**VIRGINIA SOCIETY OF MEDICAL ASSISTANTS**

**Executive Board Meeting**

**MINUTES**

**FEBRUARY 21, 2021**

The Virginia Society of Medical Assistants Executive Board Meeting, via phone conference, was called to order by President Karen Nichols-Skoff CMA(AAMA) on February 21, 2021 at 1:02 PM.

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

Deb Benson, CMA (AAMA), CPC, CPMA, CEMA moved to approve the November 2020 Minutes as amended. (Change 20 to 2 Year Strategic Plan.) This was seconded by Nina Beaman, CMA (AAMA), PhD, RN. The motion was carried.

**Correspondence:** (all attached) There was no correspondence.

**Officers Reports:**

President Karen Nichols-Skoff, CMA (AAMA)-has answered all calls and inquiries and has responded to the AAMA request for a national representative to the VSMA annual conference.

Vice President Mary Schuknecht, 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 2/21/2021 was $10,178.25, and the Money Market Balance was $9,697.91.

Immediate Past President Deb Benson, CMA (AAMA), CPC, CPMA, CEMA-has referred all inquiries regarding Covid-19 to Don Balasa JD.

Parliamentarian Joyce Hardee, CMA-A (AAMA), AS- in packet

**Standing Committees:**

Budget and Finance: Debby Houston CMA (AAMA) CPC-Presented the proposed Budget and asked for any discussion. The Budget and Finance Committee then moved for adoption. The budget was approved as presented.

Debby also stated VSMA membership stats as of 12/31/2020: 352 Active, 56 Associate, 1 Sustaining, 17 Students, 5 Affiliates.

Bylaws Virginia Thomas, CMA (AAMA) -The Bylaws Committee has conducted a comprehensive review of the VSMA Bylaws and presented proposed changes to the document. This will be sent to the VSMA membership at least thirty days prior to the annual business meeting in April for a vote at that time.

Certification Mary Schuknecht, CMA (AAMA)-no report

Membership Deb Benson, CMA (AAMA), CPC, CPMA, CEMA-in packet and reported she has updated membership list.

Credentials Joyce Hardee, CMA-A (AAMA) -in packet

Nominating Committee Deb Benson, CMA (AAMA), CPC, CPMA, CEMA-As the VSMA Board had voted to retain the same officers for 2021 due to the Covid-19 pandemic, she has no further report at this time.

Public Policy Nina Beaman, EdD, MSN, CMA (AAMA)-reported no issues regarding medical assisting at this time.

Publicity/Web Site Mary Schuknecht, CMA (AAMA), Tanisha Farissier, CMA (AAMA), CPT-reported Ryan McKennon has completed the new VSMA website. The Treasurer reported that his $1500 fee has been dispensed to him. Mary asked if VSMA wants to keep Ryan as the domain and webmaster. Discussion ensued, and it was determined that Mary seek a proposal and contract for fees and responsibilities from Ryan and report back.

**Special Committee Appointments**

2-Year Strategic Plan Deb Benson, CMA (AAMA), CPC, CPMA, CEMA, Debby Houston CMA(AAMA) CPC-Deb Benson was appointed Chair of this committee, as Dee Zachau CMA had not renewed her AAMA dues for the current year. The committee presented their proposed 2-year Strategic Plan for 2020-2021.

2021 Spring Conference Nina Beaman, EdD, MSN, CMA (AAMA)-The 2021 VSMA Spring Conference will be held April 9-11, 2021 at Bryant and Stratton in Richmond. Nina presented the agenda, budget and registration fees. As Chair, she moved adoption of registration fees as Members $40, Nonmembers $50, Students $20. Debby Houston CMA (AAMA) CPC seconded. These fees were adopted. Hotel information and registration will be distributed to the VSMA membership.

2021 Fall Seminar Deb Benson, CMA (AAMA), CPC, CPMA, CEMA; Debby Houston CMA (AAMA) CPC-Planning and hotel selection are ongoing. Virginia Thomas CMA (AAMA) stated she had talked with the Program Director of Piedmont Community College who offered assistance.

**Ad Hoc Committees:**

Documents Virginia Thomas, CMA (AAMA)-in packet

Leadership Development Virginia Thomas, CMA (AAMA), Deb Benson, CMA (AAMA), CPC, CPMA, CEMA-reported that Deb Benson had developed a Leadership power point presentation that will be presented at the VSMA Fall Seminar.

**Old Business:** There was no old business.

**New Business**: Debby Houston CMA (AAMA) CPC discussed all the monies that were currently in the VSMA checking and money market accounts. She suggested that the VSMA send a donation to the Texas Society to benefit their members who were suffering from the desperate cold weather and power outages. Nina Beaman moved VSMA donate $1000 to the Texas Society. This was seconded by Deb Benson. Motion was adopted.

Debby Houston CMA (AAMA) CPC also reported on a charity in her area called HELP that dispensed free durable medical equipment for three months to those in need. She currently volunteers for this charity. President Karen Nichols-Skoff CMA (AAMA) proposed changing her President’s Charity for 2021 to HELP and thus give support to them.

AAMA President Debby Houston CMA (AAMA), CPC-reported the AAMA BOT met in Charleston, South Carolina two weeks ago and had a very rewarding meeting. The Board is meeting monthly by Zoom.

AAMA Trustee Virginia Thomas CMA (AAMA)-reported she is Chair of AAMA Bylaws, and they have reviewed the AAMA Bylaws in its entirety and will have proposed changes at the 2021 Annual Conference. She also stated it was good to have the AAMA Board meet in person in Charleston, South Carolina.

Announcements:

1. The next Executive Board Meeting will be held Friday, April 9, 2021 at Nina Beaman and Mary Schuknecht’s home at 6 PM.

The meeting was adjourned at 2:11 PM

Respectfully Submitted,

Joyce Hardee CMA-A(AAMA) AS

Recording Secretary