Virginia Society of Medical Assistants

Executive Board Meeting Minutes

January 8, 2023

Online Zoom Meeting

Call to Order: 2:03 pm

Roll Call

Mary Schuknecht CMA (AAMA) present

Nina Beaman CMA (AAMA) present

Deb Benson CMA (AAMA) present

Debby Houston CMA (AAMA) present

Virginia Thomas CMA (AAMA) present

Joyce Hardee CMA (AAMA) present

Tanisha Farissier CMA (AAMA) absent

Amanda Harris CMA (AAMA) present

Quorum: 7/8

Approval of Minutes – Motion to accept minutes as distributed by Nina Beaman, CMA (AAMA); second by Virginia Thomas, CMA (AAMA). Motion unanimous to accept.

Correspondence: None

Treasurer’s Report: Bank account balance on hand 12/31/2022: $4,675.74; Money Market account on hand 12/31/20022 is $8699.53.

Officers Reports

President- Mary Ruth Schuknecht CMA (AAMA)—circulated

Vice President - Nina Beaman CMA (AAMA) - circulated

Immediate Past - President Deb Benson CMA (AAMA) -circulated

Parliamentarian - Joyce Hardee CMA (AAMA) -no report

Secretary -Deb Benson, CMA (AAMA)- minutes on website

**Committee Reports**

Budget and Finance Debby Houston CMA (AAMA) – report circulated. The Executive Board was asked to review the proposed budget for items that can be removed as the current budget would show a deficit if adopted at the annual meeting. We currently have 166 members as of 12/31/22. The Board went over line items for expenses and decided on possible deletions. It looks like we will have two delegates and one alternate so that amount will be reduced.

The President’s fund will be halved to $75.00.

The Secretary does not need funds since it is all done by email.

The Membership committee amount was dropped to $200.00.

The President’s fund will be dropped to $25.00.

The line items for the Maxine Williams Scholarship and Ivy Reade Relkin funds will be deleted.

A motion was made by Deb Benson to transfer money market account to a T-Fund account, and $750.00 to checking. Seconded by Joyce Hardee. Unanimous vote.

Bylaws- Virginia Thomas CMA (AAMA)- report circulated. The Board decided to not move on any changes in Associate Membership at this time as we only have 8 associate members. If the AAMA changes the Associate member status, we will change the bylaws at that time.

Certification- Deb Benson CMA (AAMA)- 3 new CMA’s. Letters sent. All nonmembers.

Credentials- Joyce Hardee CMA (AAMA)- no report

Membership- Tanisha Farissier, CMA (AAMA)- 166 members currently. Totals not current.

Nominating- Deb Benson CMA (AAMA)- full slate. Will need to see how many delegates Virginia will receive. We currently have three proposed delegates and as soon as we know our delegate allocation, we can add an alternate if needed.

Public Policy- Nina Beaman CMA (AAMA) – No focus on healthcare from the General Assembly.

Web Site/Publicity- Amanda Harris CMA (AAMA), Virginia Thomas, CMA (AAMA) – The website has been updated and made more user friendly and new content. Bio’s have been received from some current members and posting to the website will start after new officer installation in the spring. Legal Eye news from Don Balasa, JD of AAMA are added and current. Face Book postings have been added to website.

**Standing Committees**

Strategic Plan- Deb Benson CMA (AAMA) and Debby Houston CMA (AAMA previously circulated. To be voted on at the Annual Meeting.

Fall Seminar—Deb Benson CMA (AAMA) See circulated report. Report accepted as presented.

Annual Meeting 2023- Nina Beaman, CMA (AAMA) and Amanda Harris, CMA (AAMA)- will be at Bryant and Stratton in North Chesterfield, VA on March 12-13. The theme is “The Magic of Medical Assisting” to follow the AAMA theme for MA Week. Eight CEU’s are anticipated. The President’s project for the year is to collect children’s books to donate to local medical offices. Virginia Thomas, CMA (AAMA), AAMA Secretary/Treasurer has been requested as the AAMA representative. Registration fees are $70.00 for members and 85.00 for nonmembers, $30.00 for students. A note will be included on registration to bring children’s books for the President’s charity. T-shirt orders will be taken with registration. Membership ID is required. T-shirt cut off 2/17. Registration deadline 03/1/23.

Fall Seminar- tabled until feedback from members on whether to have an all -day seminar by Zoom or 1-2 hours sessions in different months. Will act on feedback.

***AD* Hoc Committees**

Leadership – Deb Benson, CMA (AAMA) moved that this committee be decommissioned as it has accomplished its task. Second by Virginia Thomas CMA (AAMA). Motion passed.

Virginia Society Community Service/Fundraising Committee- committee working on guidelines and recommendations. They will be presented at the March Executive Board meeting.

**AAMA Leaders**

AAMA Secretary Treasurer- Virginia Thomas CMA (AAMA)- no report

**Old Business:**

1. Autism T-shirt sales results- 17 sold. $16.02 check to VSMA that will go to Autism Speaks, Central Virginia Chapter.
2. One page Right to Practice from Don Balasa, JD, AAMA Executive Director requested by Virginia Thomas, CMA (AAMA). Received and sent to Board for review. Then will be posted to website.

**New Business:**

Amanda Harris asked about having a student scholarship. She was asked to poll her students to see what would make her students join and stay a member of the VSMA/AAMA. The thrust is letting students know that any medical assisting credential is eligible to join the VSMA/AAMA.

**Announcements;**

Next Executive Board Meeting: March 10, 2023 at 6:00 pm in Nina’s Zoom room.

Adjournment: 3:34 pm