**IT Division Report**

**February 2024**

**Previous projects / activities-**

**See convention committee website requests below**

**January-Feburary requests/ Activities:**

* CRM / Convention registration training (ongoing)
* 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 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** |
| Deliver reports | lpillinois.org/CRM | IT Web | Ongoing, delivering weekly | 12/1/23 |
| Update Website- Candidate debate roster | lpillinois.org/CRM | IT Web | Completed | 1/24/24 |
| Update Convention Agenda | lpillinois.org/CRM | IT Web | ongoing | 1/26/24 |
| Build Convention Sponsor /Vendor page | Lpillinois.org / National IT | IT Web/ N LPIT | Completed | 1/26/24 |
| Modification to Sponsor / vendor page | lpillinois.org/CRM National IT | IT Web/ N LPIT | Completed , vendor contributions enabled | 1/27/24 |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Request/request by** | **Platform** | **Owner** | **Status** | **Date of resolution** |
| Political Division | lpillinois.org | IT | Candidate interest form/document restored to lpillinois.org and links updates | 2/4/24 |
| Field Ops/ P DiMasi Lake Country membership | CRM | IT / CRM | Resolved / report sent | 1/17/24 |
| Volunteer training | CRM | IT / CRM | Ongoing | 2/6/24 |

**Help Wanted:**

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

* 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:**

* $76.77 AWS (December)
* $77.74 AWS (January)

**Upcoming / Open items:**

* Website links
* Candidate details (need to verify with Political division)
* 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
* Next CRM Evolution – National LP Is moving off of CiviCRM platform in current form March: will invite Andy Burns from AB Consulting on evolution to new CRM with other affiliates (2024 after LPIL Convention)