

**From:** Education Minnesota <public.affairs@edmn.org>  
**Sent:** Friday, June 19, 2020 2:10 PM  
**To:** Cooke, Sarah [MN]  
**Subject:** May/June 2020 Treasurer and Membership Newsletter

To view this email as a web page, go [here](#).

# Treasurer and Membership

*Newsletter Notes*



THE VOICE FOR PROFESSIONAL  
EDUCATORS AND STUDENTS

## May/June 2020 Issue

Greetings!

This is the final newsletter for the 2019-20 school year. This spring has certainly brought about many changes in how we do things and I am so grateful for everyone's flexibility and understanding around adapting to changes in the past few months in order to get tasks accomplished.

Here are a few keys things to keep in mind as we wrap up this year as membership contacts and treasurers:

1. Please remember to reach out to all of your members that are retiring this year and pass on information about how to enroll in Education Minnesota Retired. You will find this information after the Membership section of this newsletter.
2. As a reminder, final roster changes are due each year on June 18. If you have not submitted yours yet, please get them in right away so that any updates will be accurately reflected in your final bill for the year.
3. Remember to **cancel** all individuals who retire, resign, are terminated, non-renewed or are on a leave of absence at the end of the 2019-20 school year now.
4. Local audits: If you are still in the process of needing to complete your internal audit so that you can complete your local audit and get it submitted, here are a couple of possibilities for you to consider over the summer:
  1. Place everything that is needed in a three-ring binder by month and then pass the binder from internal audit committee member to the next member and each person review it individually and email your questions and concerns to the local treasurer so that they can either

provide you with an answer on compile the information into the letter from the internal audit committee.

2. Now that it is summer, pull your internal audit committee together in an outdoor space where you can socially distance and complete the internal audit. Please make sure that you self-monitor yourselves for any COVID-19 symptoms and not meet if anyone on the committee is showing any symptoms the day of the scheduled meeting.
5. If you are finishing your time as the local membership contact or treasurer, please send us an email of who in your local will be stepping up to your role so that we can update the system in a timely manner and get the new leader connected to the emails in regards to their leadership duties and any trainings that we run in July or August for membership contacts or treasurers.
6. Please watch for a special edition newsletter in late July or August in regards to 2020-21 membership materials.

Please know that Michelle, Rose and I are available all summer to assist you. For those of you retiring or “passing the torch” to someone else, we thank you for leadership and wish you all the best. For those continuing in their positions, we look forward to our continued work together. We are appreciative of the work that you have done over the past year in your role as the local treasurer/membership contact. It is due to your continued due diligence in working with your local that we remain financially strong and accountable to every member.

I hope you have an enjoyable summer and look forward to seeing you in the near future whenever that opportunity comes along.

In unity,



## **Treasurer Update**

### **Thank you!**

Thank you for serving as treasurer of your affiliate and for all your work during this past year. As treasurer, you play a key role in making sure that your affiliate's resources are accurately accounted for and used solely to benefit your union and members. The role can be challenging. It takes commitment, time, planning and organization. If you have questions or suggestions of how we can better support your work, please contact us. Our hope is that it will be a great learning and leadership experience.

**Bank account signatories:** If you will be passing on your duties as treasurer to someone else or there have been changes to the signers, remember to update the information with the respective bank(s).

**2020-21 local budget:** The budget is your financial road map for the year. While summer is a time to relax, it often can serve as a time for planning and preparation. The Treasurers Handbook and the Education Minnesota website contain information about both budgeting and policies. Please contact us if you have any questions.

**Local policies:** Written and board approved policies are valuable for your local. If your local does not have policies, please discuss, develop and adopt written policies regarding:

- [Financial operations](#)
- [Conflict of interest](#)
- [Document retention](#)
- [Document retention for a small local](#)
- [Union credit card and Use Agreement](#)

Sample policies are found in the Treasurer's Handbook and in the member portal of the [Education Minnesota website](#).

---

## Membership News

### 2019-20 membership roster reminder

Membership contacts are encouraged to work closely with local treasurers to compare their membership roster, dues deduction report and district data report. Individuals who had dues deducted should be on the membership roster. Individuals who are no longer with the district/employer should be canceled.

All membership roster changes are due June 18. The June 18 deadline allows us enough time to process the changes so the last 2019-20 statement is accurate. The final dues statement will be available to download on July 1. The final payment is due on July 25.

Please email [michelle.johnson@edmn.org](mailto:michelle.johnson@edmn.org) if you were not able to meet the June 18 deadline for roster changes.

### **Cancel all individuals who retire, resign, are terminated, non-renewed or on leave of absence at the end of the 2019-20 school year now**

We always want to provide locals with an accurate dues statement and current membership data. To do that, we need your help. Please submit the retirement, resignation, non-renewed, layoff or furloughed changes at the end of the school year. Don't wait to send cancellations on the first 2020-21 membership roster. If you do not receive retirement, resignation, non-renew and layoff information at the end

of this school year, request the information from your district/employer. Keep in mind that members who pay full dues are members through Aug. 31. Education Minnesota cannot cancel a membership without all of the relevant information, so please keep us informed. If you have questions, refer to the [cancellation guide](#).

### **2020-21 membership materials order form**

Given the unprecedented possibility of distance learning in the fall, we at Education Minnesota want to be sure that locals have an instant, online membership application ready to go in the event that there cannot be in-person fall membership gatherings. As a result, the membership materials ordering process will be delayed a bit to get our new online membership system, called "Join Now," tested and instructions ready for you to download. We will reach out when those materials are ready.

### **Potential member data requirements for districts/employers**

Local leaders should continue to request the names and home addresses of all bargaining unit members, including potential members, from districts/employers. This enables the local to contact all individuals who are covered by the collective bargaining agreement, which in turn makes it easier for us to discharge the duty of fair representation. Also, even though potential members are no longer required to pay a fair share fee, the Bureau of Mediation Services still requires districts/employers to provide this information to local unions. That rule is contained in Minnesota Administrative Rule Section 5510.1410, subpart 2, which states that "The employer shall provide to the exclusive representative the name, home mailing address, and ... or other necessary payroll deduction information for all employees in the appropriate unit."

The text of the rule also permits getting employee Social Security numbers, but we do not believe the BMS will enforce that particular portion of the rule at this time, due to concerns about data privacy

### **Early Enrollment Program reminder**

The April newsletter announced an update in the Early Enrollment Program. The change was necessary to accommodate Minnesota's stay-at-home order. The Early Enrollment Program is easier than ever before. The application and pledge forms are now online, so there are no paper forms. Visit the [early enrollment page](#) on the Education Minnesota website for complete details. We apologize if the program change caused any confusion.

### **Thank you and have a great summer!**

Thank you for all of your work as the local membership contact this past year. Your efforts and attention to detail are very much appreciated! Please forward any suggestions on how we can provide you with additional support.

## Upcoming Dates

- **June 18:** All local membership roster changes and/or additions are due no later than July 1.
  - **All summer:** In lieu of Summer Seminar, we will be offering training for both new and experienced treasurers and membership contacts online. Stay tuned.
- 

## Continuous retired membership

**Help your retiring members stay connected.** Please share the following information with any member who is retiring in your local.

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.

Continuing as a member of Education Minnesota in retirement is easy and at no additional cost for those who:\*

- Retired after Sept. 1, 2015.
- Have been a member for at least 10 years (special provisions for locals organized less than 10 years).
- Were an active member in good standing at the time of retirement.

Using their experience in education and flexible schedules, retired members can help 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 and service groups that meet in local communities
- Providing mentoring services and support to locals and new educators.
- Covering hearings and lobbying at the Capitol for Education Minnesota's legislative agenda.

In addition, retired members will have access to the benefits through ESI, NEA and AFT member benefit programs including the Educator Employment Liability Insurance (ELL) coverage when teaching as a day-to-day substitute in public schools in Minnesota.

Have your retired or retiring members register today by completing the online form found on the Education Minnesota website,

<https://www.educationminnesota.org/member-benefits/join-us/retired-membership/apply-continuous>.

For questions regarding Education Minnesota Retired membership, contact at [Education Minnesota ESI Member Benefits](#) via email [Stephanie Berg](mailto:Stephanie.Berg@edmn.org) or by phone at 651-292-4877 or 800-642-4624.

*\*For complete eligibility requirements, visit [www.educationminnesota.org](http://www.educationminnesota.org).*

---

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



Education Minnesota, 41 Sherburne Ave., St. Paul, MN 55103 | 651-227-9541 | 800-652-9073  
Education Minnesota is an affiliate of the American Federation of Teachers,  
National Education Association and AFL-CIO.

[www.educationminnesota.org](http://www.educationminnesota.org) | [Update email](#) | [Privacy policy](#) | [Contact us](#) | [Unsubscribe](#)