**VIRGINIA SOCIETY OF MEDICAL ASSISTANTS**

**Executive Board Meeting**

**MINUTES**

**February 16, 2019**

The Virginia Society of Medical Assistants Executive Board Meeting, via phone conference, was called to order by President Deb Benson, CMA (AAMA), CPC, CPMA, CEMA on February 16, 2020, at 2:04 PM.

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

President Benson asked if there were any corrections or additions to the November Minutes that had been posted on the VSMA Website. As there were none, the Minutes were approved.

**Correspondence:** (all attached) The correspondence was read by the President.

**Officers Reports:**

President Deb Benson, CMA (AAMA), CPC, CPMA, CEMA-packet

Vice President Karen Nichols-Skoff, 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 February 16 was $8,711.12, and the Money Market Balance was $9,696.88.

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

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

**Standing Committees:**

Budget and Finance: Karen Nichols-Skoff, CMA (AAMA)- stated she will be checking flight prices to Orlando for the Delegates and Alternate and will present Budget at annual meeting for approval.

Bylaws Virginia Thomas, CMA (AAMA)- stated she would create a document with Bylaws change to be sent out with registration. President Benson will present the suggested change from the Bylaws Committee in Chair Thomas’ absence.

Certification Mary Schuknecht, CMA (AAMA)-no report

Membership Jennifer Dickerson, CMA (AAMA)- Absent

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

Nominating Committee Nina Beaman, CMA (AAMA), PhD, RN- in packet and Slate of Officers as follows: VP – Mary Schuknecht CMA(AAMA)

 Recording Secretary – Joyce Hardee CMA-A(AAMA

 Treasurer – Amanda Harris CMA(AAMA)

 Delegate – Tanisha Farissier CMA(AAMA)

Alt. Delegate – Joyce Hardee CMA-A(AAMA)

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Public Policy: Nina Beaman, EdD, MSN, CMA (AAMA), Mary Blodgett-Schuknecht CMA (AAMA)- Nina reported she is following several Virginia Bills.

Web Site Carolyn Johnson, CMA (AAMA)-Report in packet. She has resigned as Web Master, effective April 1, 2020, and VSMA

 Website will be taken down April 2, 2020. President Benson has asked Mary to get prices and information from Ryan McKennon for developing and maintaining a new Website. She will also discuss this with Carolyn Johnson and report back to Mary Schuknecht and Tanisha Farissier.

**Special Committee Appointments**

2-Year Strategic Plan Dee Zachau, CMA (AAMA)- asked for some help. President Benson and Debbie Houston both said they would work with her.

2019 Fall Seminar Virginia Thomas, CMA (AAMA) The conference was held November 8-9, 2019 in Newport News, VA. There was a profit of $783.69. There was also an additional profit of $3.69 for a total profit of $787.38.

2020 Annual Conference Karen Nichols-Skoff, CMA (AAMA); Dee Zachau, CMA (AAMA) Karen reported that the 2020 Annual Conference will be held April 3-5, 2020 at American National University in Salem.

 La Quinta will be the host hotel at $89 per night.

 Dee presented the Registration form with proposed Registration Fees set at $70 for members; $80 Non-Members; $50 Students. These fees were approved.

President’s Charity Virginia Thomas, CMA (AAMA)- Virginia reported that she had taken the collected donation to Seton Youth Shelter. Treasurer Farissier reported that she had also sent them a check in the amount of $100. Virginia will update the list of needs for Seton Youth Shelter and will send it to Karen Nichols-Skoff to be included with the registration information.

Leadership Development Virginia Thomas, CMA (AAMA)- Virginia will send President Benson the leadership information she has received from Trustee Aimee Wicker regarding Ohio’s leadership retreat and will also reach out to other states for leadership information.

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Ad Hoc Committee to Review VSMA Documents**:** Chair Virginia Thomas and Joyce Hardee met and reviewed the VSMA Annual Conference Guidelines. With input from President Benson, Virginia made suggested changes to this document which was sent to the Executive Board prior to this meeting.

**Motion:** Karen Nichols-Skoff CMA(AAMA) moved to accept the changes; Seconded by Tanisha Farissier CMA(AAMA). Motion was approved.

Virginia will make the changes to the document.

AAMA President: AAMA President Debby Houston CMA(AAMA) CPC reported that Trustees Bauman and Flavata had resigned from the BOT. Those positions will not be filled at this time. She also reported that Trustee Claire Houghton CMA(AAMA) will be the national representative to the VSMA Annual Conference. Also, the VSMA will have three Delegates for the AAMA Conference in Orlando.

**Old Business:** No Old Business.

**New Business**: President Benson and Debby Houston presented a bid for the 2020 Fall Seminar to be held in the Waynesboro area. They will Co-Chair.

 Nina Beaman stated she will work with Bryant and Stratton in Richmond to host the 2021 VSMA Annual Conference.

Announcements:

1. The next Executive Board Meeting will be held Friday, April 3, 2020, 7-9 PM at American National University in Salem, VA.

The meeting was adjourned at 3:13 PM.

Respectfully Submitted,

Joyce Hardee CMA-A(AAMA) AS

Recording Secretary