**VIRGINIA SOCIETY OF MEDICAL ASSISTANTS**

**Executive Board Meeting**

**MINUTES**

**August 18, 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 August 18, 2019, at 2 PM.

President Benson called roll and determined that a quorum was present.

A motion to approve the April Minutes as circulated was made by Karen Nichols-Skoff, CMA (AAMA) and seconded by Debby Houston, CMA(AAMA) CPC. The motion to approve the Minutes was approved with a couple of editorial changes.

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

Highlights of the BOT

Nominating Committee- three trustee positions still open- see letter for slate

(Resumes for candidates enclosed)

**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 June 30, 2019 was $2,950.97, and the Money Market Balance was $9,695.76.

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)- no report

Bylaws Virginia Thomas, CMA (AAMA)- in packet

Certification Mary Blodgett-Schunknecht, CMA (AAMA)-no report

Membership Jennifer Dickerson, CMA (AAMA)- in packet

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

Nominating Committee Nina Beaman, CMA (AAMA), PhD,RN- no report

Public Policy Nina Beaman, EdD, MSN, CMA (AAMA), Mary Blodgett-Schunknecht CMA (AAMA)- no issues

Web Site Carolyn Johnson, CMA (AAMA)-absent

**Special Committee Appointments**

2-Year Strategic Plan Dee Zachau, CMA (AAMA)- absent, no report

2019 Annual Conference Jennifer Dickerson, CMA (AAMA)- in packet. Profit $205.

2019 Fall Seminar Virginia Thomas, CMA (AAMA) The conference will be held November 8-9, 2019 in Newport News, VA The seminar will be held at ECPI University 1001 Omni Blvd. Details will be forthcoming. Joyce Hardee, CMA-A,(AAMA) moved that the 2019 Fall Seminar Program and Registration Fees be accepted; second by Debby Houston, CMA (AAMA), CPC. The motion was approved to accept program and registration fees as presented.

2020 Annual Conference Karen Nichols-Skoff, CMA (AAMA); Dee Zachau, CMA (AAMA) Karen reported that the 2020 Annual Conference will possibly be held at ANU in Salem with more details to follow.

President’s Charity Virginia Thomas, CMA (AAMA)- in packet-Seton Youth Shelter

Leadership Development Virginia Thomas, CMA (AAMA)- no report-Deb Benson will help on this.

**Old Business:**

1. Excel Awards
2. State Project- Virginia Thomas, CMA (AAMA)- The information was sent to AAMA, and an email confirmation was received.
3. Membership/Marketing- Deb Benson, CMA (AAMA)- The information was sent to AAMA, and an email confirmation was received.

**New Business**:

1. AAMA conference bylaws and reports discussion- in packet- There was discussion on the bylaws. Deb asked that questions and comments be sent to the President so that Delegates and Alternates can discuss further at HOD Reference Committee.
2. Ad Hoc committee to review VSMA documents- Virginia Thomas, CMA(AAMA) and Joyce Hardee CMA-A(AAMA) AS volunteered and were appointed by the President. President Benson will send documents for review.
3. Debby Houston asked if we could consider using some of the VSMA funds for a community project. President Benson suggested we find out the physical needs for the President’s project and use funds to buy clothes or whatever is needed most. There was a consensus of board.
4. There was discussion regarding a CEU session by Donald Balasa JD, AAMA Executive Director regarding “Good Board Practices and Significance of Bylaws.” It was determined that the Board would like to see this at the VSMA Spring Conference.

Announcements:

1. The next Executive Board Meeting will be held November 8, 2019, at the VSMA Seminar in Newport News.

The meeting was adjourned at 3:15 pm.

Respectfully Submitted,

Joyce Hardee CMA-A(AAMA) AS

Recording Secretary