**IT Division Report**

**December 2023**

**Previous projects / activities-**

**Phone Service** – 2 calls / messages since End of October report.

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

* See previous reports with possible course of actions

**December requests/ Activities:**

* Onboarding for 2 new BoD members and periodic Password / access requests
* Assisted Members with various email/lpmail and Civi CRM login requests
* Publicized the 2x weekly CRM Training sessions hosted by National IT  <https://my.lp.org/events/category/crm-user-orientation/>
* Delivered weekly Convention registration reports to the Convention Committee throughout December
* Convention Committee/ 2024 LP of Illinois Convention planning

**Table of requests / tickets / status**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Convention Committee request** | **Platform** | **Owner** | **Status** | **Date of resolution** |
| Update Name our Theme fundraiser end date to Dec 1 | lpillinois/CRM | IT Web/DD | Ticket 009017 resolved | 11/27/23 |
| Retire Name our Convention theme site | lpillinois/CRM | IT Web/DD | Ticket 009023 resolved | 12/2/23 |
| Modify pricing tiers for Convention to Advanced fees | lpillinois.org/CRM | IT Web | n/a | 12/31/2023 |
| Deliver reports | lpillinois.org/CRM | IT Web | Ongoing, delivering weekly | 12/1/23 |
|  |  |  |  |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Request/request by** | **Platform** | **Owner** | **Status** | **Date of resolution** |
| Field Ops/ P DiMasi Lake County memebership | CRM | IT / CRM | Resolved/ report sent | 12/17/23 |
| Field Ops/ P DiMasi Membership near 60008 Zip code | CRM | IT / CRM | Resolved / report sent | 1/2/24 |

**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 Civi 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.
* All-LP Illinois memo was sent requesting the above volunteer role and also Registration assistance for the March 8-9 2024 convention

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

**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:**

* $72.40 AWS (November)

**Upcoming / 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
* Planning to hold exploratory discussions with Andy Burns from AB Consulting on evolution to new CRM (2024 after LPIL Convention)