Virginia Society of Medical Assistants

Executive Board Meeting Minutes

August 12,2018

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

meeting to order at 2:07 p.m.

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)

Tanishia Farissier, CMA(AAMA)

Dee Zachau, CMA(AAMA)

Virginia Thomas, CMA(AAMA)

Mary Schuknecht, CMA(AAMA)

Carolyn Johnson, CMA(AAMA)

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

**Officers Reports:**

President: Nina Beaman, Ed.D, MSN, CMA(AAMA) – All officers are bonded for $25,000.00 Nina used her address, paperwork was submitted for delegates, new officers and the ad for Deb Houston for the 2018 Program Booklet and the 2021 Annual Conference.

Vice President: Deb Benson, CMA(AAMA), CPC, CPMA –Met with Nina Beaman to discuss goals and ideas to move forward.

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

Treasurer: Tanisha Farrissier, CMA(AAMA) - Checking Account Balance 8/1/2018: $8,651.65

 Money Market Account Balance 8/1/2018: $9,694.01

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

Parliamentarian: Joyce Hardy, CMA(AAMA) –Is available to the president as needed to assist in questions regarding

 parliamentarian rule.

Committee Reports:

Budget and Finance: No report

Bylaws: During the 2018 Annual Business Meeting the membership voted to make changes to the duties of the office of Vice President and add a 6th standing rule to the current VSMA Bylaws. The changes are current with the AAMA Bylaws. As of this report there ar not suggested changes to the VSMA Bylaws.

Certification: No report

Credentials: No report

Membership: The following goals have been established :

1. Set up the membership table in the vendor room
2. Have a game at the table to attract attendees to visit the table
3. Mentor cards will be available at the table to make contact with the mentor of choice
4. A suggestion box will be available at the table and a prize will be give to those who make suggestions.
5. Pace will be made available at the table if the Strategic Plan Committee would like to have an educator give out AAMA keys.

Nominating: Anyone interested in a position for the 2019-2020 year can contact Karen Nichols-Skoff, CMA(AAMA)

Publicity/Website: The Website has been updated with current officers and committee members

Special Appointments:

2 Year Strategic Plan: Several Goals have been presented:

 Goal I: Donate $2000.00 to charitable endeavors over the next two years.

Goal II: Distribute AAMA key to Career Services at accredited schools

Goal III: Establish a Speaker’s Bureau

2018 Spring Conference: The 62nd Annual Spring Conference of VSMA was held at Bryant and Stratton College in Virginia Beach, VA April 20-22, 2018. Registration and Vendor revenue: $2335.00, expenses: $539.50

 Total Profit: $1795.50. The chair would like to thank the Executive Board for the opportunity to chair this committee.

2018 Fall Conference: Will be held at Bryant and Stratton in Richmond, VA on November 3, 2018. A motion was made by Virginia Thomas, CMA(AAMA) to accept the Conference Registration as presented by the committe, this was seconded by Tannisha Farissier, CMA(AAMA). All were in favor, The motion was carried.

2019 Spring Conference: No report

New Business:

There being no further business a motion was made by Mary Schuknecht, CMA(AAMA) to Adjourn the meeting, this was

seconded by Virginia Thomas, CMA(AAMA). The meeting was adjourned at 2:47 pm

Respectfully Submitted,

Doretta Zachau, CMA(AAMA)

Secretary