

**Membership Secretary Report
ACTR Board of Directors meeting
April 29, 2017**

1. Membership Statistics

	2016	2017
Total members Active	482 368	559 440 (those who paid for 2016 and many paid for 2017)
Lapsed		86 (assistant profs 42 and associate profs 36; lecturers - 5)
New members since last board meeting, April 9, 2016		77
Life members	111 7 e-mail contact attempts failed	91
Level 1: Assistant Professors, Lecturers, K-12 Teachers, & Independent Scholars	Active 174 (Total 241)	Level 1: Full professors and non-academics: Active 9 (Total 11)
Level 2: Associate/ Full Professors & Non-Academics	Active 56 (Total 91)	Level 2: Associate professors Active 37 (Total 76)
Level 3: Retired persons	Active 22 (Total 22)	Level 3: Assistant professors Active 58 (Total 110)
Level 4: Student (with or without RLJ subscription)	Active 26 (Total 38)	Level 4: Lecturer, Instructor, Pre-College Teacher, Retired, Independent Scholar Active 191 (Total 205)
Level 5		Level 5: Student,

		Adjunct Active 53 (Total 65)
Lapsed members or Renewal overdue	129 lapsed 91 pending renewal 15 <i>Need to have clear policies</i>	298 lapsed - 86 renewal overdue - 212 pending renewal - 17
Donations by members	10 (4 by the same person to different funds)	13 (but 6 of them are Life Time Supplements)

2. Managing membership

- Archiving membership who have not paid for more than 2 years and do not even open e-mails from ACTR;
- Notifying members who have not paid for the last 2 years, but do open our e-mails, that their memberships will be discontinued by the end of the month if they don't update them;
- Working with members who for one reason or another were "ignored" by the system (that didn't charge them or didn't charge them enough);
- Lapsed members continue to receive all our letters, announcements and invitations to webinars. Some thanks to the webinar program renew their membership

3. Challenges

- Unexpected difficulty with PayPal: not being able to automatically increase the amount charged because it was more than a certain percentage;
- Recording Life Supplement was a challenge (located in the Donations section);
- There are questions about the difference between an independent scholar and a non-academic;
- Communicating with members.

4. Improvements

- We've added options to each membership level: one-time PayPal payment or recurrent payment (in addition to the old method of sending in checks);
- We activated PayPal Here app: I can now process credit card payments immediately.

5. Outstanding questions

- institutional membership
- joint membership