

## **2023 PSG Membership Report**

### **January 30th, 2022**

Jennifer Urmston and Stephanie Loreda, Membership Coordinators

#### **Summary**

By Jan 29<sup>th</sup>, there were 485 active members. This is an 8% decrease from last year with 525 memberships by the end of January. Student and individual memberships have dropped; however, lifetime memberships have increased by 28 accounts (Fig 1). Most members have a California affiliation (117 members), followed by a Washington/Oregon (82 members; Fig 2). Alaska and Canada's affiliations have 52 memberships each. This is the first year in which we can derive membership numbers from Hawaii and Latin American regions. There are 36 members with Hawaii affiliation and 19 affiliated with Latin America. PSG is currently supporting 12 students and six early career scientists through the HELPs program. During the summer of 2022, memberships were transferred from CVENT to Wild Apricot.

#### **Action items completed:**

- Transferred all documents to the Google Drive associated with the PSG email.
- Modified the region to get better statistics on memberships
  - o This does not affect region division of regional representatives
- Added a career status question to member's profile
- Transferred all membership information to Wild Apricot
  - o Exported spreadsheets from CVENT can be found in the membership Google Drive
- Included HELPS memberships as a pre-approved option on the registration website. This allowed for more efficiency between HELPS and the membership committee in terms of creating profiles for approved applicants.

#### **Items in progress:**

- Fixing membership expiration dates on members' profiles in Wild Apricot. During data transfer, many memberships were automatically renewed. We have been manually fixing these in stages. We have corrected all up to August 2023 expiration dates but there are ~110 more accounts to fix. We have a plan and will be done by the end of February.
- We are transitioning out and looking for two people to take on membership duties.
- Emailing lapsed members from 2022 encouraging them to renew.

#### **Issue encountered:**

- Lifetime memberships sub-payments. CVENT did not keep a record of payments made towards a lifetime membership nor how many sub-payments were left to be made. We

## Report #9: PSG Membership Committee Annual Report

contacted all affected accounts to verify the information. We set up automatic reminders and invoices to be sent to lifetime members who have partially paid memberships.

- We are still learning how to navigate and use all the different features in Wild Apricot. Although there are great help tools within the website, we will write up solutions to problems we have encountered and protocols for refunds, waiving fees, etc.

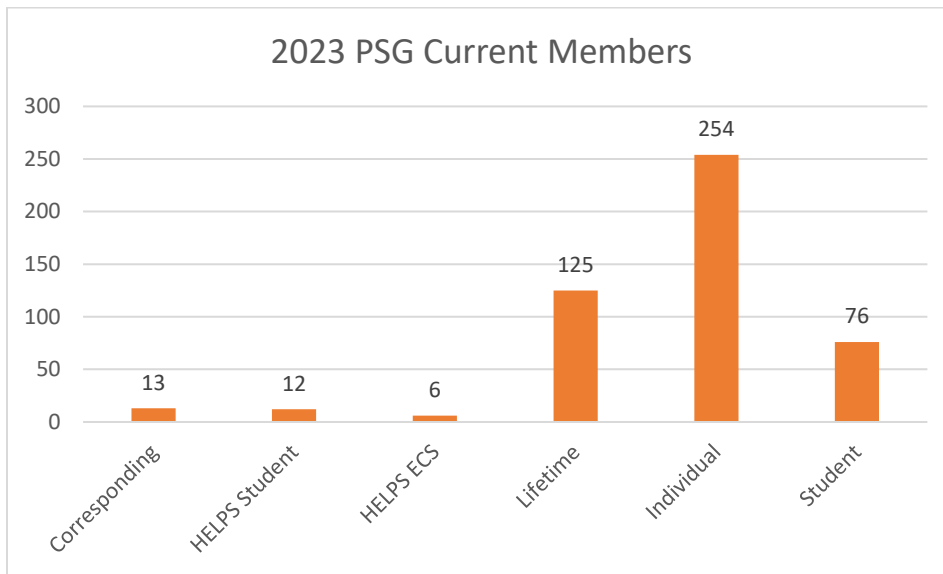
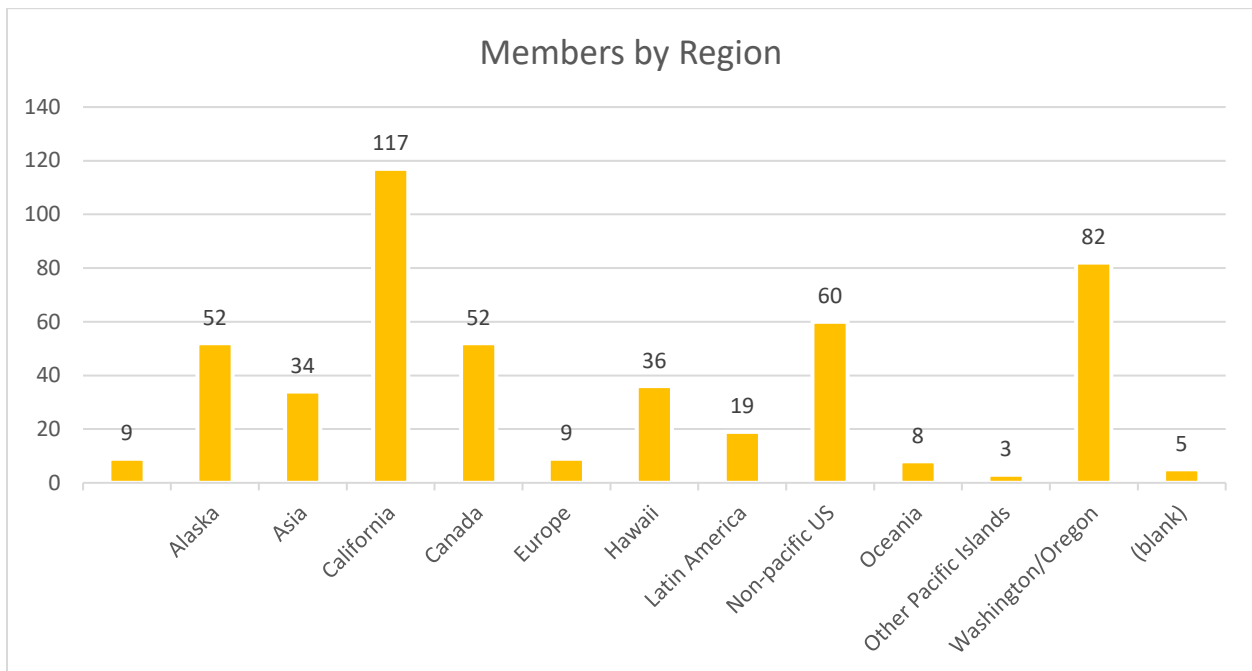


Fig 1. Current members by membership type as of January 29<sup>th</sup>, 2023.



## Report #9: PSG Membership Committee Annual Report

Fig 2. Current members by region affiliation as of January 29<sup>th</sup>, 2023. Fourteen accounts did not have a region associated with them.