**VIRGINIA SOCIETY OF MEDICAL ASSISTANTS**

**Executive Board Meeting**

**MINUTES**

**August 23, 2020**

The Virginia Society of Medical Assistants Executive Board Meeting, via phone conference, was called to order by President Karen Nichols-Skoff CMA(AAMA) on August 23, 2020 at 2:08 PM.

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

Deb Benson, CMA (AAMA), CPC, CPMA, CEMA moved to approve the May Minutes as circulated. This was seconded by Nina Beaman, CMA (AAMA), PhD, RN. The motion was carried.

**Correspondence:** (all attached) The correspondence was read:

* Notice of Proposed Amendments to the AAMA Bylaws: AAMA proposed four Bylaws changes due to the Covid 19 Pandemic and the cancellation of the 2020 AAMA Conference and House of Delegates. These regarded having the Officers, Trustees, Committee Chair continue for one more year as well as changing the odd/even year elections of stated officers, Trustees. The AAMA submitted these four Bylaws changes as one proposal with virtual voting to take place on August 30-31, 2020. \*\*There was a consensus at this VSMA meeting to vote Yes. The three 2019 Delegates will vote for these proposed AAMA Bylaws changes.\*\*
* Correspondence regarding state and chapter dues verification. The President has responded to this request.

**Officers Reports:**

President Karen Nichols-Skoff, CMA (AAMA)-No report

Vice President Mary Schuknecht, CMA (AAMA)-No report

Secretary Joyce Hardee, CMA-A (AAMA), AS –in packet

Treasurer Tanisha Farissier, CMA (AAMA), CPT- Checking Account Balance on hand as of June 30, 2020 was $7,498.05, and the Money Market Balance was $9,697.35.

 A dues rebate in the amount of $4,154.50 was received this week and has been deposited.

 The Treasurer reported a membership total of 391.

Immediate Past President Deb Benson, CMA (AAMA), CPC, CPMA, CEMA-No report

Parliamentarian Joyce Hardee, CMA-A (AAMA), AS- in packet

**Standing Committees:**

Budget and Finance: Debby Houston CMA (AAMA) CPC-discussed the proposed

Budget and asked if anyone had any changes. The Secretary said her budgeted $200 could be reduced to $100. Debby stated changes will be taken into consideration for the final Budget Proposal to be presented for adoption.

Bylaws Virginia Thomas, CMA (AAMA) - in packet

Certification Mary Schuknecht, CMA (AAMA)-no report

Membership Deb Benson, CMA (AAMA), CPC, CPMA, CEMA-No report

 AAMA President Debby Houston CMA(AAMA) CPC noted

 the AAMA is offering a 10% discount for online renewals prior to November 30.

 If the VSMA is unable to hold their VSMA Fall Seminar in

 November, a virtual CEU session will be investigated.

 Virginia Thomas CMA(AAMA) stated the AAMA

 Membership Committee was working with States on their

virtual CEUs and asked about sending the VSMA information and CEU offerings to nonmembers and CMAs. Membership Chair stated she would look into this.

Credentials Joyce Hardee, CMA-A (AAMA) - no report

Nominating Committee Deb Benson, CMA (AAMA), CPC, CPMA, CEMA-Moved,

 due to the Covid 19 emergency, that the VSMA retain the

 current VSMA Officers and Committee Chair for the next

 year. Nina seconded, and this Motion was adopted.

Public Policy Nina Beaman, EdD, MSN, CMA (AAMA)-stated the Virginia

 General Assembly met and there were no threats to

 Medical Assisting.

Publicity/Web Site Mary Schuknecht, CMA (AAMA), Tanisha Farissier, CMA (AAMA), CPT-has been working with the Web Designer on

 the new VSMA Website content. This will be completed

 soon. GoDaddy will probably continue as the Website Host.

**Special Committee Appointments**

2-Year Strategic Plan Dee Zachau, CMA (AAMA), Deb Benson, CMA (AAMA), CPC, CPMA, CEMA, Debby Houston CMA(AAMA) CPC-

 The Chair was absent with no report. The President said

 she would try to contact her because a new two year plan

 was needed.

2020 Fall Seminar Karen Nichols-Skoff, CMA (AAMA); Dee Zachau, CMA (AAMA), Brenda Brown CMA (AAA)- Karen said they would

 look into the possibility of a ZOOM virtual session if the actual meeting is cancelled.

2021 Spring Conference Nina Beaman, EdD, MSN, CMA (AAMA)-The 2021 Spring

 Conference will be held March 27-28, 2021 at Bryant and

 Stratton in Richmond.

The theme will be Sensitivity and Empowerment.

**2021 Fall Seminar** Deb Benson, CMA (AAMA), CPC, CPMA, CEMA- She will search some new hotels and proceed.

**Ad Hoc Committees:**

Documents Virginia Thomas, CMA (AAMA), Joyce Hardee CMA(AAMA),

 Debby Houston CMA(AAMA) CPC-This committee has

 completed the tasks assigned to it.

AAMA President Houston asked that the VSMA review their Bylaws. Chair Thomas asked that Joyce be added to

 the Bylaws Committee to assist with this task.

Leadership Development Virginia Thomas, CMA (AAMA), Debby Houston CMA(AAMA) CPC, Deb Benson CMA(AAMA) CPC CPMA CEMA-stated they may be able to have a leadership

 Session at the 2021 VSMA Fall Seminar.

**Old Business:**

* Virginia Thomas CMA(AAMA) said that President Benson’s President Charity for Seton Hall was submitted to AAMA for an Excel Award.

**New Business**:

* Current President’s Charity-Karen suggested New Hope, a group home, as her designated charity. Fund raisers will be investigated for this.

**AAMA Officers:**

AAMA President Debby Houston CMA (AAMA), CPC-reported that

 Nikki Hochschild, MBA has been promoted to AAMA

 Chief Operating Officer. Don Balasa has also signed a

 new five year contract as CEO with the last two years

 as Legal Counsel.

 Debby also stated that the AAMA has bestowed

 Lifetime Membership on Ann Naegle CMA(AAMA).

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AAMA Trustee Virginia Thomas CMA (AAMA)-added that this has been

 a difficult year with many virtual sessions.

Announcements:

The next Executive Board Meeting will be held Friday, November 13. If the meeting has to be held virtually, the Executive Board Meeting will be November 15, 2020.

The meeting was adjourned at 3:20 pm.

Respectfully Submitted,

Joyce Hardee CMA-A(AAMA) AS

Recording Secretary