Virginia Society of Medical Assistants

Executive Board Meeting Minutes

February 10, 2019

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

meeting to order at 2:02 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)

Joyce Hardee, CMA-A (AAMA)

Debby Houston, CMA AAMA), CPC

Tanishia Farissier, CMA(AAMA)

Dee Zachau, CMA(AAMA)

Virginia Thomas, 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 Karen Nichols-Skoff CMA (AAMA). The motion was carried.

**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 – Has maintained contact with the president

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

Treasurer: Tanisha Farrissier, CMA(AAMA) - Checking Account Balance 12/31/2018: $12,503.27

 Money Market Account Balance 12/31/2018: $9694.81

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

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

 parliamentarian rule.

Committee Reports:

Budget and Finance: Report attached

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.

 In the opinion of the VSMA bylaws committee Article V, Section 3 (student membership) should be revised in regard to changes by the AAMA HOD bylaws. The changes have been posted to the website.

Certification: No report

Credentials: No report

Membership: Membership goals were developed and progress is reported in the attached report.

Nominating: The following positions of Vice-President, Secretary, Delegate and Alternate are still open. Several members expressed an interest in these positions. The paperwork will be sent to these members and their credentials will checked prior to the VSMA Annual Conference in April.

Publicity/Website: The Website has been updated with current data. The photo gallery is current through the AAMA 62nd Annual Conference and VSMA Fall Conference 2018.

Special Appointments:

2 Year Strategic Plan: No Report

2018 Fall Conference: There were 98 registered for the Conference, 70 were students. Total income was $4,482.65, total expenses were $2343.06, The total profit was $2,139.59

2019 Spring Conference: The Spring Conference will be held April 26-29 2018 at ECPI University in Richmond, VA. Details including registration, educational sessions and refreshment breaks were discussed.

2019 Fall Conference: 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.

Leadership Ad Hoc Committee: No Report

New Business:

The VSMA Social Media Usage Guidelines were reviewed. Deb Benson, CMA(AAMA), CPC, CPMA made a motion to approve the guidelines Joyce Hardee, CMA-A (AAMA) seconded. All were in favor, the motion was carried.

There being no further business a motion was made by Karen Nichols-Skoff, CMA(AAMA) to adjourn the meeting this was seconded by Joyce Hardee, CMA-A (AAMA). The meeting was adjourned at 3:46 pm.

Respectfully Submitted,

Doretta Zachau, CMA(AAMA)

Secretary