**VIRGINIA SOCIETY OF MEDICAL ASSISTANTS**

**EXECUTIVE BOARD MEETING**

**Richmond, VA**

**November 11, 2017**

**Call to Order:** Karen Nichols-Skoff, CMA **Time:** 7:25

**Quorum**: yes

**Approval of Minutes**: Minutes circulated 30 days previous and approved as presented

**Officers Reports:**

President Karen Nichols-Skoff, CMA (AAMA)

Vice President Dr. Nina Beaman, CMA (AAMA)

Secretary Vicki Brewer, CMA (AAMA) substituting for Dee Zachau

Treasurer Debby Houston, CMA (AAMA), CPC

 Balance on Hand 10/31/2017 $9,464.06

 Money Market Account as of 10/31/207 $9,962.42

Immediate Past President Deb Benson, CMA (AAMA), CPC, CPMA

Parliamentarian Joyce Hardee, CMA-A (AAMA) (absent)-Acting Deb Benson

Delegates Reports Dr. Nina Beaman, CMA (AAMA)

 Karen Nichols-Skoff, CMA (AAMA)

 Joyce Hardee, CMA-A (AAMA)

 Alternate: Tanisha Farisser, CMA (AAMA)

 All reports in packet

**Committee Reports**

Budget and Finance Vicki Brewer, CMA (AAMA) – watching air fares to get proposed budget ready for approval

Bylaws Virginia Thomas, CMA (AAMA)- absent- sent report – Standing rules updated to reflect vote to give up to $400.00 to members running for an AAMA position- the report is attached.

Certification Tanisha Farissier, CMA (AAMA) - no report

Credentials Vicki Brewer, CMA (AAMA) in Virginia Thomas’ absence

Insurance Liaison Deb Benson,CMA (AAMA), CPC, CPMA

Membership Dee Zachau, CMA (AAMA) absent- no report

Public Policy Nina Beaman, EdD, CMA (AAMA), RN- report attached

Web Site Carolyn Johnson, CMA (AAMA), CPC –no report

Nominating Deb Benson, CMA (AAMA), CPC, CPMA

Need a Vice President, Secretary, Treasurer, Delegate and Alternate- committee will start search

**Special Committee Reports**

Strategic Plan Debby Houston, CMA (AAMA), CPC- no report

2017 Fall Seminar Jennifer Dickerson, CMA (AAMA)

 29 present- three vendors- school donated breakfast and lunch

2018 Annual Conference Virginia Thomas, CMA (AAMA) - see attached report

Motion was made by Nina Beaman to approve $500.00 for a breakfast at the annual meeting, seconded by Tanisha Farissier. Meeting will be held at Bryant and Stratton campus and the hotel is Hilton Garden Inn with a room rate of $139.00 night for double and $119.00 for king. April 20-22, 2018. Lunch will be on your own on Saturday. Donations will be made to the Rescue Mission.

**AAMA Member Reports:** None- all at BOT meeting in Chicago this weekend

**Old Business:**

**New Business:**

1. Bid for 2018 seminar open
2. Suggestion from Debby Houston, CMA (CCMA), CPC to consider using monies from the money market as suggested by Don Balasa, JD to make sure we stay in compliance with IRS rules. He suggested we retain enough in our checking account for two years expenses. Ms. Houston’s report is attached but she made three suggestions:
3. Pay for travel expense and registration for a student. Contingent on essay.
4. Pay for student registration for VSMA annual meeting
5. Pay for student membership

After discussion on this, Nina Beaman made the suggestion that we do not limit this to students but have a drawing from our membership who are active; dues are paid on time, and attend the seminar and annual meeting. This will be discussed further at the February Executive Board meeting. Nina will write up how the nursing association does this to encourage member participation.

**Announcements**:

Next Executive Board meeting will be online on February 18, 2018

**Adjourned**: 8:30

Submitted by: Vicki Brewer, CMA (AAMA(