**Report of the BoFEP Membership Committee**

21-10-2022

Brontë Thomas

This report is directed to the BoFEP Management and Steering Committees (SC), and if accepted, it will be sent to the wider BoFEP membership.

Over the past year the membership committee has worked on formalizing the membership process to ensure that membership fees are being paid but those indicated as members. This process involves sending out reminders when fees are due, and following up with those who have not paid. It is recommended that those who do not pay their membership fee are removed from the steering committee list and do not receive the newsletter.

Our records indicate that in 2022 to date, BoFEP has thirty paid members, with seven of them being organizational memberships. A trend of unpaid membership fees has been consistent over the past several years, as is likely to have considerable impacts on BoFEPs revenue as a non profiting virtual institute.

**BOFEP MEMBERSHIP**

For 2020 onwards, BoFEP dues are $25 for individual membership and $100 organizational membership. Additional donations from members are welcomed, indeed encouraged. All paying members, organizations and donors will be acknowledged and receipts provided as required.

Dues are paid for the calendar year. Hence, annual membership for 2022 will expire in December 31st, and for the next year (2023) can be renewed prior to or in January, 2023. The Membership Form (attached) and payment for 2023, if not already paid, should be sent to the Treasurer at your earliest convenience. A receipt will be issued by the Treasurer to each member, by email. A reminder has been sent out with 2022 membership fee receipt that 2013 dues are coming up and can be paid at any time from now until January 2023.

If you have already paid for 2022 or 2023, or are just now processing your membership, we thank you for your continued support and interest in BoFEP’s mission.

A request by the Secretariat for annual membership payment will be made at each AGM, as well as in the November to January period. Reminders will be sent out only once, early in the new year.

Cc Attachments – 2022 Membership Form

**Annual Membership Application 2022**

***Joining & Supporting the Bay of Fundy Ecosystem Partnership***

BoFEP is open to all interested citizens and groups who share its vision for protecting, conserving and sustainably using the Bay of Fundy ecosystem. As a non-profit, volunteer organization, we rely upon membership dues and donations from individuals and organizations to operate our core activities and programs.

Members are the heart of our organization. Membership is open to any individual or representative of an organization that supports BOFEP’s core mission.

**Benefits of becoming a BoFEP Member:**

* Periodic emailing of Fundy Issues Fact Sheets and other BoFEP publications, including the quarterly electronic newsletter “Fundy Tidings”
* A vote at our Annual General Meeting (organizations are entitled to ONE voting representative)
* Opportunity to join the BoFEP Steering Committee
* Opportunity to join the BoFEP Management Committee
* Knowledge that you are contributing to the efforts to sustain the Bay of Fundy as a healthy, productive ecosystem

 ***Membership Categories*** *(Please check one)*

􀂉 Individual membership ($25)

􀂉 Organizational membership (e.g. non-profit group, government agency) ($100)

􀂉 I wish to make an additional donation to BoFEP of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Information:**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please mail your membership form with a cheque (in Canadian dollars) made out to

**“Bay of Fundy Ecosystem Partnership Inc.”** to the following address:

BoFEP Secretariat

PO Box 536

Parrsboro, NS B0M 1S0

Email: secretariat@bofep.org

Membership dues are for the current calendar year. A receipt will be issued as soon as your dues are received. Unfortunately, your contributions are currently not tax deductible.

**Many thanks again for your continued support of BoFEP**

**BOFEP MEMBERSHIP- RECOMMENDATIONS**

Historically, unpaid membership fees have been an issue amongst Steering Committee members and we have been working over the past year to reconcile this. When speaking with committee members, it has been strongly indicated that method of payment is a considerable barrier to getting their dues paid annually. Many committee members have suggested that a digital form of payment for membership fees would make the process a lot more convenient and manageable for them. It is therefore strongly recommended by the BoFEP membership committee, that BOFEP increase its infrastructure to allow online forms of payment, rather than cash or cheque only.

It is also recommended by the membership committee that all new BoFEP members continue to receive a welcome email. The purpose of this email is to welcome all new members to the organization, provide helpful links and information, and start a line of open communication between participants and BoFEP from day one. Attached is the template we have been using in 2022, and it is recommended we continue this practice.

Cc Attachments- BoFEP Membership Welcome

**RECOMMENDED WELCOME EMAIL TO NEW BOFEP SC**

Hello Steering Committee Member,

The Bay of Fundy Ecosystem Partnership (BoFEP) management committee would like to welcome and congratulate you on your membership with BoFEP. As a paid member of BoFEP, you receive the following benefits:

* Periodic emailing of Fundy Issues Fact Sheets & other BoFEP publications.
* Quarterly electronic newsletter “Fundy Tidings”.
* Opportunity to participate in a variety of BoFEP activities & workshops.
* Opportunity to join the BoFEP Steering Committee.
* A vote at the Annual General Meeting.
* Knowledge that you are contributing to the efforts to sustain the Bay of Fundy as a healthy, & productive ecosystem.

The Bay of Fundy Ecosystem Partnership is a virtual Institute, open to both individuals and groups who are interested in the wellbeing of the Bay of Fundy. It is our goal to promote the integrity, vitality, biodiversity and productivity of the Bay of Fundy ecosystem, and to protect the social well-being and economic sustainability of its coastal communities. We strive to facilitate communication and co-operation among individuals and organizations interested in understanding, sustainably using and conserving the resources and unique ecology of the Bay of Fundy.

If you’re looking for more information on BoFEP, please refer to our website:

* <http://www.bofep.org/wpbofep/>

If you have any further questions, do not hesitate to reach out to the BoFEP secretariat Brontë Thomas at: nomehs@qonaskamkuk.com

Warmest,

BoFEP Management Committee