

## **Membership Secretary Report January 2015**

Current membership is 446

431 Ordinary

5 Associate

4 Special Interest

To date 43 people who were members last year have not paid subscriptions this year. These were issued with late penalty notices in October as well as automatically generated reminder emails.

The last few weeks have been spent catching up with any outstanding issues.

There were a number of unapproved but paid for membership applications from September. Of these two were Ordinary membership applications. Only one sponsor replied to emails and therefore their memberships categories were changed to Associate so they could be approved. One was Andrew Lewis, a vascular sonographer. He has been contacted to let him know that once I hear from his second sponsor I will switch his category back to Ordinary. The second was an overseas member and this gave rise to one of the discussion points listed later.

Emails had been sent out in October to late payers. A number of emails bounced back. These members were contacted by post and asked to update their email addresses with some success.

5 member's standing orders are still set at £25. Their subscriptions have not been added to the database and all have been contacted by post. They have been asked to notify the society if they wish to continue with membership and send the remaining balance of payment or to cancel their standing orders if they do not wish to continue. Two of these were also members who had been contacted by post previously for bounce back emails and were also asked to pay shortfall on that occasion as well. 4 of these people had given work postal addresses and the hospitals have been contacted to ensure they are still employed there. The 5<sup>th</sup> had not given an email address but has been contacted at home.

### **Questions and Points for discussion**

- 1) Should overseas members only be eligible for Associate membership? The difference between Ordinary and overseas members is voting rights. Should members from outside the UK be allowed to vote on issues of vascular science in this country. There is currently no guidance on this.
- 2) Should the CPD officer attend the January Executive meeting? This may help with any issues which overlap membership and CPD primarily AVS lapses.

### 3) Database

There is no longer a place to report faults with the database except by email Portland data direct. There are 2 options for this. The first is to set up an email address such as [help@svtgbi.org.uk](mailto:help@svtgbi.org.uk). We then set these emails to be forwarded to Ian's helpdesk. (Apparently this email address is long and complicated and designed to be read by a machine which is why we set up our own first).

The second is that Ian sets something up at a cost of £5 a month payable with our invoices. I suggest we go with the first. By having an email address that both membership and CPD can access means we can avoid duplicate reporting and keep an eye on any issues.

Alterations to database required.

a) Automated emails were sent out on the 1<sup>st</sup> August, 1<sup>st</sup> December and 1<sup>st</sup> January regarding subscriptions and AVS status. Have these been altered to allow for the tighter deadlines and late payment fee?

b) Ability to enter amount paid in fees on the database if different from that stated. (this was available before).

c) Automatically change subscription charges to include late penalty fee on the 1<sup>st</sup> October. But will it be possible to change it again on the 1<sup>st</sup> January? Currently late payers who pay via worldpay can only pay £30.

d) Membership secretary to become 'superuser' and have authority to delete incomplete membership applications, duplicate memberships etc.

e) Storage area in CPD section for members to scan and store CPD certificates, reflective logs etc. ? stored in the cloud.

Except for first and possibly second item we would need to get a quote from Portland data for this work.

Sara Causley

SVT membership secretary.