**VIRGINIA SOCIETY OF MEDICAL ASSISTANTS**

**Annual Business Meeting**

**Online**

**MINUTES**

**April 11, 2020**

The Virginia Society of Medical Assistants Annual Business Meeting, online, was called to order by President Deb Benson, CMA (AAMA), CPC, CPMA, CEMA on April 11, 2020 at 2:32 PM.

Joyce Hardee CMA-A(AAMA) AS, Secretary called roll and determined that a quorum was present.

Joyce Hardee moved to suspend the reading of the VSMA Annual Meeting Rules. This was seconded by Nina Beaman CMA (AAMA), PhD, RN. Motion carried.

A motion to approve the 2019 Annual Business Minutes as circulated was made by Nina Beaman and seconded by Virginia Thomas CMA (AAMA). The motion was approved.

**Correspondence:** (all attached) The correspondence was summarized by Karen Nichols-Skoff CMA (AAMA).

**Officers Reports:**

President Deb Benson, CMA (AAMA), CPC, CPMA, CEMA-Full Report attached

* Answered all inquiries or referred to Don Balasa JD, AAMA Executive Director
* Worked with VSMA Treasurer to correct information to the SCC
* Worked with Website Committee and new website developer; Waiting on contract to be returned
* Worked with Don Balasa JD to ensure all Virginia legalities were met to host VSMA Annual Meeting online
* Making recommendations to VSMA Bylaws Committee to add new wording to the VSMA Bylaws to encompass the power of the Executive Board when in a state of emergency in the event the VSMA Annual Meeting cannot be held in person
* Will complete and submit new officer and Delegate forms to AAMA

Vice President Karen Nichols-Skoff, CMA (AAMA) no report

Secretary Joyce Hardee, CMA-A (AAMA), AS –no report

Treasurer Tanisha Farissier, CMA (AAMA), CPT- Checking Account Balance on hand as of March 31, 2020 was $8,418.15, and the Money Market Balance was $9,697.11.

Immediate Past President Nina Beaman, CMA (AAMA), PhD, RN- no report

Parliamentarian Joyce Hardee, CMA-A (AAMA), AS- no report

**Standing Committees:**

Budget and Finance: Karen Nichols-Skoff, CMA (AAMA)-Submitted proposed Budget (attached) and moved for adoption. The Budget was approved.

Bylaws Virginia Thomas, CMA (AAMA) - President Benson recommended update to Publicity Committee to include the Facebook site. This recommendation will be forwarded to the new Bylaws Committee.

Certification Mary Schuknecht, CMA (AAMA)-no report

Membership Jennifer Dickerson, CMA (AAMA)-Absent

Credentials Joyce Hardee, CMA-A (AAMA)-Reported that credentials for all attending this meeting had been verified. Total 8; Majority 5; 2/3s vote 6.

Nominating Committee Nina Beaman, CMA (AAMA), PhD,RN- in packet

 VP – Mary Schuknecht CMA (AAMA)

 Recording Secretary – Joyce Hardee CMA(AAMA

 Treasurer – Tanisha Farissier CMA (AAMA) CPT CPhT

 Delegate – Tanisha Farissier CMA (AAMA) CPT CPhT

 Alt. Delegate – Joyce Hardee CMA (AAMA)

The Secretary, Joyce Hardee, cast the single vote for the Slate as presented. New officers were elected.

Public Policy Nina Beaman, EdD, MSN, CMA (AAMA), Mary Blodgett-Schuknecht CMA (AAMA)-Due to Pandemic, there were no issues regarding the medical assistants’ roles at this time

Web Site Mary Schuknecht CMA (AAMA), Tanisha Farissier CMA (AAMA) CPT CPhT – A contract for Ryan McKernan, new website developer, regarding his fees and website content has been drawn up, and we await return of the signed contract.

**Ad Hoc Committees:**

Documents: Virginia Thomas CMA (AAMA)-Has created a cleaned up version of the Annual State Conference Guidelines with aid from her committee.

Leadership: Virginia Thomas CMA (AAMA)-Will continue to work on Leadership issues after the Pandemic.

Seton Youth Shelter: Virginia Thomas CMA (AAMA)-The VSMA made a donation to the Seton Youth Shelter from their Fall Seminar meeting. Virginia has also made personal clothing contributions to the shelter.

**Standing Committees**

2-Year Strategic Plan Dee Zachau, CMA (AAMA) - absent, no report

2020 Annual Conference Karen Nichols-Skoff, CMA (AAMA); Dee Zachau, CMA (AAMA) Karen reported that the 2020 Annual Conference was canceled due to the pandemic. She stated she could not get new information from American National University until it opens up again.

 Nina Beaman CMA (AAMA), PhD, RN offered Aspen University’s Adobe room for the possibility of a virtual seminar. Karen will discuss this with Nina.

2020 Fall Seminar Deb Benson CMA (AAMA), CPC, CPMA, CEMA-Working on having the Fall Seminar at Augusta Health in their conference room with the possible date of November 14, 2020.

2021 Annual Meeting Nina Beaman CMA (AAMA), PhD, RN said that Bryant and Stratton College in Richmond will host the 2021 VSMA Annual Meeting.

**AAMA Members** AAMA President, Debby Houston CMA (AAMA) CPC reported that the AAMA BOT June meeting will be a virtual meeting due to the pandemic. There will be discussion regarding the AAMA National Conference in Orlando. She stated there have also been deadline changes and that most of the State Conferences have been canceled.

AAMA Secretary/Treasurer, Virginia Thomas CMA (AAMA) reported most the AAMA Staff are working from home, and it is best to contact them via Email. She also reported that the AAMA is working on a membership support video due to the pandemic.

**Old Business:** There was no Old Business.

**New Business**:

New President Committee Chairs: Karen Nichols-Skoff, CMA (AAMA) presented her new Committee Chairs as follows:

* Publicity Nina Beaman CMA (AAMA), PhD, RN
* Budget & Finance Debby Houston CMA (AAMA)
* Credentials Joyce Hardee CMA-A (AAMA)
* Bylaws Virginia Thomas CMA (AAMA), Member Deb Benson, CMA (AAMA), CPC, CPMA, CEMA
* Certification Mary Schuknecht CMA(AAMA)
* Nominating Deb Benson, CMA (AAMA), CPC, CPMA, CEMA
* Membership Deb Benson, CMA (AAMA), CPC, CPMA, CEMA
* Website Mary Schuknecht CMA(AAMA), Tanisha Farissier, CMA (AAMA), CPT, Debby Houston CMA (AAMA)
* Strategic Plan Dee Zachau, CMA (AAMA) Chair; Debby Houston CMA (AAMA); Deb Benson, CMA (AAMA), CPC, CPMA, CEMA;

Nina Beaman CMA (AAMA), PhD, RN moved the slate of Committee Chairs be approved and seconded by Virginia Thomas CMA (AAMA). The slate of Committee Chairs was adopted.

Bylaws Amendment to add Publicity Committee with subcommittees for Website and Facebook was referred to the Bylaws Committee.

Conference Program Ad for VSMA leaders at the national level: Nina Beaman CMA (AAMA), PhD, RN moved that the VSMA purchase an ad on the inside cover of the AAMA Conference Program at the cost of $500 showing the VSMA gratitude for our own Debby Houston CMA (AAMA) as the AAMA President this past year. Motion was seconded by Karen Nichols-Skoff CMA (AAMA), and the motion was approved. The deadline for this ad submission is July 9-11.

Possible Ad Hoc Committee to make recommendations for the VSMA Annual Meeting –There was discussion, and this was tabled to a later date.

Announcements:

1. The next VSMA Executive Board Meeting will be held online August 16.

The meeting was adjourned at 3:31 PM.

Respectfully Submitted,

Joyce Hardee CMA-A(AAMA) AS

Recording Secretary