

TREASURER AND MEMBERSHIP

Newsletter Notes



THE VOICE FOR PROFESSIONAL
EDUCATORS AND STUDENTS



June 2019 Issue

This is the final newsletter for the 2018-19 school year. I know that many have inquired about the April newsletter and we did not get one sent out in May. This newsletter may be a bit longer than others, but it is my intent to make sure you get all the information that we annually send as reminders.

In April, we sent out a special edition newsletter about our new eBilling system for all locals. If you have not yet accessed the online billing statement system, please contact [Michelle Johnson](#) so she can get your local set up and able to download your monthly billing statements.

Please remember to reach out to all of your members that are retiring this year and pass on the information about how to enroll in Education Minnesota Retired. You will find this information in the membership section of this newsletter.

At the beginning of May, we sent out letters to the locals that had not yet submitted a copy of their annual audit, or if we have previous year's where we have not yet received a copy of a past audit. As a reminder, a copy of your annual audit is due within six months from the end of your fiscal year. Thanks to the locals who have already responded to that letter and have been submitting past and current audits. It is greatly appreciated. If you have any questions or need help with any of the audits, contact [Rose Tuiyott-Lewis](#).

The Dues Stipends Survey information is finalized and links to the results are included below so that you can view them. As a reminder, the survey results and past newsletters are all archived on the [Education Minnesota website](#) under the Local Leaders Treasurer's section.

- [2019 Average Dues and Stipend Survey Results – Teacher/Faculty locals](#)
- [2019 Average Dues and Stipend Survey Results – ESP locals](#)

I hope to see many of you at Summer Seminar on Aug. 5–7 at the College of St. Benedict in Saint Joseph, Minnesota. We will be holding all treasurer and membership contact trainings during those days. More information and registration is available on the [Education Minnesota website](#).

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 many of you at Summer Seminar or other events over the summer.

In unity,

Rodney

Treasurer Update



Summer Seminar sessions: We will be offering three treasurer sessions on Aug. 6 at Summer Seminar at the College of St. Benedict in St. Joseph, Minnesota. If you are new to your role or have not attended one of our trainings in the past, please consider joining us. [Registration is required.](#)

- **Financial and Fiduciary Responsibilities for Local Leaders:** This session will provide information on fiduciary responsibilities and financial training for treasurers, local and intermediate organization leaders.
- **Internal Audit Committee Training:** We will take you step-by-step through the internal financial review process. This session will be beneficial for your internal audit committee members.
- **Local Treasurer's Forum:** In this forum, a panel of experts will be available to answer your questions and offer advice. This session will be beneficial for new treasurers.

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).

2019-20 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 [Local Treasurer's Handbook](#) and the [Education Minnesota website](#) contain information about both budgeting and policies. Please contact us if you have any questions.

Membership News

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.

Remember, all membership changes, cancellations and/or additions to your local membership roster must be received no later than June 15. Once the membership year closes, refund requests for dues paid in error or requests to add a member missing from the membership roster will not be considered. Please email michelle.johnson@edmn.org if you are not able to meet the June 15 deadline. Refer to the Membership Contact Handbook for roster change procedures, such as cancellations, etc.

In reconciling the April roster, you should compare it to the final dues deduction report to:

- Ensure each member's dues category is correct.
- Individuals no longer with the district are canceled.
- No member is missing from the roster.

Accuracy in reviewing and updating the membership roster in a timely manner preserves members rights. It also ensures the accuracy of dues billing statement because the monthly statement is based on the national and state dues listed on the membership roster.

If you would like a roster that contains both current and cancelled members and their assessment amounts, you can contact your local field office and they will email it to you.

eBilling statement

In the April newsletter, we announced a change to an online billing system. The instructions to obtain a temporary password and create your account are listed below. This system is set up with your email address as your username. As part of the account setup, you will request a temporary password. Membership contacts, treasurers and presidents have access to the new eBilling statement site. Locals will no longer receive a paper statement.

Common account setup issues:

- Extra spaces at the beginning or end of email or password.
- Entering the email in the user ID field and password field and then selecting forgot password.
- Individuals do not check the junk or spam folder for temporary password.

How to access eBilling

1. Open a web browser and copy this <https://ims.nea.org/ebilling/> in the address bar. It will open to the log in page.
2. Your username is your role email. If you don't know your role email, try your home email. If you receive an error message, try your work email.
3. If you are unable to log in, email membership@edmn.org and request your role email
4. Enter your user name – your email
5. Don't enter anything in the password field.
6. Select forgot password.
7. Locate your temporary password in this email account - your email
8. If the temporary password email is not in your mail box, check your junk/spam folder.
9. Go to the log in site.
10. Enter your user name - your email
11. Enter the temporary password in the password field.
12. You will be asked to create a new password.

Upcoming Dates

June 15: All local membership roster changes and/or additions are due.

Aug. 5-7: Summer Seminar -- We will be offering training for both new and experienced treasurers and membership contacts.

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 retiring members in your local to register for Education Minnesota Retired membership.

Continuing as a member of Education Minnesota in retirement is FREE 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 get continued access to the ESI, NEA and AFT member benefit programs -- including Educator Employment Liability Insurance (ELL) coverage when teaching as a day-to-day substitute in public schools in Minnesota.

Retired or retiring members can register by completing this form 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 Matt Blewett at ESI via email or phone at 651-292-4877 or 800-642-4624.

**For complete eligibility requirements, visit www.educationminnesota.org*

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 statement concerns contact Michelle Johnson: michelle.johnson@edmn.org

Education Minnesota 1-800-652-9073

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Education Minnesota is an affiliate of the American Federation of Teachers,
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