



MEETING PROFESSIONALS INTERNATIONAL

Chapter Leader Resources Website

Membership Reports

- Each report can be downloaded into an excel document, or viewed as a webpage.
- Some reports require you to enter a specific start and end date to download the information you require.
- All reports are private information and are not to be used for personal use, or to be shared with anyone outside of your Board of Directors.
- Data changed by MPI Global on the member's record may take 30 minutes to update on the CLRP reports.
- There is a significant amount of logic which runs these reports. Numbers can vary based on the fluidity of your members. These reports can provide general information and should not be used for historical purposes. For historical data, use the "Membership Stats Reports" which give month-by-month comparisons beginning with January 2011.

List of Reports

Report Name	Brief Description	Data Included	Use(s)
Current Membership Roster (All Active Members)	Displays a current list of all current members in your chapter		Total Current Population. Do not publish (use the Public Chapter Roster below for publication)
New Members	Displays a specific date range of your new members	Referred by, Is Limited Membership, Dual Membership	Welcome calls, New Member Orientation invites, Chapter Buddy/Mentor
Membership Dues for Renewal	Using a start and end date, you can pull a list of members who are due for renewal in a specific time period. Search a specific date range in the future to show you what members are due for renewing their membership or in the past	Referred by	Retention calls/emails, Referred by calls

Renewals	This report shows you which members renewed based on the date range you select.		Thank you for renewing
Reinstates	Members who were reinstated after their membership had been cancelled because they did not renew their membership in time.		Previously listed on Cancellations Report.
Cancellations	Members who have been cancelled as a result of not renewing their membership. These individuals have passed the 60 day extension given after their expiration date.	Cancel Reason, MPI Join Date, Dues Paid Thru	Survey to cancellations, data on why they left
<i>Reimbursements</i>	<i>Amount of money the chapter has received on current and former members.</i>		<i>Do Not Use</i>
Membership Transfers	Members in your chapter who have transferred their membership to someone else.	Transfer From ID and Name, Transfer To ID and Name	Welcome calls, New Member Orientation, Chapter Buddy/Mentor
Chapter Transfers	Members who have transferred their membership into or out of your chapter	New Chapter, Old Chapter, Dual Membership	Welcome to new chapter member
Current Lifetime/Honorary Members	Current lifetime or honorary members		
Current Student Members	All current student members in the chapter	Name of School, Graduation Date	Mentoring program, Volunteer, Shadowing
Currently Delinquent Members	These members have a membership past due and are in jeopardy of being cancelled. The membership may have 0 to 60 days until it is officially cancelled.	Referred By, Join Date, Dues Paid Thru, Dual Membership	Retention
<i>Current Planners/Suppliers Without Matches</i>	<i>These reports are not currently used</i>		<i>Do Not Use</i>
Public Chapter Roster	List of members for public directories. It removed anyone who has opted to NOT have their information published.	Primary Industry	Printed or online directories.
Modified Member Records	List of members that have modified their contact information, mailing address, etc. Each data change will be reflected with this symbol =>. A member may be listed more than one time.		Update Chapter records