MINUTES

VSMA Annual Business Meeting April 9, 2022

WEYERS CAVE VA

The VSMA Annual Business Meeting was called to order April 9, 2022 , by President Mary Schuknecht CMA(AAMA) at 3:03 PM. Roll was called. Joyce Hardee CMA-A (AAMA), Parliamentarian established that a quorum was present.

Virginia Thomas CMA (AAMA) read the Conference Rules. Deb Benson, CMA (AAMA), CPC, CPMA, CEMA moved for adoption of the Conference Rules as read. Tanisha Farissier, CMA (AAMA) seconded. Motion carried.

Nina Beaman CMA (AAMA), Ed.D. gave a Land Acknowledgement with regards to the Indigenous peoples who previously occupied the land upon which our meeting is taking place for the weekend.

President Schuknecht announced Timekeeper as Barbara Helbert CMA (AAMA). She also announced Deb Benson, CMA (AAMA), CPC, CPMA, CEMA and Virginia Thomas CMA (AAMA) as Audit Committee. They had reviewed the financial books and found them to be in order. President Schuknecht also announced that the Nominating Committee would be Deb Benson, CMA (AAMA), CPC, CPMA, CEMA and Tanisha Farissier CMA (AAMA).

Deb Benson, CMA (AAMA), CPC, CPMA moved for approval of the Minutes of the 2021 Annual Business Meeting as circulated. This motion was seconded and approved.

President Schuknecht introduced the AAMA Representatives to this Conference as AAMA Immediate Past President Debby Houston CMA (AAMA) CPC and AAMA Secretary Treasurer Virginia Thomas CMA (AAMA).

Correspondence: A letter was received from AAMA stating Virginia would have three Delegates and one Alternate for the 2022 AAMA Conference in October in Myrtle Beach. Another letter was received from the AAMA with regards to the positions open for election at the AAMA Conference – Vice President, Secretary Treasurer, Vice Speaker for one year term and three Trustees.

**2021 - 2022 OFFICER REPORTS:**

President Logo

Description automatically generated Mary Schuknecht, CMA, (AAMA) – No report.

Vice President Nina Beaman CMA (AAMA), Ed.D. – No report.

Secretary Joyce Hardee, CMA-A (AAMA) – Report on file for review

Treasurer Tanisha Farissier, CMA (AAMA) – Reported a Current balance: checking $ 7,625,10 and Money Market $ 9,698.95. Report on file for review.

Immediate Past President Deb Benson, CMA (AAMA), CPC, CPMA, CEMA – No report.

Parliamentarian Joyce Hardee, CMA(AAMA) – Report on file for review.

**STANDING COMMITTEE REPORTS:**

Budget & Finance Debby Houston, CMA (AAMA), CPC – Presented the proposed Budget and moved for its adoption. The budget was adopted as presented.

Bylaws Virginia Thomas, CMA (AAMA) – Report on file for review. The updated Bylaws are available.

Certification Deb Benson, CMA (AAMA), CPC, CPMA, CEMA – Report on file for review. There were two new CMAs in January.

Membership Deb Benson, CMA (AAMA), CPC, CPMA, CEMA – Report on file for review. There were 241 members as of March 1, 2022.

Credentials Joyce Hardee, CMA-A (AAMA) – Reported there was a total of 11 members attending. Majority is 6 with two-thirds as 7.

Nominating Deb Benson, CMA (AAMA), CPC, CPMA, CEMA – Presented the Slate as President Mary Schuknecht CMA (AAMA); Vice President Nina Beaman CMA (AAMA) Ed.D.; Recording Secretary Deb Benson, CMA (AAMA), CPC, CPMA, CEMA; Treasurer Amanda Harris CMA (AAMA); Delegates Nina Beaman CMA (AAMA) Ed.D., Amanda Harris CMA (AAMA), Joyce Hardee CMA (AAMA); Alternate Delegate Deb Benson, CMA (AAMA), CPC, CPMA, CEMA.

Joyce Hardee CMA (AAMA), VSMA Secretary cast the single vote for the Slate of Officers, and the Proposed Slate was adopted as presented.

Public Policy Nina Beaman, CMA (AAMA), Ed.D. – No report. The Virginia General Assembly is still in session and has not adopted a budget as yet.

Publicity/Website Tanisha Farissier, CMA (AAMA), Amanda Harris CMA (AAMA), Virginia Thomas CMA (AAMA) – Amanda has updated the Officers page and has taken photos of this conference. Facebook posts are ongoing per Virginia Thomas CMA (AAMA).

**SPECIAL COMMITTEE REPORTS:**

2-year Strategic Plan Deb Benson, CMA (AAMA), CPC, CPMA, CEMA, Debby Houston, CMA (AAMA), CPC were reappointed for the upcoming year and will begin working on the new 2-year Strategic Plan.

2022 Fall Seminar Deb Benson, CMA (AAMA), CPC, CPMA, CEMA and Amanda Harris CMA (AAMA) will Co-Chair. Theme will be “ Upclose and Personal.” Further plans to be determined and announced.

2022 Spring Annual Conference Maranacci Wilson CMA (AAMA) – Report on file for review. There are currently 22 registered, 1 cancelled, 5 students. There has been one speaker change.

2023 Spring Annual Conference Nina Beaman, CMA (AAMA), Ed.D. and Amanda Harris CMA (AAMA) will Co-Chair. The meeting will be held in Richmond at Bryant & Stratton. The theme will be “Celebrate Medical Assisting.”

**AD HOC COMMITTEES:**

Leadership: Virginia Thomas, CMA (AAMA), Debby Houston, CMA (AAMA), CPC, Deb Benson, CMA (AAMA), CPC, CPMA, CEMA – Report on file for review.

Ad Hoc Com on Education Sessions: Deb Benson, CMA (AAMA), CPC, CPMA, CEMA – Report on file for review. Questions have been developed and will be distributed to the membership. Survey results will be tabulated and presented to the Executive Board with the committee’s recommendations.

AAMA Representatives: AAMA Immediate Past President, Debby Houston, CMA (AAMA), CPC stated she and AAMA Secretary-Treasurer, Virginia Thomas CMA (AAMA) welcomed attendees on behalf of the American Association of Medical Assistants. They will be glad to answer any questions.

Installation of Officers: Deb Benson, CMA (AAMA), CPC, CPMA, CEMA installed the new officers during the luncheon.

**OLD BUSINESS:**  None.

**NEW BUSINESS:**

On behalf of the VSMA, Deb Benson, CMA (AAMA), CPC, CPMA, CEMA will submit a half page ad for the AAMA Conference brochure supporting Virginia Thomas CMA (AAMA) as candidate for AAMA Secretary Treasurer for a second term.

President’s Charity is Autism Speaks. $540 has been collected at this conference. The VSMA will match these funds for a total donation of $1080. Amanda Harris CMA (AAMA) and Virginia Thomas CMA (AAMA) will design T shirts promoting Autism Speaks and will have them for sale.

2023-2024 President’s Charity will be collecting childrens’ books for pediatric offices.

**Sharing:** Deb Benson, CMA (AAMA), CPC, CPMA. CEMA shared she will be undergoing surgery on her vocal cord and requested prayers.

**ANNOUNCEMENTS:**

Next Executive Board meeting will be on August 7 at 2 PM via Zoom.

Deb Benson, CMA (AAMA), CPC, CPMA, CEMA moved for adjournment. Barbara Helbert CMA (AAMA) seconded. The motion was approved. The meeting was adjourned.

Respectively submitted,

Joyce Hardee CMA (AAMA) AS, Recording Secretary

**Subsequent Email Vote:**  On April 16, 2022, Deb Benson, CMA (AAMA), CPC, CPMA. CEMA moved that $1,000 be moved from the Money Market to Checking account as funds were low and some designated payments needed to be made. Virginia Thomas CMA (AAMA) and Debby Houston CMA (AAMA), CPC seconded. Motion was approved by email vote.