I. **Report Date:** January 27, 2023
II. **Special Officer Titles:** Membership Management Officer (MMO), Assistant Membership Management Officer (AMMO)
III. **Officers:** Jason Imbesi (MMO), Melissa Moll (AMMO)
IV. **Board Action Required:** None
V. **Brief Summary of Activities**
   ○ We have served, as ex officio members, on the Web Committee, Membership Committee, and Committee Management Team.
   ○ We have created membership reports for Chapters and IAML and worked with the CFOs and each appropriate treasurer to track rosters, payments, process RFPs, and prepare necessary tax documents.
   ○ We have collaborated with the CFOs, the Business Office, and the IAML Treasurer to help ensure the successful execution of IAML’s yearly membership renewal process.
   ○ We have continued to maintain the accuracy and currency of the MLA administrative structure through updating tracking documentation and YM profiles and drafting appointment and thank-you letters.
   ○ We have provided the President with a list of recently lapsed members who currently serve on a group so those individuals can be notified about renewing their memberships.
   ○ We have worked with the CFOs, the Business Office, and Chapters to support the election processes for MLA and its Chapters.
   ○ We have participated in a Chapter chairs meeting to share information about the responsibilities of the MMOs and to encourage the consistent execution of and provide clarification about the Chapter renewal process.
   ○ We have maintained the listserv recipient lists for interest groups, committee chairs, and Chapter chairs. We have also documented updated information regarding the eligibility of membership to these listservs.

VI. **Alignment with the 2022-2030 Strategic Plan Objectives**
   ○ Bullet point #1-6
      ■ Broadly relates to all four Strategic Plan goals
   ○ Bullet point #7
      ■ Broadly relates to Strategic Plan Goal Area 4: Strengthen Communication
   ○ Bullet point #8
      ■ Broadly relates to Strategic Plan Goal Area 4: Strengthen Communication