**Illinois Communication and Theatre Association**

**2016 Executive Office Annual Report**

Anna Wright September 21, 2016

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. The ICTA office continued to work on the proposal to the Illinois State Board of Education to bring back the speaking and listening endorsement for high school teachers. Although we have had a difficult time communicating with ISBE, we have met with Illinois State Representative Dan Brady and spoken on the phone with Illinois Secretary of Education Beth Purvis. We will continue working on this and appreciate all the help we have received and welcome new help.
3. As acting Treasurer, I worked with Brian Rohman to open a new checking account that meets the new requirements of the bank. We are in the process of finalizing our new banking account and officially closing the old bank account.
4. We found a new system for membership reported and the board graciously approved the purchase of this. We found that this simplified the registration process from our end and we hope to be able to offer more services to our members using this service.
5. This year we had 105 people pre-registered for convention, which we were very pleased with.
6. Next year’s convention will be at the Embassy Suites in East Peoria, IL.

Respectfully submitted,



Anna Wright