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Treasurer and Membership

Newsletter Notes



THE VOICE FOR PROFESSIONAL
EDUCATORS AND STUDENTS

June 2021 Issue

This is the final newsletter for the 2020-21 school year. This year has certainly still been challenging for many reasons and I am so grateful for everyone's flexibility and adapting to how we have been able to get tasks accomplished.

Here are a few key 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 at the bottom of this newsletter.
2. Final roster changes need to be submitted no later than Friday, June 18.
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 2020-21 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, please let us know where you are at in the process.
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 remember to place your order for any 2021-22 membership materials by using this [link](#). Remember that your user ID and password for this site is your LOCAL NUMBER, not your personal user ID and password.

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 your 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 because of your continued due diligence in working with your local that we remain financially strong and accountable to every member.

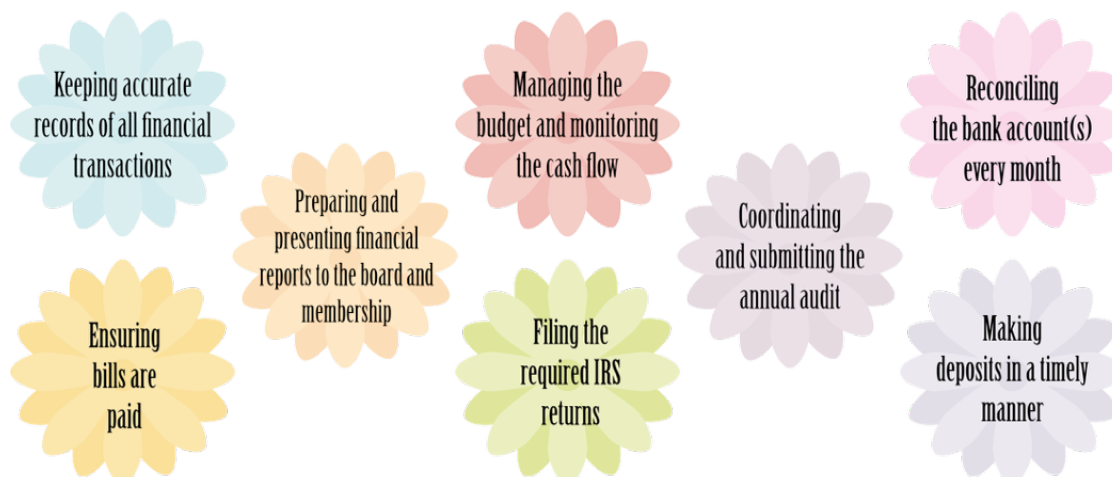
I hope you have an enjoyable summer and look forward to seeing you in the near future whenever that opportunity comes along.

In unity,

Rodney

Treasurer Update

THANK YOU for all your work during this past year!



And the list goes on...

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).

2021-22 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 have 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, discuss, develop, and adopt written policies regarding:

- Financial operations
- Conflict of interest
- Document retention
- Union credit card and use agreement

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

Membership News

Local membership dues

Thank you for patience as we launched Join Now at an accelerated pace. With any new system, we experienced a few bumps. They have been addressed and we encourage your local to take advantage of the paperless online membership application. You will receive a notice from the membership department staff regarding your local's 2021-22 dues.

Membership rosters

Locals received their final 2020-21 membership roster in May. Membership contacts are encouraged to work closely with local treasurers to compare their membership roster, dues deduction report, and district data report. This review is critically important to preserve the rights of the members from whom you are collecting dues and ensures that the local's dues statement is accurate.

The May roster changes must be received before June 18 so that the final statement in July is accurate. Please contact [Michelle Johnson](#) if your local can't meet the June 18 deadline.

Thank you for your commitment in working to provide this information. Your efforts and attention to detail are greatly appreciated. If you have not received the May roster, please check your junk or spam folder. If it is not there, contact your local field office assistant for assistance.

Final dues payment

The [billing statement guide](#) explains how the statements are calculated. It also provides the amount owed if you choose to pay June and July payments early. Note: If there are subsequent roster changes, the amount due will change accordingly.

Membership cancellations

Individuals who are no longer with the district are canceled so the local does not continue to be billed for the individual. [This cancellation guide](#) provides cancellation situations and the information needed to process the cancellation and allocate dues appropriately. Education Minnesota CANNOT cancel a membership without all of the relevant information, so please be sure to include all of the information without exceptions.

Year-end retirements/resignations/non-renewed/layoffs

If you do not receive retirement, resignation, non-renew, and layoff information at the end of this school year, request the information from the district/employer. Payroll deductions continue through the last deduction. Keep in mind that members who pay full deductions are members through Aug. 31. If you have questions, refer to [the cancellation guide](#).

Please notify your local retirees that they may be eligible for free retired membership if they meet the eligibility requirements. See the bottom of this document for details.

Upcoming Dates

June 18

All local membership roster changes and/or additions are due no later than July 1.

Aug. 3 - 4

[Summer Seminar](#)--We will be offering training for both new and experienced treasurers and membership contacts.

Continuous Retired Membership

Important information for members retiring this year!

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:

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

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

- 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 at christine.thornborrow@edmn.org or 651-767-1287 800-642-4624 with questions or for more information.

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



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