**Annual Membership Services Report 2018-19**

**Raya Samet, Membership Services Chair**

1. **Membership totals update:**

Membership total for this year stands at 53 total members, comprised of:

* + 28 regular members
	+ 5 emeritus members
	+ 2 student members (including scholarship winner)
	+ 18 institutional members
* We have collected $1,970.00 in membership dues.
* The directory has been updated accordingly.

2. **Jotform Subscription:** As a result of changes at MSHLA regarding their SurveyMonkey Pro account, which will now be limited to 3 users, we have subscribed to an online form system called JotForm that can integrate PayPal payment to consolidate the steps in the membership renewal process. The new membership form for 2019-20 will utilize this form system and it should streamline payment and ensure that members don’t skip a step when renewing.

Jotform will also be used for other types of surveys/forms that MDMLG uses frequently, including processing lunch payments and registrations for meetings and CE sessions, and voting on scholarships, etc. While some of us have access to survey tools through our individual institutions, there are issues with keeping institutional records and passing on access when officers change roles.