Virginia Society of Medical Assistants

Executive Board Meeting Minutes

November 2, 2018

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

meeting to order at 7:00 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 Hardy, CMA-A (AAMA)

Debby Houston, CMA AAMA), CPC

Jennifer Dickerson, CMA (AAMA)

Tanishia Farissier, CMA(AAMA)

Dee Zachau, CMA(AAMA)

Virginia Thomas, CMA(AAMA)

Mary Schuknecht, CMA(AAMA)

Carolyn Johnson, CMA(AAMA)

**Approval of Minutes:**  A motion was made by Deb Benson, CMA (AAMA), CPC, CPMA to approve the minutes, this was seconded by Virginia Thomas, CMA (AAMA). The motion was carried.

**Correspondence:** E-Mail from AAMA regarding new AAMA Bylaws changes to Article V – Component Chapters and Article XXIII- Amendments. There was a change in wording for both. These amendments do not affect mandatory areas of the AAMA bylaws, so state societies are not required to make any changes to their own bylaws.

**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 9/30/2018: $11,741.65

 Money Market Account Balance 9/30/2018: $9,694.33

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

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

 parliamentarian rule.

Committee Reports:

Budget and Finance: Would like to change Membership Committee line item from $350.00 - $400.00, this will be voted

 On at the February Board Meeting.

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. A current and updated copy of the bylaws were e-mailed to the webmaster to be posted to the website. As of this report there are no suggested changes to the VSMA Bylaws.

Certification: No report

Credentials: No report

Membership: The following is the progress of membership goals:

1. A membership table was set up in the vendor room to create a draw to that room
2. A game is planned for the November seminar to create interest in membership
3. Mentor cards are available at the Membership table to create a contact for those interested in membership
4. A suggestion box is available at the Membership table

 New Goals:

1. Develop a Membership sponsor program (See November 2018 report for guidelines)
2. Invite educators to send pictures of graduates to post on the VSMA website.
3. Promote AAMA Conference give-away.

 Student Membership: A motion was made by the Membership Committee that VSMA fund six

 student memberships at the Fall and Spring Conferences for the total of 12 student memberships.

 All were in favor. This will add $420.00 to the annual budget.

 (See November 2018 Membership Recruitment Project Report for guidelines)

Nominating: Anyone interested in a position for the 2019-2020 year can contact Karen Nichols-Skoff, CMA(AAMA), the positions of Vice-President, Secretary, Delegate and Alternate are open.

Publicity/Website: The Website has been updated with current data. The photo gallery is current through the 2018 Spring Conference. A reminder that job postings will be removed after 90 days.

Other information: the domain name [www.virginia](http://www.virginia)societyof medicalassistants.org expires

in 2023. The hosting service provider is GoDaddy.com

Special Appointments:

2 Year Strategic Plan: No Report

2018 Fall Conference: Will be held at Bryant and Stratton in Richmond, VA on November 3, 2018. Seventy students

 and two staff from Bryant and Stratton College have registered. Land of Canaan Palestinian Olive

 Oil will be sold. Deb Benson, CMA(AAMA), CPC, CPMA made a motion for VSMA to match

 the profit made by Land of Canaan up to $500.00 (this is to include both the Fall and Spring

 Conferences), Deb Houston CMA AAMA), CPC seconded the motion, all were in favor. The

 motion was carried.

2019 Spring Conference: The Spring Conference will be held April 26-29 2018. See notes in the November Board meeting

 Agenda. The Registration information will be voted on at the February Board meeting.

Old Business:

 State Corporation Commission: We will remain as we are.

 Remain vigilant regarding AAMA website scams.

New Business:

 Virginia Tomas, CMA (AAMA) will chair an AdHoc committee looking into a leadership workshop to be held in conjunction with the August Board meeting about every 2-3 years. Deb Houston CMA AAMA), CPC will help.

Virginia Thomas, CMA (AAMA) will be sending Nina Beaman, EdD, MSN, CNE, RN-BC PMH), RNC- AWHC, CMA(AAMA) guidelines for posting to the VSMA Facebook page to send to members.

Conference registration forms will include a statement that photos will be posted to Facebook and the VSMA website. A standard form will be created by the VSMA board.

Announcements: The income from the AAMA Conference in Reston VA was $175,000, the expenses were $155,172, making the total income $19,828.00.

There being no further business a motion was made by Tanishia Farissier, CMA(AAMA)to adjourn the meeting, this was

seconded by Karen Nichols-Skoff, CMA(AAMA). The meeting was adjourned at 8:40 pm.

Respectfully Submitted,

Doretta Zachau, CMA(AAMA)

Secretary