**VIRGINIA SOCIETY OF MEDICAL ASSISTANTS**

**Executive Board Meeting**

**MINUTES**

**November 18, 2019**

The Virginia Society of Medical Assistants Executive Board Meeting was held November 18, 2019 at MCI/MCI University and was called to order at 7:07 PM by President Deb Benson, CMA (AAMA), CPC, CPMA, CEMA.

Joyce Hardee CMA-A (AAMA) AS, Secretary called roll and determined that a quorum was present.

A motion to approve the August, 2019 Minutes as circulated was made by Nina Beaman CMA (AAMA) PhD, RN and seconded by Virginia Thomas CMA(AAMA). The motion was approved.

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

**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 September 30, 2019 was $5,908.00, and the Money Market Balance was $9,696.24.

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)- Status Quo at present but will be looking at flights for AAMA Conference in Orlando.

Bylaws Virginia Thomas, CMA (AAMA)- State Bylaws comply with AAMA national Bylaws. The recent AAMA Bylaws changes have no effect on the VSMA Bylaws.

Certification Mary Schuknecht, CMA (AAMA)-no report – Asked to look at the new CMA list on the AAMA website

Membership Jennifer Dickerson, CMA (AAMA)- Absent but called the President reporting 385 VSMA members; 314 Active; 50 Associate; 20 Student; 1 Sustaining

Wants to write a letter to the CMAs who are not VSMA members

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

Nominating Committee Nina Beaman, CMA (AAMA), PhD, RN- Encouraged members to submit their nomination information for offices

Public Policy Nina Beaman, EdD, MSN, CMA (AAMA), Mary Blodgett-Schuknecht CMA (AAMA) - Will be watching for any new

Legislative issues

Web Site Carolyn Johnson, CMA (AAMA) CPC- in packet. President

 Benson appointed an Ad Hoc Committee of Tanisha Farissier CMA (AAMA), Mary Schuknecht

CMA (AAMA) and Carolyn Johnson CMA (AAMA) CPC. Mary and Tanisha will review other state

Websites, bring information to Web Site Chair and will report to the VSMA Executive Board at

the February Board meeting.

**Special Committee Appointments**

2-Year Strategic Plan Dee Zachau, CMA (AAMA) - absent

2019 Fall Seminar Virginia Thomas, CMA (AAMA) Reported there are 25 registered and 2 nonmembers. There will be some registering on site. There are 2 Vendors.

2020 Annual Conference Karen Nichols-Skoff, CMA (AAMA); Dee Zachau, CMA (AAMA) Karen reported that the 2020 Annual Conference will be held April 3-5, 2020 at American National University in Salem. Two speakers are confirmed thus far. Possible hotels are La Quinta at $89/night and Holiday Inn.

President’s Charity Virginia Thomas, CMA (AAMA) - Seton Youth Shelter. Will

Submit for Excel Award.

Leadership Development Virginia Thomas, CMA (AAMA) - no report

**Old Business:** None.

**New Business**:

**MOTION:** Virginia Thomas CMA (AAMA) moved to hold a 50/50 Raffle and that 50% of monies go to the MCPI Medical Assisting Club. This was Seconded and Approved.

**MOTION:** Nina Beaman CMA (AAMA) PhD RN moved that two registrations for employees of Sharon Smith be refunded due to emergencies. Seconded by Carolyn Johnson CMA (AAMA) CPC and Approved.

President Benson appointed Virginia Thomas CMA (AAMA) and Joyce Hardee CMA (AAMA) to an Ad Hoc Committee to review VSMA Documents and will send them those she wishes for them to review.

Announcements:

1. The next Executive Board Meeting will be held February 16, 2020 via telephone conference, and she will send the link.
2. Debby Houston CMA (AAMA) CPC, AAMA President thanked the VSMA members for her President’s Reception in Greensboro.

The meeting was adjourned at 7:59 PM

Respectfully Submitted,

Joyce Hardee CMA-A(AAMA) AS

Recording Secretary