**VIRGINIA SOCIETY OF MEDICAL ASSISTANTS**

**Executive Board Meeting**

**Via Zoom**

**MINUTES**

**November 14, 2020**

The Virginia Society of Medical Assistants Executive Board Meeting, via Zoom, was called to order by President Karen Nichols-Skoff CMA (AAMA) on November 14, 2020 at 11:26 AM. 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 August Minutes as circulated. This was seconded by Nina Beaman, EdD, MSN, CMA (AAMA) The motion carried.

**Correspondence:**  There was no correspondence at this time.

**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-in packet. Checking Account Balance on hand as of November 14 was $11,652.55, and the Money Market Balance was $9,697.67.

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

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

**Standing Committees:**

Budget and Finance: Debby Houston CMA (AAMA) CPC-in packet and will check

 membership numbers in February prior to presentation for

 approval.

Bylaws Virginia Thomas, CMA (AAMA) - in packet and will send out

 Bylaws to the committee for review.

Certification Mary Schuknecht, CMA (AAMA)-no report

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

She asked if any Non-Members attended the Seminar Webinar, and there were none. She asked for any suggestions for the Membership Committee.

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

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

 as the Officers had been voted to remain the same for the 2021 due to the Covid-19 pandemic.

She stated she already had names for President and VP for the next year.

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

 Virginia General Assembly meeting, there were no threats

 to the medical assisting profession at this time.

Publicity/Web Site Mary Schuknecht, CMA (AAMA), Tanisha Farissier, CMA (AAMA), CPT-Reported the new Website was taking longer due to Covid but should be available soon and will be similar to the South Dakota website.

**Special Committee Appointments**

2-Year Strategic Plan Dee Zachau, CMA (AAMA), Deb Benson, CMA (AAMA) CPC CPMA CEMA; Debby Houston CMA(AAMA) CPC-Since there has been no communication from the Chair, the remaining

 Committee members will work on this 2-year Strategic Plan and report back.

2020 Fall Seminar Karen Nichols-Skoff, CMA (AAMA); Dee Zachau, CMA (AAMA), Brenda Brown CMA (AAMA)-There were 77 attendees in this Zoom seminar November 14, many attending from other states. Karen felt it went well and thanked Aspen University for allowing the VSMA to use their Zoom room.

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

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

 Stratton Richmond with the theme of Sensitivity and Empowerment. There will possibly be 7 CEUs, and she is working on obtaining speakers. She asked Joyce Hardee CMA (AAMA) AS to work on obtaining a host hotel.

 Mary Schuknecht, CMA (AAMA) will contact Chuys to see if there is a private room available for the Friday night Executive Board meeting. Chef to Go will be contacted regarding providing Saturday lunch and a small Sunday Brunch.

2021 Fall Seminar Deb Benson, CMA (AAMA), CPC, CPMA, CEMA-Reported this was on hold at this point, just waiting to see what happens with the Covid pandemic.

**Ad Hoc Committees:**

Documents Virginia Thomas, CMA (AAMA), Joyce Hardee CMA (AAMA) AS, Deb Benson, CMA (AAMA), CPC, CPMA, CEMA-The committee will begin reviewing the VSMA Bylaws as a whole.

Leadership Development Virginia Thomas, CMA (AAMA), Debby Houston CMA (AAMA), CPC, Deb Benson, CMA (AAMA), CPC, CPMA, CEMA-Will begin working on the Leadership Development.

**Old Business:**

Virginia Thomas, CMA (AAMA) stated she had sent in the President’s Charity, Seton House, for a possible AAMA Excel Award.

**New Business**:

Debby Houston CMA (AAMA), CPC asked if Recruiting.alterpro.com could place a job posting on the VSMA Website. There was positive consensus, and Mary Schuknecht, CMA (AAMA) will add this to the VSMA Website. Virginia Thomas CMA (AAMA) will post this to the VSMA Facebook page as well.

**AAMA Officers**

AAMA President-Debby Houston CMA (AAMA), CPC-Reported the AAMA Board of Trustees had held an in person Planning Session recently in Ashville, NC. Members who could not attend in person participated on line. She stated it was a very good meeting and the topic of the AAMA Conference in Houston will be addressed at their February meeting.

Debby stated AAMA COO Nikki Hochschild has made some changes in personnel.

AAMA Trustee-Virginia Thomas CMA (AAMA)-had nothing to add to AAMA President Houston’s report.

Announcements:

The next Executive Board Meeting will be held Sunday, January 17, 2021 at 2 PM via Zoom.

The meeting was adjourned at 12:19 PM.

Respectfully Submitted,

Joyce Hardee CMA-A(AAMA) AS

Recording Secretary

E-MAIL VOTE

DECEMBER 1, 2020

Virginia Thomas CMA (AAMA) emailed the Executive Board on December 1 regarding the VSMA Raffle.

$155 was raised from the raffle ticket sales. She will add $20, making a total of $175.

**Motion:** Virginia Thomas CMA (AAMA) moved that the VSMA add $125 to the $175, making a total of

$300, to be donated to HopeTree Family Services. Joyce Hardee CMA (AAMA) AS seconded.

On December 3, President Skoff reported this had been approved by email vote. She instructed the

Treasurer to send the check for $300 for HopeTree Family Services, and she would make arrangements

to deliver it in person.

Joyce Hardee CMA (AAMA) AS

Recording Secretary