

MINUTES

VSMA Executive Board Meeting, April 8, 2022

VIA ZOOM

WEYERS CAVE VA

The VSMA Executive Board Meeting was called to order April 8, 2022 , by President Mary Schuknecht CMA(AAMA) at 7:06 PM. Roll was called. Joyce Hardee CMA-A (AAMA), Parliamentarian established that a quorum was present.

A motion was made by Deb Benson, CMA (AAMA), CPC, CPMA, CEMA and seconded by Nina Beaman CMA (AAMA), Ed.D. to accept the February Executive Board Minutes as circulated. The motion carried, and the February Minutes were approved as circulated.

President Schuknecht introduced Debby Houston CMA (AAMA), CPC and Virginia Thomas CMA (AAMA) as the AAMA Representatives for this meeting and the Annual Business Meeting Saturday. This was followed by a Land Acknowledgement by Nina Beaman CMA (AAMA), Ed.D. with regards to the Indigenous peoples who previously occupied the land upon which our meeting is taking place for the weekend.

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 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 – Has answered inquiries.

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

**STANDING COMMITTEE REPORTS:**

Budget & Finance Debby Houston, CMA (AAMA), CPC – Will have hard copies of the proposed Budget at the Annual Business Meeting to be presented for adoption.

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 has been no new CMAs since 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) – Report on file for review

Nominating Deb Benson, CMA (AAMA), CPC, CPMA, CEMA – Report on file for review.

Public Policy Nina Beaman, CMA (AAMA), Ed.D. – No report. The Virginia General Assembly is still in session.

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

**SPECIAL COMMITTEE REPORTS:**

2-year Strategic Plan Deb Benson, CMA (AAMA), CPC, CPMA, CEMA, Debby Houston, CMA (AAMA), CPC – The current 2-year Strategic Plan is completed this April. A new committee will then need to develop a new 2-year plan.

2022 Fall Seminar Deb Benson, CMA (AAMA), CPC, CPMA, CEMA and Amanda Harris CMA (AAMA) will Co-Chair. Deb Benson will send out a questionnaire to members regarding their wishes for future seminars and annual meetings. The 2022 Fall Seminar plans will be determined following this survey.

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.

**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) would address the membership tomorrow.

**OLD BUSINESS:** None

**NEW BUSINESS:** Budget and Finance Committee Chair, Debby Houston, CMA (AAMA), CPC will present the budget at the Annual Business Meeting tomorrow for approval.

Nominating Committee Chair, Deb Benson, CMA (AAMA), CPC, CPMA, CEMA reported she will present the proposed Slate of Officers at the Annual Business Meeting as follows: 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); 3 Delegates Nina Beaman CMA (AAMA), Ed.D., Amanda Harris CMA (AAMA), Joyce Hardee CMA (AAMA); Alternate Delegate, Deb Benson, CMA (AAMA), CPC, CPMA, CEMA.

Tanisha Farissier CMA (AAMA) was elected to the Nominating Committee for the upcoming year.

President Schuknecht announced positions for Annual Business Meeting as Timekeeper Barbara Helbert CMA (AAMA), Audit Committee Deb Benson, CMA (AAMA), CPC, CPMA, CEMA and Virginia Thomas CMA (AAMA)

President’s Charity is Autism Speaks. Deb Benson, CMA (AAMA), CPC, CPMA, CEMA moved that the VSMA match the funds collected. Virginia Thomas CMA (AAMA) seconded. Motion approved.

Nina Beaman CMA (AAMA), Ed.D. moved the VSMA place a half page ad in the AAMA Conference Program supporting Virginia Thomas CMA (AAMA) and her nomination for Secretary Treasurer. Deb Benson, CMA (AAMA), CPC, CPMA, CEMA seconded. Motion approved.

VSMA 2023 Conference: Nina Beaman CMA (AAMA), Ed.D. will Chair with Amanda Harris CMA (AAMA) Co-Chair. It will be held at Bryant and Stratton College in Richmond with the theme “Celebrate Medical Assistants.” There will be a collection of children’s books to donate to a charity.

**ANNOUNCEMENTS:**

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

The meeting was adjourned at 7:50 PM.

Respectively submitted,

Joyce Hardee CMA (AAMA) AS, Recording Secretary