

1 VIRGINIA SOCIETY OF MEDICAL ASSISTANTS

2 **Executive Board Meeting**

3 **November 8, 2013**

4 Miller Motte Technical College, Lynchburg, VA

5

6 The meeting was called to order at 7:21 p.m. by President Vandevander. Her husband, Leon,
7 provided an inspirational devotional using Proverbs 17: 22 and talked about "Leading through
8 Diversity".

9 **Credentials** Chair reported that a quorum was present.

10 **Minutes** of the August 18, 2013 meeting were approved.

11 **CORRESPONDENCE:**

- 12 1. Memo from AAMA President, Nina Watson, CMA (AAMA), CPC providing highlights of
13 the Board of Trustees meeting and the House of Delegates. (attached)
14 2. Same memo- Representative bureau reminder of deadline
15 3. Same memo- Dates and Deadlines Calendar attached for AAMA

16

17 **TREASURERS REPORT**

18 Beginning Balance: \$1715.38

19 Expenditures: \$246.00

20 Deposits: \$3783.81

21 Ending Balance: 5164.42

22

23 Money Market Balance: \$9684.78

24 **OFFICER REPORTS**

25 President: Attached

26 Vice President: Absent

27 Secretary/Treasurer: minutes and attached Treasurer's Report

28 Immediate Past President: no report

29 Historian: absent- report attached

30 Parliamentarian: no report

31

32 **STANDING COMMITTEE REPORTS**

33 **Budget and Finance Committee:** Report attached.

34 Chair Houston answered the question about the decision to leave the mailing fee and supplies
35 intact in case we needed to mail conference or seminar flyers.

36 Discussion also pursued about the proposed budget amount for delegates to attend the
37 national conference. The proposed fee is \$1400.00 and the board agreed that the fee should
38 be raised \$200.00 - \$300.00. Chair Houston to research airline rates and a final proposed
39 budget will be presented at the February VSMA Executive Board meeting. This approved
40 budget will go to the Annual meeting of the VSMA for a vote of approval.

41

42 **Certification/Membership Committee:** Oral report by Chair Benson.

43 No current members serving on the committee except chair. Dee Zachau, CMA (AAMA)
44 volunteered to be on the committee and was appointed by the President to serve. The
45 Membership Committee would like to give AAMA Membership Scholarships to several students
46 who attend the annual conference. The committee will set up criteria and report to the Board
47 at the February meeting.

48 There was a bylaws change adopted at the House of Delegates to Section II, Membership.
49 Students of CAAHEP/ABHES programs are limited to a one time membership enrollment as a
50 student. A one or two year membership can be chosen.

51

52 **Credentials:** Joyce Hardee, CMA (AAMA), BS- no report

53

54 **Insurance Liaison:** Kathy Nixon- Nothing new to report

55

56 **Nominating Committee:** Virginia Thomas, CMA (AAMA) Chair

57 Current Slate of Proposed Officers

58 President: Jodi Wyrick, CMA (AAMA)

59 Vice President: Virginia Thomas, CMA (AAMA)

60 Secretary/Treasurer: Debby Houston, CMA (AAMA), CPC and Dee Zachau

61 Delegate: Karen Nichols-Skoff, CMA (AAMA)

62 Alternate Delegate: Barbara Helbert, CMA (AAMA)

63 Other nominations will be accepted. A reminder was given for the candidates that the proper
64 documentation must be submitted.

65

66 **Public Policy/Health Careers:** Nina Beaman, PhD, RN, CMA (AAMA)

67 No threat to Right to Practice at this Time.

68 Chair recommended that a Speakers Bureau be developed in each area of membership
69 throughout the state so that Program Directors could use this as a listserv for their classes and
70 students.

71 Chair also would like to develop a “Best Practices Tool Box” for educator use on our web site. It
72 could be web bites.

73 Member Benson volunteered to help with this development.

74

75 **SPECIAL COMMITTEE REPORTS**

76 **Convention Guidelines:** Debby Houston

77 The proposed guidelines had been distributed to the Board and a few comments and
78 suggestions were received. The following suggestions were made:

- 79 1. Acknowledgement will be sent to attendees confirming registration has been received.
- 80 2. Delete the sections on decorations, flowers and head table as this is no longer done.

81

82 **Two Year Strategic Plan:** Deb Benson, CMA (AAMA), CPC, CPMA

83 Nina Beaman volunteered to serve on this committee. Appointed by the President. The
84 Committee will bring a proposed plan to the February Board meeting for discussion.

85

86 **2013 Fall Seminar Chair Report:** Dee Zachau, CMA (AAMA)

87 The Theme was “Keeping up with the Changes”. 31 paid registrations. Final report will be given
88 in February.

89

90 **2014 Annual Conference:** Karen Nichols-Skoff

91 Conference to be held at American College (formerly National College) in Salem May 2-4. The
92 theme is “Body, Mind and Spirit”. More details in February.

93 **2014 Fall Seminar:** Virginia Thomas, CMA (AAMA)

94 No current details

95

96 **CHAPTER PRESIDENTS REPORTS:**

97 Old Dominion: Absent. No report

98 Peninsula: absent

99 Southwest: absent

100 Virginia Beach: no report

101 Members at Large: no report

102

103 **OLD BUSINESS:**

104 1. IRS status: Don Balasa, JD has been asked to review out bank statements and make a
105 recommendation on how to pursue this issue. The Treasurer will work with him and
106 supply the needed information.

107 2. Motion to donate money for a full page as for Charlene Couch for October 2014 AAMA
108 Annual Conference as she will be taking the office of President. The ad will be designed
109 by Jean Lynch at AAMA Communications Department. Motion made by Joyce Hardee
110 and seconded by Nina Beaman. Unanimous vote.

111 3. There was a consensus of Board members to continue the phone Executive Board
112 meeting in February. The date is February 23, 2014 at 2:00 p.m. Since this meeting date
113 can change, the bylaws will need to be changed to reflect "a Sunday in February" versus
114 the "third Sunday in February".

115

116 **NEW BUSINESS:** none

117

118 **ANNOUNCEMENTS:**

119 1. The Virginia Society received an award for Membership Recruitment from AAMA.

120 2. Virginia Thomas has a wreath to raffle as a VSMA fundraiser.

121

122 **ADJOURNMENT:** 8:50

123

124 Deb Benson for Karen Nichols-Skoff

125

VSMA President Report

November 8, 2013

As President of the VSMA, I have responded to all emails. All forms for the AAMA pertaining to the VSMA and its executive board have been completed and submitted to the home office by the deadline. I have represented the VSMA at several classes and meetings at the Virginia College in Richmond, VA. I am also on the Advisory Board representing both AAMA and VSMA for Virginia College.

Submitted by: Diane Vandevander, CMA (AAMA)
VSMA President
November 8, 2013

		Proposed Budget 2013 - 2014	
		Budget & Finance Report	
BALANCE ON HAND	9/30/2013		\$5,164.42
ESTIMATED MEMBERSHIP - 275 Members @\$11.00 + 56 Students @ \$6.00			\$3,025.00
- 275 Members @\$11.00 + 56 Students @ \$6.00			\$336.00
TOTAL ESTIMATED INCOME			\$8,525.42
Delegates & Alternate to Convention			
(3) Delegates & (1) Alternate-Reg, Travel, Meals&Room (\$1,400 each)			\$5,600.00
President's Fund			\$150.00
Secretary's Expense			\$200.00
Treasurer's Expense			\$25.00
Bond for Treasurer			\$120.00
By-Laws Committee			\$25.00
Budget&Finance Committee			\$25.00
Historian			\$100.00
Membership Committee			\$350.00
Nominating Committee			\$25.00
Certification Committee			\$25.00
Incoming President's Installation			\$75.00
Postcard Mailing and Supplies			\$300.00
State Corporation Fee			\$35.00
Maxine Williams Scholarship Fund			\$100.00
VSMA Website			\$1,200.00
ESTIMATED EXPENSES			\$8,355.00
UNALLOCATED FUNDS			\$170.42
Money Market Acct		9/30/2013	\$9,684.78
Budget & Finance Comm.			
Debby B. Houston, CMA(AAMA), CPC			
Karen Nichols -Skoff, CMA (AAMA)			

Virginia Society of Medical Assistants 2013 Fall Conference Expense Report:

Expenses:

Postage:	\$92.00
Stationary:	\$49.60
Refreshments:	\$79.59
Lunch:	
Gift Cards:	\$202.65
Total Expenses:	\$423.84

Income:

Vendors:	\$ 125.00
Registration:	
Members:	\$ 750.00
Non-Members	\$ 120.00
Students:	\$ 240.00
Total Income:	\$ 1,235.00

Total Profit: