



# AMERICAN OPTOMETRIC ASSOCIATION

**FOR INFORMATION**

## MEMORANDUM

**DATE:** November 5, 2019

**SUBJ:** 2020 AOA Dues Accounting Procedure Manual, Applications and Forms

**FROM:** AOA Dues Accounting

**TO:** Affiliate Executive Directors and Membership Staff

**DIST:** AOA BOT, Staff (manual only)

As announced on October 18th, effective January 1, 2020 the Board of Trustees has approved a dues increase of \$12. This increases the full active annual dues from \$960 to \$972 for 2020. The Optometric Awareness and Public Affairs Campaign Special Dues Assessment remains at \$85 and is included in the \$972 full annual dues amount.

There were no Bylaws changes passed this past June at the House of Delegates that will impact your 2020 membership transactions. The annual members eligible for life notification has been included in the 2020 manual to provide a reference for this process. Effective January 2020, the dues accounting managers have been reassigned. This reassignment was last done in 2017 and will continue to be done every two to three years for internal control purposes. The new assignments are listed on the last page of this memorandum and on page two of the manual. Both Emily Cavanaugh and Kirk Ponseti are familiar with all of the affiliates so this should be a smooth transition and should not create any changes in your membership processing.

The AOA Dues Accounting Procedure Manual and membership applications/forms have been updated to reflect the new 2020 dues amounts. Please note that the 2020 application must be used for all membership transactions for the new year so that the correct dues are assessed.

The 2020 dues accounting procedure manual and applications/forms have been included as attachments with this email. The web links for these are also provided below as well as throughout the manual on the appropriate pages.

Please do not hesitate to contact Dues Accounting ([DuesAccounting@aoa.org](mailto:DuesAccounting@aoa.org)) if you have any questions or if you have difficulty viewing or printing the manual, applications and forms.

## 2020 Web Links

### **2020 Dues Accounting Procedure Manual**

<https://www.aoa.org/documents/DuesAccounting/2020 Dues Accounting Procedure Manual.pdf>

### **Notification of Change in Classification**

<https://www.aoa.org/documents/DuesAccounting/2020 Notification of Change in Classification.docx>

### **Application for Active Membership**

<https://www.aoa.org/documents/DuesAccounting/2020 Active Membership.docx>

### **Notification of Dropped Transferred and Deceased Members**

<https://www.aoa.org/documents/DuesAccounting/2020 Notification of Dropped Transferred and Deceased Members.docx>

### **Nomination for Honorary Membership**

<https://www.aoa.org/documents/DuesAccounting/2020 Honorary Membership.docx>

### **Nomination for Life Membership**

<https://www.aoa.org/documents/DuesAccounting/2020 Life Membership.docx>

### **Application for Optometric Educator Membership**

<https://www.aoa.org/documents/DuesAccounting/2020 Optometric Educator.docx>

### **Application for Partial Practice Membership**

<https://www.aoa.org/documents/DuesAccounting/2020 Partial Practice Membership.docx>

### **Application for Post Graduate Membership**

<https://www.aoa.org/documents/DuesAccounting/2020 Post Graduate Membership.docx>

### **Application for Retired Membership**

<https://www.aoa.org/documents/DuesAccounting/2020 Retired Membership.docx>

### **Credit Memo Allocation Form**

<https://www.aoa.org/documents/DuesAccounting/2020 Credit Memo Allocation.xlsx>

### **Application for Dues Waiver**

<https://www.aoa.org/documents/DuesAccounting/2020 Dues Waiver.docx>

## 2020 Affiliate Assignments

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|            |              |               |
|------------|--------------|---------------|
| Alabama    | Iowa         | Oklahoma      |
| Arizona    | Kansas       | Tennessee     |
| Arkansas   | Maine        | Utah          |
| California | Maryland     | Washington    |
| Colorado   | Minnesota    | West Virginia |
| Delaware   | Montana      | Wisconsin     |
| Idaho      | New Jersey   | Wyoming       |
| Illinois   | New York     |               |
| Indiana    | North Dakota |               |

**Kirk Ponseti**, Dues Accounting Manager.....314.983.4265  
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|----------------------|----------------|----------------|
| AFOS                 | Massachusetts  | Ohio           |
| Alaska               | Michigan       | Oregon         |
| Connecticut          | Mississippi    | Pennsylvania   |
| District of Columbia | Missouri       | Rhode Island   |
| Florida              | Nebraska       | South Carolina |
| Georgia              | Nevada         | South Dakota   |
| Hawaii               | New Hampshire  | Texas          |
| Kentucky             | New Mexico     | Vermont        |
| Louisiana            | North Carolina | Virginia       |