I. **Report Date**: May 17, 2022  
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**  
   o Since mid-March, the MMOs have been engaged in an ongoing onboarding process. We have gained access to documentation in Dropbox necessary to perform our duties, received training for YM and QuickBooks, become better acquainted with the organization’s administrative structure and how to update it, established FreshDesk accounts to assist the Web Managers in handling inquiries pertaining to the administrative structure, and attended meetings with the Membership Committee and Web Committee as ex-officio members. As a result of our training, we have refreshed documentation about Chapters used by MMOs and CFOs for quick reference, updated the administrative structure to reflect recent changes to appointments, and acquired lists of chapter rosters via QuickBooks to provide current information for Chapter Secretary-Treasurers about incoming dues payments. We will be learning about preparing related requests for payment in the coming days.  
 VI. **Implicit Bias Testing Reporting**  
   o During FY22, the MMO engaged in bias interruption training via his employer and completed two Implicit Association tests.  
   o During FY22, the AMMO participated in a Racial Equity Institute Groundwater Session and also completed two Implicit Association Tests.