

**1. ANNUAL REPORT 2023 for period October 2022 ending October 2023:
MEMBERSHIP RECORDS & WEBSITE**

2. MEMBERSHIP RECORDS CHAIR/CO-CHAIR (after March 2023): Karen Brown

3. ROLE & GOAL OF MEMBERSHIP RECORDS & WEBSITE: Help collect Chapter annual dues and keep up-to-date records of our Chapter membership in our **Website**, **MailChimp** and **Word** (for printed Directory)

4. ACTIVITIES/ACCOMPLISHMENTS IN PAST YEAR:

- Helped collect 2023 dues/donations, after putting Membership article in ALBUMOAA newsletters, sending out numerous email reminders, & some calls.
- Kept up our Chapter membership information up to date in our website database (until August 2023, when it was no longer working).
- Picked up MOAA mail weekly (until March 2023, when Allen began picking up mail), which included dues/donations, etc.
- Mailed out 11 printed Membership Directories to those members who paid \$5 for it (printed/mailed by NM Print Now).
- Sent names/amounts of those members who gave donations to our Chapter to 1st VP, Reg Rider, so he could send Thank You letters.
- Sent up-to-date mailing lists to Newsletter Editor, Nina, for mailing out printed bi-monthly ALBUMOAA newsletters.
- Kept up current membership in MailChimp and sent out important Chapter messages via MailChimp to membership.
- Entered Events, Photos and updated Club, Legislative, & other Chapter information in our website.