

Treasurer and Membership

Newsletter Notes



March 2021 Issue

I am sure that many of you, like me, are ready for the warmer weather of spring to arrive. As we head into March, I want to encourage every local to get their annual audit submitted in a timely manner. As a reminder, the letter that the local president submits now requires two officers to sign off on it.

The Representative Convention will be coming up at the end of April. Please remember that all locals must have 50% of their dues paid in order for their delegates to be seated at our state convention.

Please contact us if you have any questions concerning your audit, treasurer responsibilities or membership rosters. If you need assistance with any aspect of your role, we can provide you with the assistance that you need.

In unity,

Treasurer Update

What is on the Education Minnesota website for local treasurers? The website offers a variety of valuable resources for members and for you as a local leader. For example, under the section on Local leaders - Treasurers, you will find the following resources:

- Treasurers handbook
- Internal audit committee guidelines
- Dues structure
- Dues and stipend survey results
- IRS information
- Sample forms and policies

Some content on our website can only be viewed when you're logged in. If you haven't registered and set up a username and password, you can do that quickly.

Go to www.educationminnesota.org. Click on the "Member Sign In" button in the top-right side of your browser. If you have already set up a username and password, enter them and click "Log on." You'll know you're logged in because the button at the top of the page is now red and shows a padlock.

If you have already set up a username and password, but forgot one or both, email or call [Kaitlyn Peterson](mailto:Kaitlyn.Peterson@edmn.org), 651-292-4829 for help.

If you haven't set up a username and password, you'll need to get registered. Click the "register today" link and insert your membership number. If you do not know your number, email or call [Kaitlyn Peterson](mailto:Kaitlyn.Peterson@edmn.org) at 651-292-4829 to retrieve it.

After inserting your membership number, select your local from the drop-down list and click verify. At the next window, you will set up your username and password, and list an email that you can access if any information is emailed to you. If you have any questions about this process, call or email [Kaitlyn Peterson](mailto:Kaitlyn.Peterson@edmn.org), 651-292-4829. She can walk you through it.

How long should you retain records and documents? Good record-keeping will help your affiliate function efficiently and ensures accountability. If your affiliate has not adopted a formal policy on how long to retain important records, we recommend that you do.

The treasurers handbook has sample document retention guidelines divided into categories of affiliate records. The policy:

1. Outlines how long documents must be retained enough to satisfy statutory requirements.
2. Ensures out-of-date records are destroyed when no longer needed, thereby saving storage space.
3. Allows the affiliate to establish a routine on when to dispose documents eligible to be destroyed.

Sample document retention schedules are found on pages 79-81. No records should be destroyed unless your affiliate has adopted a formal retention policy.

Have you submitted your affiliates 2019-20 audit report? If not, you can choose to email the report to auditreports@edmn.org or mail the hard copy to:

Education Minnesota
Attn: Accounting Department/Audit Reports
41 Sherburne Ave.
St. Paul, MN 55103-2196

Membership News

Retired members help build unity and increase the power of Education Minnesota to represent educators and advocate for stronger public education. Now's the time to encourage the retiring members in your local to register for Education Minnesota Retired membership. For members who meet the following criteria, there will be no additional cost for this great program.

Eligibility requirements:

- Retire after Sept. 1, 2015
- Have been a member of Education Minnesota for at least 10 years (years do not have to be consecutive)
- Eligible to receive a pension

Retired members will have access to the benefits of retired membership, including:

- continued access to Economic Services Inc. (ESI), NEA and AFT member benefit programs.
- staying connected with other retired colleagues through newsletters, regional events and annual meetings.
- participating in Education Minnesota political action and legislative efforts on such important issues as pension benefits and retiree medical insurance.
- maintaining Educators Employment Liability Insurance (EEL) coverage when teaching as a day-to-day substitute in all public-school districts in Minnesota.

And the benefits work both ways. Retired members help Education Minnesota by using their experience in education and their flexible schedules to build power in the union by:

- volunteering and recruiting other members to engage in Education Minnesota campaign activities.
- serving as ambassadors for educators and the union with community service groups.
- covering hearings and lobbying for Education Minnesota's legislative agenda.
- and much more!

Contact [Christine Thornborrow](mailto:Christine.Thornborrow@edmn.org) via email or at 651-767-1287 or 800-642-4624.

Upcoming Dates

Fifty percent of your local's dues obligation is owed in order for your local delegates to be seated at the Representative Convention.

March 25 60% of your local's dues obligation is owed to Education Minnesota

April 24 Education Minnesota Representative Convention

Education Minnesota Secretary-Treasurer Rodney Rowe: rodney.rowe@edmn.org
Treasurer/IRS/audit concerns contact Rose Tuiyott-Lewis: rose.tuiyott-lewis@edmn.org
Membership/dues/billing concerns contact Michelle Johnson: michelle.johnson@edmn.org
Education Minnesota: 1-800-652-9073

