Virginia Society of Medical Assistants

Executive Board Meeting Minutes

April 26, 2019

Call To Order: President Nina Beaman, EdD, MSN, CNE, RN-BC (PMH), RNC-AWHC, CMA(AAMA) called the

meeting to order at 7:00 pm.

The Roll Call was performed by Nina Beaman, EdD, MSN, CNE, RN-BC (PMH), RNC-AWHC, CMA(AAMA)

 those in attendance were:

Nina Beaman, EdD, MSN, CNE, RN-BC (PMH), RNC-AWHC, CMA(AAMA)

Deb Benson, CMA(AAMA), CPC, CPMA

Karen Nichols-Skoff, CMA(AAMA)

Jennifer Dickerson, CMA (AAMA)

Tanishia Farissier, CMA(AAMA)

Dee Zachau, CMA(AAMA)

Mary Schuknecht, CMA(AAMA)

Carolyn Johnson, CMA(AAMA)

**Approval of Minutes:**  A motion was made by Deb Benson, CMA (AAMA), CPC, CPMA to approve the minutes, this was seconded by Mary Schuknecht, CMA(AAMA) The motion was carried.

**Correspondence:** All correspondence with the State Corporation Commission has been completed in order for taxes to be paid.

**Officers Reports:**

President: Nina Beaman, Ed.D, MSN, CMA(AAMA) – All correspondence, phone calls and e-mails were attended to.

Vice President: Deb Benson, CMA(AAMA), CPC, CPMA – All correspondence, phone calls and e-mails were attended to.

Secretary: Doretta Zachau, CMA(AAMA) – No report

Treasurer: Tanisha Farrissier, CMA(AAMA) - Checking Account Balance 3/30/2019: $12,232.27

 Money Market Account Balance 3/30/2019: $9,695.28

Immediate Past President: Karen Nichols-Skoff, CMA(AAMA) – No report

Parliamentarian: Joyce Hardy, CMA(AAMA) – No Report

Committee Reports:

Budget and Finance: Report Attached.

Bylaws: Changes to the Bylaws were attached to the 2019 Spring Conference Registration. These will be voted on at the 2019 Annual Meeting.

Certification: No report

Credentials: No report

Membership: The following is the progress of membership goals:

1. A game was game was played at the November Seminar to increase interest in membership
2. Mentor cards are available at the Membership table to create a contact for those interested in membership
3. A suggestion box was available at the Membership table in November with no response.
4. Six memberships were given away at the November conference for attending students
5. To date there has been no response to the AAMA Conference Give-away.
6. A Letter of congratulations was mailed to newly certified CMA’s

Nominating: The Slate of Officers for 2019-2020 is:

 President: Deb Benson, CMA(AAMA), CPC,CPMA

 Vice President: Karen Nichols-Skoff, CMA(AAMA)

 Secretary: Joyce Hardee, CMA-A(AAMA)

 Delegate: Tanisha Farissier, CMA(AAMA)

 Alternate Delegate: Joyce Hardee, CMA-A(AAMA)

Publicity/Website: The Website has been updated with current data. The photo gallery is current through the 2018 Fall Conference. As of 2019, we will no longer post membership data on the website. The 2019 calendar has been posted.

Special Appointments:

2 Year Strategic Plan: No Report

2019 Spring Conference: The Spring Conference will be held April 26-29 2018. There are 24 registered to attend including

 one student.

 Judy Moyers was not able to attend the meeting due to an illness in the family. A motion was made by Deb Benson,CMA(AAMA)CPC, CPMA to refund the registration fee, this was seconded by Doretta Zachau, CMA(AAMA). All were n favor, the motion was crried.

Old Business: All correspondence has been completed for the State Corporation Commission in order to pay taxes. A new officer report needs to be sent to them in February 2020.

 The State Leadership Workshop Committee will be meeting to discuss plans.

New Business:

A discussion was held discussing the Spring 2020 Seminar, Deb Benson, CMA(AAMA), CPC CPMA made a motion for Doretta Zachau, CMA (AAMA) and Karen Nichols-Skoff CMA(AMMA) to chair the committee and look for venues in Roanoke Virginia.. The motion was seconded by Mary Schuknecht, CMA(AAMA). All were in favor, the motion was carried. Deb Benson, CMA(AAMA), CPC, CPMA will also co-chair the committee.

There being no further business a motion was made by Tanishia Farissier, CMA(AAMA)to adjourn the meeting, this was

seconded by Karen Nichols-Skoff, CMA(AAMA). The meeting was adjourned at 8:05 p.m.

Respectfully Submitted,

Doretta Zachau, CMA(AAMA)

Secretary