**IT Division Report**

**November 2023**

**Previous projects / activities-**

**Email hack/ spoof/ Phishing attempts:**

* + No further reported incidents of spoofing/ falsified / phishing email attempts since adding SPF record in September.

**Grasshopper Phone (main # for LP of IL)** 217- 864-8337

* + One new incoming call Nov 17 (no message)

**New BoD (Legis. Director) Cody Graves on-boarding**

* + Pending signing of NDA

**CRM / Voter/Demographic Data unfrozen:**

Notified the Board on email October 13th about the update on voter demographics data:

* Database update from National has now allowed Voter demographic fields (including State House/senate and US Cong district info) to be unfrozen.
* This Data will remain incorrect (pre-census 2020) until we either update manually or provide a new Illinois voter database info to our CTO / CRM team to update fields using the software mapping built by our Arizona affiliate and others.
* Verified workflow process and purpose, vendor NDA execution with LPKY IT DD Ken Moellmann

**November Activities: (late October included)**

**IT Operations: Onboarded SCC members**

* New committeemen Walden (4th) and Straub (12th) onboarded
* [Leadership](https://lpillinois.org/about/leadership/) updates have been made to lpillinois.org

**LP Illinois Convention 2024 Websites**

* Completed [2024 Convention Registration website](https://lpillinois.org/event/2024-illinois-state-libertarian-party-convention-2024-03/) with change requests for all tiers and options
* Completed Name our [Convention Theme fundraiser website](https://lpillinois.org/contribute/name-our-state-2024-convention-theme/) with updates to applying convention registration discount

**Table of requests / tickets / status**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Convention Committee request** | **Platform** | **Owner** | **Status** | **Date of resolution** |
| Modify / add 2024 Candidate images for convention site | lpillinois/CRM | IT Web/DD | Ticket 008645 | 10/26/23 |
| Add link to book rooms at Clarion | lpillinois/CRM | IT Web/DD | Ticket 008978 | 10/25/23 |
| Correct Table options for Platinum tier | lpillinois/CRM | IT Web/DD | Ticket 008979 | 10/26/26 |
| Add space and clear descriptions on each registration tier | lpillinois/CRM | IT Web/DD | Ticket 008980 | 10/26/23 |
| Modify title for Name our Theme landing page | lpillinois/CRM | IT Web/DD | Ticket 008981 | 10/26/23 |
| Modify end date of Convention theme name contest | lpillinois.org/CRM | IT Web/DD | Ticket 008982 | 10/27/23 |
| Update Gold Package wording / permit Gold tier for Lifetime registrants | lpillinois.org/CRM | IT Web/DD | Ticket 008996 | 11/4/23 |
| Archived old fundraiser pages in CRM | lpillinois.org | IT Web | n/a | 11/7/23 |
| Reduce minimum net donation to $0 for ability to use $10 credit on name our theme page | lpillinois.org/CRM | IT Web/DD | Ticket 009000 | 11/8/23 |
| Update Theme Name leaderboard chart | lpillinois.org | IT Web | n/a | 11/9/23 |
| Cross-reference links between Convention registration page to Name theme page | lpillinois.org/CRM | IT Web/DD | Ticket 009001 | 11/10/23 |
| Add two additional paid Theme name suggestions to options  | lpillinois.org/CRM | IT Web/DD | Ticket 009010 | 11/20/23 |
| Update Theme Name leaderboard chart | lpillinois.org | IT Web | n/a | 11/19/23 |
| Clarified instructions on Name Theme page | lpillinois.org | IT Web |  | 11/21/23 |

**IT Requests (non-Convention):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Request/request by** | **Platform** | **Owner** | **Status** | **Date of resolution** |
| SCC04 /Ray Walden | lpmail | IT Ops | Resolved/ url sent/email sent | 11/10/23 |
| SCC12 / Stuart Straub | lpmail | IT Ops | Resolved/ url sent/email sent | 11/10/23 |
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**OPEN Items/questions to verify:**

* Does new Legislative Director Graves have access to sign the required NDA to be a full voting member and have user access to the CRM?

**Help Wanted:**

The IT Division is looking for more webmaster assistance with lpillinois.org website for any interested.

Reminder - Policy Manual with defined Website Director duties:

* Answer / Field questions from Libertarian Party of Illinois members including BoD/SCC questions as to content formatting, or updates or organization of pages published on lpillinois.org
* Update candidate and election data information using the CRM tool such that our candidates and elected officials information is published in a timely manner on lpillinois.org.
* Field requests and make updates changes and revisions following any board-directed, SCC-directed, or Executive Committee-directed actions requiring updates to lpillinois.org
* Field requests and make administrative modifications to lpillinois.org pages as directed by members of the Executive committee (the Chair, Vice Chair, secretary and/or Treasurer or the Executive Director
* Design and publish, or submit CiviCRM requests for the publication of event and fundraising pages for the Libertarian Party of Illinois' annual Conventions or Galas, fundraiser or training or other official Libertarian Party of Illinois events.

**National IT Admin Call – No call in November**

National IT Admin advisories/best Practices:

1. Avoid sending CiviMail with fewer than 25 recipients for general email blasts
2. Affiliates have determined that unsubscribe link is not working in that scenario
3. CiviMail is designed for specific targeted (ExCom, SCC) regular business mail
4. These guidelines are also noted in the Civi Email service guides
5. This discussion is low impact to Illinois BoD/SCC as we are using lpmail per the guidelines

**Open items:**

* Document management (WorkDocs) training for BoD and other volunteers.
	+ Link documents to AWS WorkDocs
	+ Assist Divisions to migrate older/Archive LP of Illinois docs from personal file services/ PCs to WorkDocs

**Budget:**

* $61.91 (October)

**Upcoming Plans / Priorities:**

* Schedule Publicize CRM WorkDocs Training
* Identify Website Director / volunteer(s)
* New CRM options (for Illinois after 2024 convention) discussions beginning