**Annual Membership Services Report 2019-20**

**Raya Samet, Membership Services Chair**

1. **Membership totals:**

Membership total for this year stands at 49 total members, comprised of:

* + 32 regular members
  + 6 emeritus members
  + 0 student members
  + 1 scholarship member
  + 12 institutional members
* We have collected $1,760.00 in membership dues.
* Explanation of discrepancy: There was one irregularity in dues collection resulting from an institutional check ($50.00) that was sent late, and which the bank would not accept to cash because of its date. As a result of closures due to COVID-19, it is not possible to have it reissued and deposited at this time. The collected amount for this year should have been $1,810.00.
* The directory has been updated accordingly.

2. **Jotform:** I have prepared instructions on using Jotform which will be passed on to the new Membership Services Chair. The subscription will automatically renew unless cancelled.

3. **Consideration of Institutional Memberships:** While I am not bringing this as a formal proposal at this time, I recommend that the new board, once elected, should consider whether we should discontinue offering Institutional Memberships. My reasoning is as follows: (1) Current economic hardships due to COVID-19 might cause institutions to discontinue funding for professional memberships; (2) Requesting payment from institutions can be difficult and time consuming; and (3) It makes it more difficult to determine membership status in order to administer voting and access to educational resources. Going to an individual-only membership model (still tiered for student/emerita vs. regular) simplifies things.

4. **Recommendation on collection of personal email/mobile numbers:** While these may be kept out of the directory for privacy, I recommend that the new membership form include fields to provide personal (optional) email address and/or mobile phone. This will help us retain contact information in case of furloughs, etc.

5. **Thank you**, and best wishes to the incoming membership services chair!