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#47
Pre Conv.
Finance
Committee

THE NEW YORK STATE NURSES ASSOCIATION
PRE-CONVENTION MEETING OF COMMITTEE ON FINANCE

Ten Broeck Room
Albany Hilton Hotel, Albany, New York

October 26, 1989

AGENDA

Presiding: Nettie Birnbach, Treasurer

- I. Call to Order
- II. Minutes of September 20, 1989 Meeting
- III. Review of Audit, Year End July 31, 1989
- IV. Review of Annual Report of Committee
- V. Other
Implementation of ANA dues related policies
- VI. Adjournment

MLO/ker
10/13/89

THE NEW YORK STATE NURSES ASSOCIATION
MINUTES OF MEETING OF COMMITTEE ON FINANCE
The Veronica M. Driscoll Center for Nursing
Guilderland, New York

September 20, 1989

PRESIDING: Nettie Birnbach, Treasurer

- I. CALL TO ORDER: 6:20 PM

Attendance

Committee

Nettie Birnbach
Mary Eileen Callan
Ronald G. Inskeep
Claire Murray
Dorothy M. Williams

Ex officio

Madeline A. Naegle, President-elect

Staff

Martha L. Orr, Executive Director
Elizabeth Carter, Deputy Director
Wendy M. Burbank, Associate to the Executive
Director
Robert R. Sacco, Director of Financial Affairs

- II. MINUTES OF PREVIOUS MEETING

The minutes of the July 25, 1989 meeting were accepted as written.

- III. ANALYSIS REPORT/COMPARISON WITH BUDGET

The Committee reviewed the analysis report/comparison with budget for income and expenses through July 31, 1989, noting that the report is subject to fiscal year end audit.

NB:WMB:b
10/19/89
fin/min-sep

Nettie Birnbach
Nettie Birnbach, Treasurer

IV. MEMBERSHIP FIGURES

The Committee noted month-end August enrollment of 30,554 - an increase of 142 compared with July 1989 and an increase of 892 compared with August 1988.

V. DATE OF NEXT MEETING

The pre-convention Committee meeting is scheduled for Thursday, September 26, at 10:00 AM at the Albany Hilton Hotel.

VI. ADJOURNMENT

The meeting was adjourned at 6:55 PM.

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The Conv.

NYSNA MEMO26 ***

Report Of Membership Figures
SEPTEMBER, 1989

Date: 9/29/89
Page: 1

	Member				Reduced Membership Dues		Compli- mentary	No Pay Type	Total Advance Paid	PRD	Pending	Total PRD	Total	+/- Previous Report		
	Full	Install	Monthly	Quarter	Group A	Group B										
D01	97	72	2	0	11	5	30	2	0	0	219	150	3	153	372	-6
D02	113	75	1	2	12	8	10	0	0	0	221	4	0	4	225	-7
D03	17	14	0	0	4	2	7	0	0	0	44	41	0	41	85	+1
D04	66	51	2	0	5	2	17	0	0	0	143	5	0	5	148	SAME
D05	29	24	1	1	2	0	9	0	0	0	66	0	0	0	66	-1
D06	26	24	0	0	8	2	4	0	0	0	64	96	9	105	169	-4
D07	30	28	0	0	6	6	14	0	0	0	84	41	1	42	126	SAME
D08	21	17	0	0	6	2	5	0	0	0	51	25	1	26	77	-1
D09	104	77	2	0	14	4	21	1	0	0	223	27	0	27	250	-3
D10	27	21	1	0	6	9	10	0	0	0	74	94	1	95	169	-4
D11	13	11	0	1	0	2	5	0	0	0	32	4	0	4	36	-1
D12	43	40	0	0	3	6	6	0	0	0	98	11	0	11	109	-6
D13	1122	823	13	2	93	70	223	15	1	0	2362	2506	130	2636	4998	-4
D14	774	570	3	2	78	54	200	18	0	0	1699	2299	60	2359	4058	-14
D15	17	13	2	0	3	1	6	1	0	0	43	5	0	5	48	-4
D16	212	137	2	0	23	5	26	2	0	0	407	247	11	258	665	+2
D17	81	74	2	0	8	6	12	2	0	0	185	36	1	37	222	+5
D18	64	53	1	0	6	3	8	1	0	0	136	27	1	28	164	-7
D19	63	60	0	1	13	8	7	1	0	0	153	28	24	52	205	+3
SUB	2919	2184	32	9	301	195	620	43	1	0	6304	5646	242	5888	12192	-51
NYS	2205	1016	19	3	113	65	43	2	10	0	3476	13776	1019	14795	18271	-40
TOT	5124	3200	51	12	414	260	663	45	11	0	9780	19422	1261	20683	30463	-91

COMPARISON FIGURES: September, 1989 30,463
August, 1989 30,554
-91

September, 1989 30,463
September, 1988 29,831
+632

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American Nurses' Association, Inc.

2420 Pershing Road, Kansas City, Missouri 64108

(816) 474-5720

Fax: (816) 471-4903

Lucille A. Joel, Ed.D., R.N., F.A.A.N.
President

Barbara K. Redman, Ph.D., R.N., F.A.A.N.
Executive Director



Washington Office
1101 14th Street, N.W.
Suite 200
Washington, D.C. 20005
(202) 789-1800
FAX: (202) 842-4375

TO: SNA Presidents and Treasurers
SNA Executive Directors

FROM: Pamela Cipriano, M.N., R.N.
ANA Treasurer

DATE: October 3, 1989

RE: Implementation of Dues Related Policies

ACTION REQUIRED BY
JANUARY 1, 1990

At ANA's June 1989 House of Delegates, two dues related policies were adopted as described below:

- ANA's Dues Conversion Factor was increased from \$55 to \$70 effective July 1, 1990; on July 1, 1992 the \$70 will be increased to \$85.
- An SNA membership incentive program was adopted that establishes a cap on the amount of dues the SNA pays to ANA each year.

Implementation procedures for each of these policies are described below.

Increase in Dues Conversion Factor

Attachment 1 is the dues assessment policy adopted by the 1984 House of Delegates. It requires that a Conversion Factor Percentage be calculated for each SNA which would be applied to SNA dues revenue. The Conversion Factor Percentage is calculated by the following formula:

$$\frac{\text{ANA Dues Conversion Factor}}{\text{ANA Dues Conversion Factor} + \text{SNA Dues Per Member}} = \text{Conversion Factor Percentage}$$

The "ANA Dues Conversion Factor" is presently \$55. In July 1990, this changes to \$70; in July 1992 it becomes \$85. The "SNA Dues Per Member" is the amount an SNA charges as dues to a full-pay member less district dues, the "ANA Dues Conversion Factor" amount, and any other assessment or contribution such as bargaining unit fees, PAC donations, etc.

As an example, assume the total amount your SNA charges to a full-pay member is \$165. Of that \$165, \$10 is for district dues, \$55 is for the "ANA Dues Conversion Factor", and \$100 is for the "SNA Dues per Member". This example assumes that no additional fees for bargaining units, PAC donations, etc. are

Dues Related Policies

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collected. In this example, the Conversion Factor Percentage is 35.48% calculated as follows:

$$\frac{\$55}{\$55 + \$100} = 35.48\%$$

In July 1990, the Conversion Factor Percentage will be recalculated. Some SNAs will pass along the ANA Dues Conversion Factor increase to its members; some will not. Following are examples which cover these situations:

Example 1 - ANA Dues Conversion Factor Increase is Passed Along

Assume the same circumstances cited above. The Conversion Factor Percentage will change to 41.18% calculated as follows:

$$\frac{\$70}{\$70 + \$100} = 41.18\%$$

Note that the denominator totals \$170 which equals the new amount being charged to this SNA's full-pay members for the "ANA Dues Conversion Factor" and the "SNA Dues per Member".

At each month end, the amount of dues received by the SNA from individual members in payment of the "ANA Dues Conversion Factor" and the "SNA Dues per Member" will be multiplied by 41.18% to determine the amount due to ANA.

Example 2 - ANA Dues Conversion Factor Increase is Not Passed Along

Again assume the same circumstances. The Conversion Factor Percentage will change to 45.16% calculated as follows:

$$\frac{\$70}{\$70 + \$85} = 45.16\%$$

Note that the denominator still totals \$155 which equals the amount that this SNA continues to charge full-pay members for the "ANA Dues Conversion Factor" and the "SNA Dues per Member"; remember, in this example the ANA Dues Conversion Factor increase was not passed along to individuals. The net result in this example will be that this SNA will no longer retain \$100 for each full-pay member; instead, \$15 of the \$100 will go to ANA while the SNA retains \$85.

At month end, the appropriate dues amount will be multiplied by 45.16% to determine the amount due to ANA.

In the Spring of 1990, ANA will provide each SNA with its calculation of the Conversion Factor Percentage for review and verification.

Membership Incentive Program

Attachment 2 is the Membership Incentive Program adopted by the house. Each year the dues payment to ANA by the SNA will be capped at the level of ANA dues

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ADOPTED A-84

ATTACHMENT 1

Dues Related Policies

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paid for the previous calendar year ending December 31. For the period January 1 - December 31, total dues payment to ANA will not exceed the annual payment determined for the prior year ending December 31. If the dues revenue remains at the base as determined on December 31, or decreases during the year, the SNA pays ANA based on the current dues conversion formula. Once the SNA has paid ANA in an amount equal to the cap, all additional revenue for that calendar year will remain with the SNA.

Each year the dues assessment will reflect the increased SNA dues revenue, if any occur, and will become the new annual assessment base for that SNA. In the event of any increase or decrease in the ANA Dues Conversion Factor, the annualized change in percentage will be applied to the dues paid by the SNA in the previous year prior to the establishment of the cap.

This program will be implemented July 1, 1990, to coincide with the dues increase implementation date. The first period will be for six months and then the option will become available on a calendar year basis.

ANA will provide a calculation of the cap for each SNA's review and verification in the Spring of 1990. For the first period, July 1, 1990 through December 31, 1990, an adjustment will be made in dues received by ANA during 1989 to account for the \$15 increase in the ANA Dues Conversion Factor.

The policy indicates that an SNA will notify ANA of its intent, in writing, to participate in the Membership Incentive Program prior to September 1 of the preceding year. Since the first period begins in July rather than January, the September notification date has been extended to January 1, 1990.

Should your SNA desire to participate in the Membership Incentive Program for the July 1, 1990 through December 31, 1990 period, the attached notice (Attachment 3) must be returned to ANA no later than January 1, 1990 to the following address:

American Nurses' Association
2420 Pershing Road
Suite 500
Kansas City, Missouri 64108

Attn: Corporate Finance - Membership Incentive Program

If you have any questions or comments regarding the Dues Conversion Factor increase or the Membership Incentive Program, please call Kenneth E. Dyer, director of Corporate Finance, or Karen S. Tucker, Senior Staff Specialist, Financial Planning and Analysis, Corporate Finance. We appreciate your input.

KED:lls
c:\word\lls5\mailna.mem
100389

AMERICAN NURSES' ASSOCIATION

Subject: Assessment of ANA Dues from SNAs
Introduced by: California Nurses Association
Referred to: Reference Committee on Finance
(Susan Harris, B.S.N., R.N., Chairperson)

- 1 In order to provide the financial resources necessary for the effective
- 2 execution of the functions of the American Nurses' Association, it is
- 3 necessary for the house to adopt policies related to assessment.
- 4
- 5 Bylaws Authority Related to Assessment
- 6
- 7 The American Nurses' Association is composed of member state nurses'
- 8 associations (SNAs) that meet the qualifications and responsibilities
- 9 specified in the ANA Bylaws. (Article II, Section 1)
- 10
- 11 A constituent SNA is an association that provides that each of its members
- 12 either has been granted a license to practice as a registered nurse in at
- 13 least one state, territory or possession of the United States and does not
- 14 have a license under suspension or revocation in any state, or has
- 15 completed a nursing education program qualifying the individual to take
- 16 the state-recognized examination for registered nurse licensure as a
- 17 first-time writer. (Article II, Section 2c)
- 18
- 19 The House of Delegates shall establish the dues. (Article III, Section 1)
- 20
- 21 ANA dues shall be paid in accordance with policy adopted by the House of
- 22 Delegates. (Article III, Section 4)
- 23
- 24
- 25
- 26 Past House Action: ANA Bylaws as revised July 1, 1982, Article II,
- 27 and as amended June 27, 1984, Article III.

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1 The 1984 House of Delegates adopted the following recommendations and
2 provisos related to assessment.

3
4 The method of assessment is based on two principles: (1) that each state
5 nurses' association bears an equitable obligation to provide the resources
6 needed to execute the functions of ANA, and (2) that within a federated
7 structure, ANA has an obligation to assure maximum flexibility within
8 which members can fulfill their obligation to the American Nurses'
9 Association and to each other.

10
11 1. That ANA recognize the SNA's right to establish dues categories.

12
13 Rationale: Permits flexibility among SNAs in designing membership
14 recruitment and retention projects in terms of amount of dues.

15
16 2. That ANA dues be based on a percentage (%) of total dues income
17 collected by each SNA per the conversion factor formula.*

18
19 Rationale: Provides the payment of dues to ANA in accord with a
20 variety of dues categories established by the SNAs and on actual
21 dollars received by the SNA.

22
23 3. The amount of SNA dues owed ANA be adjusted monthly based on the
24 actual dues dollar received as of 12:01 a.m. on the day following
25 the last day of the month.

26
27 Rationale: Allows for the adjustment of dues owed ANA by the SNA on
28 a monthly basis in order to advantage ANA and SNAs in terms of
29 membership and dues income fluctuations. The uniform application of
30 the monthly adjustment assures equity for all SNAs.

31
32 4. That the amount of dues owed ANA by the SNA be due and payable by
33 the last day of the month following the month for which the SNA is
34 paying.

35
36 Rationale: Clarifies date upon which dues are due and payable.

37
38
39 * The conversion factor is defined by the following formula:
40
$$\frac{\text{ANA Dues Conversion Factor}}{\text{ANA Dues Conversion Factor} + \text{SNA Dues per Member}}$$

41

1 5. That ANA remit dues collected on behalf of the SNA to the SNA by the
2 last day of the month following the month for which the dues have
3 been collected.

4
5 Rationale: Clarifies date upon which ANA will remit dues collected
6 on behalf of the SNA.

7
8 6. That all SNAs provide documentation and verification of total state
9 dues revenue and the dues remitted to ANA for the fiscal year.
10 Written verification of these revenue records should be done by a
11 professional auditor or outside-of-SNA accountant utilizing
12 generally accepted accounting principles and procedures. If the ANA
13 Board of Directors has questions about documentation and verifica-
14 tion of dues, ANA, at its own expense, may conduct an independent
15 audit.

16
17 If there is an overage or underage in payment of ANA dues for the
18 fiscal year, the SNA and ANA will reconcile the account within
19 60 days of the auditor's/accountant report to the ANA director,
20 Division of Fiscal Administration.

21
22 Rationale: Provides for verification of income by an outside
23 authority.

24
25 7. That any change in the amount of ANA Dues Conversion Factor
26 established by the House of Delegates become effective January 1 of
27 the calendar year following the date on which it was enacted by the
28 House of Delegates.

29
30 Rationale: Provides ANA and SNAs the appropriate lead-in time for
31 implementation of a dues rate and provides opportunity for financial
32 planning and budgeting.

33
34 8. That any SNA which does not pay its dues within 20 days following
35 the date on which they are due, shall pay a late charge of interest
36 at the rate to be determined by the ANA Board of Directors. Pay-
37 ments received shall be applied to the oldest outstanding balance.
38 ANA shall send a past dues notice to the SNA president, treasurer,
39 and executive director on the day after the dues are payable.

40
41 That ANA, if billing, collecting and disbursing dues on behalf of an
42 SNA, pays interest at the same rate of interest applicable to the
43 SNAs on the unpaid balance ANA owes to the SNA if ANA does not remit
44 dues owed to the SNA within 20 days following the date on which the
45 dues are payable to the SNA.

46
47 Rationale: Provides an incentive for timely disbursement of dues by
48 ANA and payment of dues by the SNA. Assures that SNA officials and
49 staff are aware of dues delinquency.

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1 9. That an SNA, which at any time falls three (3) months in arrears on
2 dues payments and/or interest owed to ANA and has not entered into
3 an agreement mutually acceptable to ANA and the SNA for satisfying
4 the obligation, shall be considered delinquent in payment of dues
5 to ANA and subject to disciplinary action in accordance with ANA
6 Bylaws, policies and procedures.
7

8 Rationale: That ANA Bylaws as revised July 1, 1982, (Article II,
9 Section 2f), note that a constituent SNA is an association that is
10 not delinquent in paying dues to ANA. Should an SNA become delinquent
11 in paying dues to ANA, the SNA is subject to disciplinary action by
12 ANA. (ANA Bylaws as revised July 1, 1982, Article II, Section 5)
13

14 Proviso: That the Dues Conversion Factor Formula approved by the
15 House of Delegates on June 26, 1984, for payment of dues to ANA by
16 SNAs become effective July 1, 1984.

American Nurses' Association ATTACHMENT 2

Membership Incentive Program

Adopted by June 1989 House of Delegates

1. The dues paid by an SNA for the year prior to the date of implementation will establish the cap for the implementation year. In the first year the amount of dues paid by an SNA to ANA shall not exceed the cap.
2. In each subsequent year that the SNA dues revenue remains the same, the cap does not change for the following year.
3. In each subsequent year that the SNA dues revenue increases, the cap for the following year would reflect the increased amount.
4. In each subsequent year that the SNA dues revenue decreases, the cap for the following year would reflect an amount based on the decreased amount.
5. In the event of any increase or decrease in the dues conversion factor, the annualized change in percentage will be applied to the dues paid by the SNA in the previous year prior to establishment of the cap. This applies to the first and all subsequent years.

Conditions of Implementation include:

1. The option will become available to SNAs beginning July 1, 1990.*
 2. In order to participate in the option for a given year the SNA shall notify ANA of its intent, in writing, to participate prior to September 1 of the preceding year.
 3. The SNA agrees to abide by established procedure to verify total state dues revenue for purpose of adjusting the cap.
 4. The ANA Board will evaluate the impact of this option with a report to the House two years after implementation.
- * The House concurred with the request of the treasurer that the effective date be July 1, 1990 for a six month period and then the option will become available with the caps set on a calendar year basis.

KED:lls
c:\word\lls5\attach2
100389

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AMERICAN NURSES' ASSOCIATION ATTACHMENT 3

TO: American Nurses' Association
2420 Pershing Road
Suite 500
Kansas City, Missouri 64108

Attn: Corporate Finance - Membership Incentive Program

FROM: _____
SNA

DATE: _____

RE: Option to Participate in Membership Incentive Program for period July 1, 1990 through December 31, 1990.

This must be returned to ANA no later than January 1, 1990 if you wish to participate in the Membership Incentive Program.

Yes, our SNA wishes to participate in the Membership Incentive Program for the period July 1, 1990 through December 31, 1990. I understand that ANA will calculate and distribute cap amounts in the Spring of 1990.

Signed: SNA _____
By _____
SNA President

KED:lls
c:\word\lls5\mipresp.mem
091889