I. **Report Date**: May 17, 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 refunds.
   ○ 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 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.
   ○ We have drafted options for streamlining the letter-writing process, a web form for implicit bias testing reporting, and a timeline for the 2024 appointments cycle.

VI. **Alignment with the 2022-2030 Strategic Plan Objectives**

   ○ Bullet points #1-3
     ■ Broadly relate to all four Strategic Plan goals
   ○ Bullet point #4
     ■ Broadly relates to Strategic Plan Goal Area 4: Strengthen Communication
   ○ Bullet point #5
     ■ Broadly relates to Strategic Plan Goal Areas 1: Organize Strategically and 3: Cultivate Inclusivity

VII. **Implicit Bias Testing Reporting**

   ○ The MMO engaged in anti-racism training via his employer.
   ○ The AMMO completed a BTAA course with an implicit bias component.