1) This annual report covers the timeframe from my last report on May 15, 2016 to May 20, 2017.

2) There are no other individuals on the committee. The position of Vice Chair is available, as well as other members.

3) Membership activities during 2016-17

_Incoming members:_
- The Department of Geography at the University of Alabama was admitted as a new basic member during the 2016 UCGIS Symposium.
- The Center for Spatial Data Science at the University of Chicago joined as a new basic member during the 2016 Winter Council Meeting.
- The Department of Urban Studies and Planning at the Massachusetts Institute of Technology was readmitted at the basic membership level.
- The Spatial Structures in the Social Sciences (S4) unit at Brown University is currently awaiting to be admitted at the basic membership level pending a vote by the UCGIS Council at the 2017 symposium.

_Outgoing members:_
- The University of Oregon

_Transitions:_
- The following universities transitioned from full memberships to basic members, units indicated:
  - The University of Georgia, Department of Geography
  - Harvard University, Center for Geographic Analysis
  - West Virginia University, Department of Geography

- The Department of Geoinformatics at the University of Salzburg transitioned from an affiliate to a regular basic membership in response to the changes of the affiliate membership category.

_Outreach and other activities:_
- Presented membership application of the Department of Geography at the University of Alabama during the 2016 UCGIS Symposium.
- Aided in changes to UCGIS membership model regarding affiliate membership of international academic members.
- Aided in the update of the UGGIS value proposition, including talking points, that can be shared with administrators; the updated version has been posted to the UCGIS website.
4) Anticipated upcoming activities, including any particular calls for action or input by members of the Board or Delegates

- Present membership application of S4 during the 2017 UCGIS Symposium with recommendation in favor of admission.
- Continue chaperoning application for basic membership of Yale University Libraries towards vote during the 2017 Winter Council Meeting.
- Continue chaperoning application for full membership of McGill University towards vote during the 2017 Winter Council Meeting.
- Follow-up with individuals at SUNY Albany, UT Austin, and UMass Amherst based on discussions about membership in UCGIS at or around the AAG 2017.
- Update list of potential new members and follow-up with those organizations that have recently expressed interest in membership (Department of Geography, University of Delaware; Department of Geography and GIS, University of Northern Colorado; School of Earth and Sustainability, UMass Amherst; Department of Geography, University of Hawaii at Manoa).
- Maintain a shared repository of e-mail templates for common exchanges with representatives of lapsed and new member organizations (e.g., follow-ups with lapsed member organization with information on the full and basic membership options).
- Aid in refining procedures for the upgrading (i.e., from basic to full) and downgrading (i.e., from full to basic) of memberships; it might be worthwhile to suggest basic membership as a primary pathway for membership, even if the objective is full membership.
- Create a list of the responsibilities of the membership chair (if such does not exist yet) as a part of the documents that govern the practices of the UCGIS.
- Discussion point:
  - In 2015/16, we contacted dozens of prospective and lapsed member institutions through “unsolicited” messages. This year we have seen the same number of completed membership applications (with a few more in the works) that came out of a smaller number of professional relationships and interactions. With that in mind, going forward, what should be the approach of choice for contacting prospective/lapsed member institutions? In which way can we best leverage our professional networks? Solicited and/or unsolicited inquiries? Top down or bottom up?