

# OEA MEMBERSHIP DEPARTMENT

## 2019-2020

### Monthly Membership Guide & Updates For Local Association Leaders

May 31, 2020

#### June Reminders:

- **15th Enrollment Materials will begin shipping**
- **28th—Dues payment to OEA.** (Remember to include your local's 4-digit ID number on your check payments.)
- The 2020-2021 Dues Rates will be posted on the OEA Website at [www.ohea.org](http://www.ohea.org) in mid-June.

**OEA Office Summer Hours:**  
8:15 AM – 4:30 PM  
From 6/1/2020 - 8/31/2020

**Contact Center InfoOEA**  
remains 8:30 AM—5:00 PM



Thanks for your continued efforts and support.

If you have questions or concerns please contact us by e-mail:  
[membership@ohea.org](mailto:membership@ohea.org)

Or by telephone: InfoOEA  
(844) 632-4636.

As a reminder, due to our current work environment, we have moved to electronic versions of our monthly billing statements and they will not be mailed to you. If you have not yet logged into the eBilling portal, please navigate to <https://ims.nea.org/ebilling/> and click on the Forgot Password link—enter your email address when prompted. Within minutes you should receive an email from NEA Help [neahqhelp@nea.org](mailto:neahqhelp@nea.org), providing a temporary password to go online and activate the local's account. Click the eBilling portal link in the email or copy and paste <https://ims.nea.org/ebilling/>. Enter your email address as the Username and enter the temporary password. Once logged in, you will be required to immediately change the password to your own. (At any time if you forget your password a new temporary password can be requested by clicking on the forgot password link.)

- **IMPORTANT: Membership Enrollment Materials for the 2020-2021 Membership Year will be distributed in June.** The materials will be mailed directly from OEA to the home address of the Treasurer on record once the details have been finalized and will include: Continuous Member Roster for Review, New Year Processing Documents, and a return envelope. **Reminder:** The Enrollment and Renewal Forms will also be sent to the home address of the Treasurer of record directly from our print vendor. The Treasurer will receive a Pre-determined number of Enrollment Forms (based on 25% of Potential Membership) and Pre-printed Renewal Forms for the Annual Renewal Members. This means the Treasurer will receive two separate mailings for the 2020-2021 membership enrollment materials. Both mailings will begin shipping June 15th. **NEW THIS YEAR: Funds for Children and Public Education (FCPE) contribution forms will be sent to you along with the enrollment forms this year. These were previously mailed to the local President. Do not return contribution forms with membership materials.**
- It will be important during this time of social distancing that the Local have a plan of action to address how to get the Enrollment and Renewal Forms directly to individuals. Please contact your President and/or LRC regarding plans or suggestions. Also, please watch for email updates regarding your district Treasurer's Workshops where some of this information will be discussed. Many of these workshops will be held virtually this year so please be sure to be aware of the date, time and registration requirements.
- Please continue to report any new election results to your OEA field office with name, address, non-work phone number and a non-work e-mail address. Advising your OEA Field Office immediately of any change to your local leadership along with providing a non-work e-mail address and a non-work phone number for all local leaders helps support OEA's efforts in timely communication.
- **Members retiring?** Remind them if they are no longer working in the field of education, they can remain an important part of the association by joining as a retired member in the OEA/NEA. Online enrollment is available at <https://ims.nea.org/JoinNea>. Additional information can be found in the Treasurer's Handbook or the member may contact InfoOEA by calling 1-844-632-4636 or at [membership@ohea.org](mailto:membership@ohea.org).

## Frequently Asked Questions:

### .....WRAPPING UP THE 19-20 YEAR (Reconcile, Reconcile, Reconcile!!)

Some items to put on your "to-do" list as the 19-20 year comes to a close.

- **Membership Reconciliations**—Be sure to reconcile your membership with OEA and your employer. See "Reconciliation of Local Association Members" in the Treasurer's Handbook for details.
- **Timely Payments**—Check your billing statement and dues transmittal agreement schedule and make sure all outstanding dues payments are current.
- **Local Association Leader Updates**—Send all addresses, non-work e-mail's and any changes in leadership roles to your OEA field office.

**And** if you are an outgoing Treasurer, here are a few suggestions on working with the Treasurer-Elect:

- Review Duties and Responsibilities (Treasurer's duties should be outlined in your local's constitution and bylaws. Additional guidelines can be found in the OEA Treasurer's Handbook in the yellow cardstock Reference section.)
- Forward the Treasurers Handbook with any notations you may have made
- Discuss Bank Account Signature and Access Changes (See New Banking Regulations on front)
- Review Budget
- Complete Change of Address for: Bank, School District and IRS.
- Attend an OEA Treasurer's Workshop together.

## Miscellaneous:

### 2020 Virtual Summer Leadership Academy

OEA Virtual Summer Leadership Academy is scheduled for June 22nd through June 24th. Go to <https://ohea.org/event/2020-summer-leadership-academy-june-22-24/> to register.

### 2020 District Treasurer's Workshops

The following OEA District Treasurer's Workshops have been scheduled and are open to other Leaders in your Local:

**\*\*\*PLEASE CONFIRM WITH YOUR LOCAL DISTRICT REGARDING RECENT CHANGES TO THESE SCHEUDLED DATES. OEA WILL CONTINUE TO PROVIDE UPDATES AS DETAILS ARE PROVIDED DUE TO COVID-19.**

CENTRAL on June 15, 2020: WOEA on July 15, 2020: NW OEA on July 20, 2020: ECOEA on July 21, 2020: NEOEA on July 22, 2020: SEOEA on July 23, 2020: NCOEA on July 29, 2020: EOEA on August 3, 2020: SWOEA on August 5, 2020.