



Chapter Leader Resources Page

Membership Reports Guide

- Volunteer Chapter Leaders can access various reports about their Chapter or Club's membership by accessing the **Membership Reports** button from the top of the Chapter Leader Resource Page (CLRP).
- Each report can be downloaded into an Excel document or viewed "On Screen" as a webpage. You can select either option from the **Report Delivery Method** dropdown.
- Some reports require you to enter a specific start and end date to download the requested information.
- All reports contain private information which should not be shared outside of your Board of Directors or published. All information in the reports is for Chapter/Club operations only. Please see the MPI Data Privacy Policy for complete information.
- Reports are not for personal use.
- Data changed by MPI Global on the member's record may take up to 30 minutes to update in Membership reports.
- There is a significant amount of logic which runs these reports. Numbers can vary based on the fluidity of your members.

Report Descriptions

Report Name	Brief Description	Use(s)
Cancellations	This includes members cancelled due to not renewing their membership. These individuals have passed the 60-day extension (or “grace period”) given after their expiration date.	Survey to cancelled members to collect data on why they left
Chapter Transfers	Members who have transferred their membership into or out of your Chapter/Club.	Outreach to new Chapter/Club members
Community of Honorees	The Community of Honorees is comprised of all past MPI award winners, founders, charter and lifetime members and past presidents and chairs of MPI and the MPI Foundation.	
Community Report	A list of active members that provides details on tenure, member type, and engagement in special interest groups or communities on mpi.org	
Currently Delinquent Members	These members have a membership past due and are in jeopardy of being cancelled. The membership may have 0-60 days until it is officially cancelled.	Retention
Current Lifetime/Honorary Members	Current lifetime or honorary members	
Current Membership Roster (All Active Members)	Displays an up-to-date list of all current members in your Chapter/Club.	Total Current Population. Do not publish.
Current Student Members	All current student members in your Chapter/Club.	Mentoring Program, Volunteer Opportunities, Shadowing
Essential Members	A list of Essential Members in your local area.	Event Invitations, Chapter Recruitment
Memberships Due for Renewal	Using a start and end date, you can pull a list of members who are due for renewal in a specific period. Search a specific date range in the future to show members who are approaching their renewal date, or search in the past to show members who are past due.	Retention calls, Referred by calls
Membership Transfers	Members in your Chapter/Club who have transferred their membership to someone else.	

Modified Member Records	List of members who have modified their contact information, mailing address, etc. Each data change will be reflected with this symbol: =>. A member may be listed multiple times.	To update Chapter records
New Members	Displays new members who joined during a specific date range.	Welcome calls, New Member Orientation invites, Chapter Buddy/Mentor
Reinstates	This displays members who were reinstated after their membership was cancelled.	Welcome back calls/emails.
Renewals	Using a start and end date, this report shows you any members who renewed within the date range you select.	Thank you for renewing
Renewing Member Contact	A list of members who are within their renewal window including the date they were last contacted and whether they have renewed or not.	Renewal reminder calls/emails; Thank you calls to those who have renewed

Understanding Member Price Sensitivity

In response to feedback from Chapters, several reports on the CLRP were updated to provide insight into members who may be price sensitive (e.g., members who joined at a deep discount).

The following reports now have a column titled **Campaign**:

- Cancellations
- Current Delinquent Members
- Memberships Due for Renewal
- New Members
- Reinstates
- Renewals
- Renewing Members Contact

This column provides visibility into any discount codes that were used by the member when they joined or renewed. Only specific codes are visible to Chapters such as those used during large campaigns for which Chapters received a toolkit (e.g., GMID, Flash Sales, Cyber Monday), and any Chapter/Club annual promotion codes. Certain codes are not shared externally and show up as "Global Code".

Here is an example of a *Memberships Due for Renewal* report. This shows members due in December 2025, including several who used the Cyber Monday 2024 code:

Chapter Membership Reports

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ChapterID_Name	ID	FirstName	MiddleName	LastName	Campaign	MPIMembershipLevel	MPICategory_Name	Aut
Atlantic Canada Chapter					Cyber2024	Premier	Supplier Meeting Professional	Ad
Atlantic Canada Chapter					Cyber2024	Preferred	Supplier Meeting Professional	Ad
Atlantic Canada Chapter					Cyber2024	Preferred	Meeting Management Professional - Planner	Ad
Atlantic Canada Chapter					Cyber2024	Preferred	Meeting Management Professional - Supplier	Ad
Atlantic Canada Chapter					Cyber2024	Preferred	Meeting Management Professional - Supplier	
Atlantic Canada Chapter					Cyber2024	Preferred	Meeting Management Professional	

How to Use this Information

As you plan your retention strategy, consider personalizing outreach to members who joined during a campaign. They may require additional touchpoints and recognition, and more communication about the value of membership.

Understanding Tenure and Combined Years of Membership

MPI is fortunate to have many members who have been with our community for multiple years, some continuously and some coming and going throughout their career. There are a few key pieces of data in the Membership Reports to help you recognize a member's time with MPI.

Membership Tenure

There is another column labeled **Membership Tenure**. This column shows the number of continuous years that a member has held a membership, calculated on the anniversary of the membership. It can be found on these reports:

- Cancellations
- Chapter Transfers
- Community Report
- Current Delinquent Members
- Current Lifetime / Honorary Members
- Current Membership Roster (All Active Members)
- Current Student Members
- Membership Transfers
- Memberships Due for Renewal
- New Members
- Public Chapter Roster
- Reinstates
- Renewals

Combined Years

There is a column labeled **Years_Combined** in the following Membership Reports:

- Current Membership Roster (All Active Members)
- Memberships Due for Renewal
- Current Delinquent Members
- Community Report
- Renewing Member Contact
- New Members

This column shows the total number of years – including the current year – that an individual has held an active membership with MPI. Time that a membership was cancelled does not count towards the Combined Years.

Note: MPI references Combined Years of membership for assessing Lifetime Membership eligibility (a member must have 25 years of combined membership, in addition to other requirements).

Example

June 2016	Jane Smith joins MPI.
June 2017	Jane renews her membership.
June 2018	Jane renews her membership.
June 2019	Jane does not renew and lets her membership cancel.
January 2025	Jane rejoins MPI.

- As of May 2025, Jane's **Combined Years** of membership would be 4 years.
 - *June 2016 - June 2017 = 1 Year*
 - *June 2017 - June 2018 = 1 Year*
 - *June 2018 - June 2019 = 1 Year*
 - *January 2025 - January 2026 = 1 Year*
- As of May 2025, Jane's **Membership Tenure** would be 0. This is because she has not yet completed a full year of membership since rejoining. In January 2026 (one year from the date she rejoined), her Membership Tenure would be 1.