

Cooke, Sarah [MN]

From: Rodney Rowe <rodneyrowe@email.nea.org>
Sent: Friday, April 8, 2022 12:34 PM
To: Cooke, Sarah [MN]
Subject: April 2022 Treasurer and Membership Newsletter

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Treasurer and Membership

Newsletter Notes



THE VOICE FOR PROFESSIONAL
EDUCATORS AND STUDENTS

April 2022 Issue

Spring is in the air! I hope that all of you have been able to enjoy being outdoors on some of the warmer days and take in some of the sunshine when it is out. As a reminder, your local must have remitted at least 55 percent of this year's local dues in order to get your elected delegates sat at this year's Representative Convention. The convention is April 22-23 at the Saint Paul RiverCentre. Over this past week, I have been emailing local presidents and treasurers if your local has delegates registered and the local is not yet at the 55 percent dues remitted.

A quick note to the local treasurers, when you are writing checks out please remember to always use either black or blue ink. We are currently having issues with dues checks coming through the lockbox that are in other colors of ink and the check scanners are not able to read those checks. When this occurs, there is a long delay in getting the payment processed and posted to the local's account.

Our next monthly call is at 4 p.m. this coming Monday, April 11. The topics for this month's call are:

Membership: Early Enrollment

Treasurer: Local Budget

I have included information at the end of this newsletter detailing how your retiring members can enroll in continuous Education Minnesota Retired membership. There is no additional cost for this membership if the member meets all the requirements, but each member must enroll in order to receive it. It would be greatly appreciated if membership contacts could make sure to share this information with those that are retiring from your district this year, so they activate this benefit.

Remember, please contact us when you have questions or need support in your roles as treasurers and membership contacts. We are here to assist and happy to work with you on any of your treasurer or membership duties.

In unity,



Treasurer Update

Are you a new treasurer? Here is a summary of 10 important things you will need to know:

1. What is your local's fiscal year? This is the key date for keeping financial records and filing reports.
2. What is your local Employer Identification Number (EIN)?
3. What bank accounts does your local have? How many? Are the signatures and addresses updated with the bank(s)?
4. How much cash is in the bank? Is this reconciled to the checkbook register?
5. What are your local, state and national dues, and intermediate organization dues (if applicable to your local)?
6. Are the dues checks sent to the treasurer or deposited directly to your local's bank account by the school district?
7. Do you have access to the dues billing statements?
8. Does your local have a budget and policies?
9. When and how often does your local meet? What reports are given at each meeting?
10. What reports are you required to file on behalf of your local with the Internal Revenue Service, Education Minnesota, etc. and when are the reports due?

Please contact [Rose](#) for help or questions.

Does your local have a credit card? If yes, adopt a written and board-approved policy to ensure proper use of the card. The policy needs to address the authorized users, authorized uses, prohibited uses, expenditures amount limits, documentation requirements and monitoring compliance with the established credit card policies.

View the [Sample Local Union Credit Card Policy and Use Agreement](#).

Membership News

Early Enrollment Program Update

Who is eligible?

All potential members, regardless of whether they've been members before, are eligible this year. Education Minnesota was granted an exemption to recruit previous

NEA members who may have dropped their membership. This means that every potential member is eligible to participate in the Early Enrollment program this year.

For all purposes, including membership counts and governance representation, early enrollees are non-members until the membership year begins on Sept. 1, 2022.

How to join?

There are two ways to participate in the Early Enrollment program.

1. **Online:** Join the Early Enrollment program online. This quick, easy form is the recommended method to join.
2. **Paper application**
 - Complete, sign and date the [Early Enrollment pledge form](#) and the 2021-22 Education Minnesota Application Form.
 - Attach the [Early Enrollment pledge form](#) to the 2021-22 Application Form and return both to your field office.
 - If you need membership applications or pledge forms email membership@edmn.org. Please include your mailing address and the quantity needed.

Membership Rosters

Locals will receive their final 2021-22 membership roster the first week of 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.

May roster changes must be received before June 15, so that the final billing statement in July is accurate. Please contact [Michelle Johnson](#) if your local can't meet the June 15 deadline.

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 your 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](#).

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.

Upcoming Dates

April 22-23: Education Minnesota Representative Convention

May 15: Locals with a calendar tax year ending Dec. 31 should file form 990, 990-EZ or 990-N (e- Postcard) by May 15.

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 is 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 (do not have to be consecutive).
- Eligible to receive a pension retired members will have access to the benefits of retired membership.

Benefits of 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!

Questions? Contact [Christine Thornborrow](#), 651-767-1287, 800-642-4624.

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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