention – has been working on getting a Keynote Speaker – contacted Rives Collins but hasn’t gotten response.

-Considering Chris Jones, Chicago Tribune critic for keynote speaker

-Met with Jennifer Matthews at Hilton Lisle/Naperville to work on convention, has discussed room assignment and got our minimum food allotment lowered to $6,000

-Hopes to have keynote by the end of this week

-Put together a mock budget

-Start panel proposals in March and have deadline by end of the school year – May 15 (Ellie’s recommendation)

* 1. **Vice President – Adam Jenkins**

-Not sure that we are ready to determine a site for 2015 convention; we did not get any bids in Springfield for the dates that we requested.

-One bid that we have received is from the Chateau – not opposed to going back there because we have had nice conventions there and thought it might be nice to switch it up

-Ellie suggested going to Champaign – there have been problems in the past because of U of I athletics – Champaign is a little far for Adam

-We mentioned Decatur

-Discussed other sites in Bloomington such as Park Hotel and Conference Center, Marriott in Normal, Double Tree by TGIFridays, Holiday Inn by Baxter’s

-Will collect bids and send out information to the board for feedback

* 1. **Executive Vice President – Tina Winings**

-Distributed report

-Will wait until March to recruit for awards and nominating committee

-Might try to do the secondary student before schools get out in the spring - can put them in the state series packet – consider having the nominations due April 15

-Will do the revision of the By-Laws

-Will look for someone for executive secretary, think it needs to be someone who has been around for a while, with storage capabilities and resources that university folks have – need to emphasize that it is a three year commitment

-We will need a vice president for 2016 convention and needs to be from higher ed – be thinking of people who might be interested in the position – need to make sure it is someone who has been on the board before

-Will create a chart that shows when each position is to be filled

-Discussion ensued regarding term limits for office and how we recruit them, committees for JV State, etc. - we may need to revisit the by-laws and put them into writing – Tina and committee will revisit by-laws and make their suggestions

-Doug will e-mail Tina the board master list

-First year – Carol, Amanda, Rich, Julie

-Second year – Anna, Anne, Laura

-Awards – thinks we can do them for less – Pekin Trophy Host does not charge for engraving – will look into that

* 1. **Executive Secretary – Doug Jennings/Bob Neulib**

-Appreciates replacing him as executive vice president

-Recommends a two person model – Ellie recommends maybe purchasing a Drop Box so everyone can access it – there is nothing personal that cannot do that. There is sometimes a request for member list that we should not grant access

-There is a master file with data base that would be nice to share on the Dropbox file

-2016 convention – we need to do the bids now – need to decide where we want it to be. We might consider Peoria – Stoney Creek or Pier Marquette – we decided to get bids in a variety of places (Peoria, Champaign and south suburbs) and then we can decide on a place accordingly, but we will not bid Bloomington

-Doug has been contacted by some debate people and we have historically have problems with them – we need to start healing that relationship – think Carol is a good person to start healing that relationship. Discussion ensued about whom to reach out to and get them to be more involved in programing. Try the debate and discussion panel again to draw them in.

* 1. **Treasurer – Laura Bruns**

-Successfully finished her first year as treasurer and it was a learning experience because she didn’t have a budget or anything. If you ever want to see budget, etc., let her know, she has it all.

-Compared to last year, we have more money.

-Total assets are $24,755.56

-Will send report out with breakdown of finances, including conference fees

-Had questions about scholarship checks – wants to clarify that she is handling that correctly –

-2 $1,000 checks for debate

-Also gets requests for tournaments

-We have two tournaments, IE and debate

-We will adopt a budget now so it is easier to budget

-Doug will send her the deposit history so she can get us a better snapshot of spending/income history

* 1. **Secretary – Anna Wright**

-Will discuss the position statement later

-I contacted three panels for submission to CSCA. I heard back from two who were interested in going.

-Went to CSCA States Advisory, we had more submissions than any other year (over 20) and we could only accept 10. We submitted two and had one accepted, that was the basic course panel with Rich and Laura on it.

1. **Committee and Commission Reports**
	1. **IE JV State – Ellie Marvin**

-Distributed report

-Tournament is February 1

-We have 13 schools registered, anticipates at least 4 more

-Still have not received money from Danville High School from last year

-We need a much clearer record to pass the tournament along for the next committee. We need a more clear system for where people send their checks, etc.

-Trying to recruit additional committee members – we need someone from Central Illinois – talked to Mark Adams and he will think about it, also brought up Olympia

* 1. **SDTC – Carol Harms**

-Distributed report

-Estimates she will need about $6,000 this year, same as last year

-Tournament was small last year due to southern location, this year they will be at Belvedere North – March 14-15

-There is a new policy tournament at the same time that may open up to all of the events which will hurt attendance at our tournament – discussion ensued regarding the state of the two tournaments

-Will put a call for debate programs at the convention in the tournament packet

-Doug thinks income last year was $2,000 less than the $6,000 reported

* 1. **Higher Ed – Rich Jones**

-Distributed report

-Set deadlines for when he will send out call for papers but will follow what Kevin wants

-Wants to create promotional materials with call for submissions

-Will work with membership/PR to recruit members

-Would like to actively recruit journal submissions

-Put together a call for papers/panels for higher education

* 1. **Membership/PR – Amanda Ams (secondary)/Julie Weishar (higher ed)**

-Proposals for promoting ICTA to universities and community college – trying to develop a database – would like to e-mail a flyer to those folks to make them aware of what we do and how it could benefit them

-Would like to send an e-mail to highlight the convention theme

-Would like to promote at Central States – have flyers and maybe business cards with the ICTA logo

-Would like to recruit through other venues such as IAI, Basic Course Conference, etc.

-Undergraduate research is gaining popularity, graduate research is important – thinks we need to reach out to those folks

-Last year we were able to get a couple of textbook reps and we will do that again

– The key is to time it correctly – Kevin will put his general call out at the end of February then send a reminder about the deadline once a month

-Amanda’s report: using IHSA speech and debate venue as PR in the past – we have used flyers but have never gone beyond that in terms of a table or something. We think this is something worth investigating. We might consider having something to give away – consider spending money on promotional materials. Anna typically has a Com Ed table so she could help with table.

* 1. **Student Rep – Brian Rohman**

-Has been working on position statement with Anna - will discuss this later

-Brian is graduating and will need to find a replacement. We will consider graduate students to fill this role. It will be a one year appointment. Forward those suggestions to Tina.

* 1. **Media**

-Not present

* 1. **Theatre**

-Not present

* 1. **Newsletter – Doug Jennings**

-Doug messed up on the October newsletter and didn’t get it out. He only has a couple of items for the newsletter.

-He could use some more things for the newsletter. We have some reflection pieces. If there is an issue discussion, those would be helpful. Julie and Rich will work on a position piece on employers wanting communicating skills. Also send Doug call for papers.

-He would like them by February 1st. Tournament results would be good to include – Tina and Ellie will send JV state tournament information to him.

1. **Old Business**
	1. **2014 Budget**

**Kevin**

-Sent copy of his budget draft

-Ellie recommended budgeting high

-Kevin had prices for plated dinners, suggested he look at buffet options

-Need to add another $600 to the food

-Might be able to get out of the tax – Kevin will ask Jennifer about tax

-Should more realistically budget for 100 paid people

-Kevin will send a copy of his contact to the board so we can look at it if we want to

-We’re giving Kevin a $14,000 budget

**Central Office**

-$500 – if there needs to be purchase of any equipment, etc. Central office has not spend money in the past few years. Dropbox account will come out of this budget.

**JV State**

-Report distributed

-Requesting a $2,000 budget

**SDTC**

-Report distributed

-Requesting a $6,000 budget

**Higher Ed**

-Requested a $300 budget based on budget on file

-Discussing giving an award for a top GIFTS/paper/submission, etc. that will help promote that kind of scholarship – consider giving $50 and a certificate - Top Student Submission – to encourage students to submit – undergrad and grad

**Memebership/PR**

-Historically had a budget of $500, Tina says we have historically used those.

-If we are thinking of getting promotional materials, we might consider giving them more money.

-Higher Ed will do everything electronically

-Requested a $750 budget

**Media**

-$1,000

**Newsletter**

-None

**Awards**

-Requested a $1,000 budget

-**Motion:** To approve these budgets at 25,550 as presented, (Tina), Second, Doug, MSP.

* 1. **2015 Convention Site**

See above

* 1. **Website**

-Ellie reached out to Dan in November offering to help with the website. She did not hear from him.

-Nathaniel Haywood (former co-worker of Ellie) is very into Weebly, he has offered to help build the website.

-Ellie e-mailed Dan last night to inform him that she has someone to help her with it. She has not heard yet.

-Can use the Facebook page to inform people about the webpage.

-Ellie will follow up with Nathaniel to ensure he is still interested in helping. She will let Dan know that if she does not hear from him she will move forward with that.

- Motion (Tina), I move that we give Nathaniel Haywood $250 to help create the ICTA website using Weebly providing Ellie reaches out to Dan, Second (Rich), MSP.

-Items for website: Constitution, membership forms, front page – welcome, mission statement,

Headings: Become a member, Convention, Historical Documents (constitution, By-laws, action statements), Members Only Section (with Newsletters, forms, lesson plans, resources, membership directory), News, About Us

-About Us, Convention, Board Member Contact Information, Membership – At minimum

-Domain preferred: illinoiscta.org – Ellie bought it

* 1. **Position Statement**

-Anna and Brian have been working with ISU School of Com, College of Ed, and Illinois State Board of Ed to move position statement forward.

-They have drafted a letter to the membership as well as a form letter to send to individuals asking for letters of support – we need letters from higher education in Com and English, K-12 teachers, school administrators, state politicians, IPA, IASA, and any other parties that have a state in K-12 education.

-Requested that the board help solicit these letters – as many as possible, and have them sent to Anna by March 1

-Anna and Brian will then write a proposal to the ISBE and include the letters, asking for a change in 9-12 ELA licensure (form letter and position statement are attached to this e-mail)

1. **New Business**

-Next meeting – Tentatively April 26 at 10 am – prefer to have it at the 2015 convention with Normal West as back-up

-We have previously done a workshop in the spring for K-12 teachers; do we want to continue to do this? Rich will check to see if we have money through a grant at EIU to pay for lunch or something. We will explore this concept – sometime in April/Early may. We will need presenters. Topic: Incorporating Oral Com in to ELA classroom. Prefer to do it on a Friday. It might be better to have it outside of ISU, we can consider EIU. Rich will explore the concept.

**Motion:** To adjourn 2:13, Doug, Second (Ellie), MSP.

Respectfully Submitted,

Anna Wright

ICTA Secretary

January 21, 2013

**Illinois Communication and Theatre Association**

**Minutes – Board Meeting – Saturday 4/26/14**

Ellie Marvin

Judy Santacatarina

Rich Jones

Adam Jenkins

Carol Harms

Amanda Ams

Anna Wright

Brian Rohman

Julie Weishar

**I. Call to Order –** 10:15 am

**II. Approval of Minutes – Motion:** (Judy) to approve the minutes, Carol, Second, MSP.

**III. Officer Reports**

**a. President – Ellie Marvin** – Ellie met with Nathaniel at the Downer’s Grove tournament and he did a lot of work on the website. The website is up. Membership is not yet available online because we have to put bank information online, but that is in the plan. He password protected the members only section. Everything is going to Ellie’s e-mail, but Ellie is going to set up an e-mail for ICTA Web to be used for the website.

**b. Past President – Judy Santacaterina –** Nothing to report

**c. President Elect – Kevin Long –** Report distributed.

**d. Vice President – Adam Jenkins** – Springfield didn’t give us anything for the convention. We are using the Double Tree in Bloomington. Doug did a walk-through of the hotel. Adam walked through a little last night but there was another convention so he didn’t see much. Doug has looked over the contract and said it seems standard. We haven’t signed the contract, but we are probably going to sign in the next couple of weeks.

**e. Executive Vice President - Tina Winings –** Report distributed.

Tina needs to look for a media person per Dan’s resignation.

We’ve discussed that it is hard to get people to be one the board because the job descriptions aren’t clear. They need to be updated. The role of the media position is one that needs to be discussed because it has turned it into a webmaster position, but that was not the original intent of that role. We probably need to look clearly at all of the board positions and consider revamping those. Ellie would like to charge Tina with forming a committee to revisit the bylaws. We would like to keep the bylaws vague and update the policies and procedure manual to be specific job descriptions. We would like Tina to put together this committee.

Ellie is going to contact the Pekin trophy house to get a price list to help with finding a new plaque supplier. Amanda will get a price list from a trophy place by here and we can compare. Ellie uses plaquemaker.com for speech tournaments. She thinks she gets such a deal because she orders so many, but she thinks it’s worth looking into. We will get Tina some information on awards.

Carol will check on whether we give awards to retiring debate coaches because we’re not sure ICTA has been acknowledging them.

**f. Executive Secretary – Doug Jennings –** Contract at Bloomington is ready to be signed. There is nothing new on the 2016 contract. He needs to put out a second call for the 2016 convention as long as the board wants the convention up north.

We would like to have the convention in a different suburb this year, but it will depend on the incoming president.

**g. Treasurer – Laura Bruns –** Laura said that Anna has been a nice job of giving her deposit information, which is helping her to build the spreadsheet, which is time consuming, but she should have it by convention so we can see what we are spending. She had to order checks and will pay check requests then.

Laura asked about an EIN number to be nonprofit/tax exempt. Ellie and Adam thought that we tried in the past but we didn’t have enough assets to do so. We have been using ISUs number. We decided to talk to Doug about this.

**h. Secretary – Anna Wright –** ISBE responded to the proposal and we are going to meet with them June 10. We think it is very promising that they want to meet with us and hear our arguments. The group of people going is Anna, Ellie, Adam, Ed Jodlowski, and Cheri Simonds.

**IV. Committee and Commission Reports**

**a. Theatre – Ann Witting –** Not present.

**b. SDTC – Carol Harms –** Report distributed. The debate tournament was March 14-15. They are going to attempt to host the ICTA tournament and the policy debate tournament at the same site next year to hopefully bring more policy people back to ICTA. Financially came out about even.

**c. IE JV State – Ellie Marvin –** JV state did not happen because of the snow. We will owe money for medals and setting up the tournament. We had approved two scholarships for speech camp. They would like to still honor those and allow students who were entered in the tournament to apply for those scholarships. We think we should spend the money to honor the ICTA scholarships even though we didn’t take in any money. Dan, Judy, and Amanda will evaluate the applications.

We are struggling for participants in the speech tournament. We are wondering if the tournament is worth it. We might be better served having a scholarship opportunity or something else other than the tournament. One thing we could do is offer a speech festival or workshop where we bring speech kids from across the state together. We will test run a scholarship competition with the speech scholarships. We could also have a spoken competition or have a virtual tournament.

**d. Higher Ed – Rich Jones** – Report distributed.

We discussed if we want to have a committee to put together the workshop every spring. Who would be responsible for doing this? We discussed rotating the workshop between different locations (ex: EIU, ISU, NIU). We also discussed having the workshop on the same time every year. We think that March would be a better time to have the workshop. We think the third Friday in March. We discussed having it a Friday or Monday. Some teachers expressed interest in having it in the summer – perhaps the end of June. There is a demand for elementary school teachers learning to teach speech.

Rich expressed concern with what the responsibility for higher education chair is. We discussed top paper prizes.

Rich has a name to put forward for student rep.

**e. Membership/PR – Amanda Ams/Julie Weishar –** Amanda: Said the conference was great. Amanda is working up north to spread the word up north and get people involved in ICTA. She has been thinking about building up social media, particularly Twitter. Amanda will investigate Twitter. The Twitter name is @IllinoisCTA

Julie – She is working on putting together a database of contacts. She sent a call for proposals and a reminder call. She also sent the call via NCA listserv. Contacted publishers about coming to convention, donating, etc.

Ellie looked at getting an e-mail address through our website. It costs money. We think we can use Google. Ellie created a gmail account for use with the website and twitter account.

**f. Student Rep – Brian Rohman –** This will be Brian’s last meeting and he is graduating in May. He expressed that it is a pleasure serving on the board and he appreciates the opportunity. Judy thanked him for his outstanding service to the board.

**V. Old Business**

**a. Website –** Dan resigned. Ellie does not want to be the permanent webmaster. We will tell Tina that she needs to fill this position.

**b. Position Statement/ISBE** – Reported in secretary report. We are going to meet with ISBE June 10. Anna will send the final proposal that she wrote to the board to read.

**VI. New Business**

**a. States Advisory Meeting Report –** Anna and Rich are representing IL at states advisory for Central States and NCA. Some ideas from other states include having a square reader to take credit card payments on site. Missouri’s member only section of their website has taped panel sessions on it for memebers who can’t come to convention. Anna also asked other states how they do in terms of the executive secretary position. Missouri’s is supposed to rotate every three years but has been at the same institution for 10 years. Oklahoma rotates the position every three years. Iowa is hosted completely at the University of Iowa.

**b. Board positions to be filled and job descriptions –** Previously discussed board positions and Tina forming a committee.

Next meeting: Will be some point in July. Ellie will contact Kevin and one of them will send out the details on the list serve.

Motion: To adjourn @ 12:40 (Brian), MSP.

Respectfully Submitted,

Anna Wright

ICTA Secretary

April 27, 2014

**Illinois Communication and Theatre Association Board Meeting**

**Wednesday, July 23, 2014**

**Illinois State University**

Ellie Marvin

Anna Wright

Kevin Long

Doug Jennings

Julie Weishar

Amanda Ams

Tina Winings

Laura Bruns

Rich Jones

Carol Harms

Ann Witting

1. **Call to Order** – 10:08 am
2. **Approval of the Minutes –** Motion: (Adam) to approve the minutes, Amanda, Second, MSP.
3. **Officer Reports**
	1. **President – Ellie Marvin –** Attended the meeting at the ISBE and we will talk about it later.
	2. **Past President – Judy Santacaterina –** Not present
	3. **President Elect – Kevin Long –** No report
	4. **Vice President – Adam Jenkins –** Went to the Double Tree this morning and did a walk through, looked at break out rooms, discussed time lines. Adam was pleasantly surprised to see that breakfast was included and they have an omelet bar. The contract is not yet signed, but Doug does not want to sign the contract because he feels it should be the next executive secretary should sign it. The space is reserved and is not in danger even though the contract is not signed. Adam could sign the contract if he wanted, but that person is legally responsible for the contract. We will wait until we have a new executive secretary sign the contract by the end of September.
	5. **Executive Vice President – Tina Winings –** Distributed report. The high school award was already presented to Amy Daniels from Charleston. The awards committee consists of Elighie Wilson, Rich Jones, and Carol Harms. The other award winners have been selected and Tina will contact them and then the board. Some awards had multiple nominations, which is good because we don’t always have that. There was discussion of having a different award for high school and college teachers.

The Link Award has been included in the by-laws. The nominating committee (Dave Naze, Adam Jenkins, Eric Ewan, and Lauren Morgan) have approved some positions and some are still being worked on. Jennifer Keith, Lincoln HS, has agreed to be Media Chair/Webmaster. Clinton Brown, EIU, has agreed to be our student representative. Kacy Abelm, Kishawaukee College, has agreed to be Vice President. We are still working to finalize the Newsletter Editor, Executive Secretary, Secondary Forensics Chair and Secondary Education Chair. (The ladder two positions are positions to potentially be added with the Policy Manual revisions.)

Tina is working on a chart for when offices are due to come up.

 At Ellie’s request a committee was put together to look at the policy manual (Elighie Wilson, Lauren Morgan, Rich Jones, Brian Rohman, Judy Santacaterina, and Ellie Marvin). They are working on putting this together and it will include descriptions of the duties and responsibilities of board positions. They will put this together and then get it to the board for approval. We need to make sure that every new board member gets a copy of the constitution, bylaws, and policy manual.

 For award costs, Tina found a local supplier that made a plaque for the student award for under $35.00. This is the supplier she plans to use for ordering plaques in the future.

 Tina put together five workshops for HS speech coaches for the convention. There are more than 20 presenters involved. If anyone has anyone who might want to be involved, let Tina know.

* 1. **Executive Secretary – Doug Jennings -** Doug wanted to commend Tina for getting a variety of people involved on the committees from a different background.

Doug brought up that the constitution states that the nominating committee states that the nominating committee is supposed to bring the slate to the executive board. There was discussion of what level of involvement should the board have in the nominating process and do we want to revisit that.

Doug distributed a report on the convention. Double Tree is confirmed for the 2015 convention. We have five bids for the 2016 convention. We will be back up north. Doug will talk to the Hyatt in Lisle to see if they will match the Hilton’s bid and if they will, we will consider having it there. Bids have not been requested for the 2017 convention. The location still needs to be determined by the board. Doug will pursue the Springfield Hilton for this convention.

Doug ordered a lot of name badges from a company who had a good price. We should have enough name badges for a few years.

Doug has all of the membership records and other electronic records up to date when we are ready to transfer that to the new executive secretary.

* 1. **Treasurer – Laura Bruns –** Laura has new checks so if you have check requests you can give those to here. She requested that we give her at least a week to write a check.
	2. **Secretary – Anna Wright –** No report.
1. **Committee and Commission Reports**
	1. **IE JV State – Ellie Marvin –** We finally did the scholarship competition. Amanda, Dan Smith, Judy and Anna evaluated applications. ICTA sponsored two scholarships, 2 ISU scholarships, or 2 NIU scholarships. Since the ICTA scholarships were $300 each, we split it in to three and gave $200 to each applicant.
	2. **SDTC – Carol Harms –** They do not have a location for next year’s debate tournament as Evanston is hosting the ACT. She is going to talk to Michael Greenstein about potentially hosting along with the Policy Tournament. Carol is still working to get an updated list of debate coaches throughout the state. Carol came up with some convention panels on writing arguments/how to write a debate case. Amanda and Carol will put this panel together.
	3. **Higher Ed – Rich Jones –** No update
	4. **Membership/PR – Amanda Ams (secondary)/Julie Weishar (higher ed) –** Report distributed – will send to board. Julie is working on adding contacts to higher education contact list and is going to send convention information to them. Pearson is going to sponsor the convention for $500. Cengage is going to sponsor the convention with bags, pens, etc. She has also contacted McGraw Hill and Bedford St. Martin’s. Shannon at McGraw-Hill suggested having a sponsorship form that lists sponsorship opportunities and the costs associated with that. Julie made a draft/mock form.

According to last year’s attendance we had attendees from 17 higher education institutions including 9 community colleges and 8 four year institutions. We had 48 high school representatives. Julie discussed setting a goal for future conventions and recruiting. We do want to increase our membership and attendance at convention. Amanda pointed out that we need to make our goal reflect the location of the convention because secondary teachers often can’t get funding for hotels, so they are more likely to attend if it is there geographic region. Julie discussed ways to increase attendance of higher education members by promoting ICTA as the state institution representing them. In order to survey members, we discussed having it as a hard copy survey at convention instead of online. We discussed having pens and/or bookmarks to promote ICTA at NCA and CSCA. Amanda ordered pens. We discussed swap shop and the role of it for higher education.

* 1. **Student Rep – Brian Rohman –** Not present
	2. **Media –**
	3. **Theatre – Ann Witting -** No update
	4. **Newsletter – Doug Jennings –** No update
1. **Old Business**
	1. **ISBE Proposal –** ISBE is putting together a stakeholders meeting to discuss this issue. Anna, is chairing the committee. Adam, Ellie, Cheri Simonds and Ed Jodlowski will be on that committee.
	2. **Policies and Procedures Manual Committee Status –** No update.
2. **New Business – 2014 Convention –** Report distributed by Kevin. A convention panel meeting was held on June 28th. We made adjustments to convention program.

**Rich** announced that he is giving prizes for presenters with top papers and panels. Rich will present them at convention. He also noted that in the future we should discuss who handles GIFTS and who slots them as he could have solicited them for higher education with his original call. We decided this would be something to be considered for the policy manual update.

**Motion**, Rich, To adjourn at 1:16, Second, Doug, MSP.

Respectfully Submitted,

Anna Wright

ICTA Secretary

July 24, 2014

**Respectfully Submitted,**

**Anna Wright**

**Secretary**