

MINUTES

VSMA Executive Board Meeting, February 13, 2022

VIA ZOOM

Richmond VA

The VSMA Executive Board Meeting was called to order February 13, 2022 , by President Mary Schuknecht CMA(AAMA) at 2:00 PM. She called Roll. Joyce Hardee CMA-A (AAMA), Parliamentarian established that a quorum was present.

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

**2020 - 2021 OFFICER REPORTS:**

President Mary Schuknecht, CMA, (AAMA) – No report.

Vice President Nina Beaman CMA (AAMA), Ed.D. – Report on file for review

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 $ 9,698.79. 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. Nina Beaman CMA (AAMA), Ed.D. moved for adoption of the Budget as presented. Tanisha Farissier CMA (AAMA) seconded. Budget was adopted.

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

Membership Deb Benson, CMA (AAMA), CPC, CPMA, CEMA – No report

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

Nominating Deb Benson, CMA (AAMA), CPC, CPMA, CEMA – Reported a decline in VSMA membership; therefore, VSMA may lose a Delegate to the AAMA Conference. Also, after speaking with the AAMA Speaker and Vice Speaker of the House, there is question whether the VSMA President’s dues were posted by the cut off of December 31, 2021. The Nominating Committee will update the proposed Slate of Officers once these two issues have been determined.

Public Policy Nina Beaman, CMA (AAMA), Ed.D. – Report on file for review

Publicity/Website Tanisha Farissier, CMA (AAMA), Amanda Harris CMA (AAMA), Virginia Thomas CMA (AAMA) – No report

**SPECIAL COMMITTEE REPORTS:**

2-year Strategic Plan Deb Benson, CMA (AAMA), CPC, CPMA, CEMA, Debby Houston, CMA (AAMA), CPC – Plan on file for review.

2022 Fall Seminar Deb Benson, CMA (AAMA), CPC, CPMA, CEMA and Amanda Harris CMA (AAMA) will Co-Chair

2022 Spring Conference Maranacci Wilson CMA (AAMA) – Report on file for review. The Conference will be held on April 9, 2022, at Blue Ridge Community College with 5 CEUs. The Holiday Inn Staunton Conference Center is the host hotel, and the deadline for reservation is March 9. Proposed registration fees will be $50 members; $60 non-members; $15 students. Nina Beaman, CMA (AAMA), Ed.D. moved for adoption of the proposed registration fees. Virginia Thomas, CMA (AAMA) seconded. Motion was approved. A Zoom link will be added for the Executive Board Meeting, and the President’s Charity will be announced.

**AD HOC COMMITTEES:**

Documents Virginia Thomas, CMA (AAMA), Joyce Hardee, CMA-A (AAMA), Deb Benson, CMA (AAMA), CPC, CPMA, CEMA – The committee hasn’t been given any further documents to be reviewed. Deb Benson, CMA (AAMA), CPC, CPMA, CEMA moved to disband this committee. Seconded and approved.

Leadership Virginia Thomas, CMA (AAMA), Debby Houston, CMA (AAMA), CPC, Deb Benson, CMA (AAMA), CPC, CPMA, CEMA – Report on file for review. This committee hosted a CEU session on January 10, 2022. Aimee Wicker CMA (AAMA) presented a Leadership session. There were 24 in attendance. Virginia Thomas, CMA (AAMA) and Debby Houston, CMA (AAMA) also led a leadership session for VSMA.

**OLD BUSINESS:** Approval of Conference fees and the Budget were accomplished under Committee reports.

**NEW BUSINESS:** Discussion ensued regarding the formats for the future Annual Conference and Seminar and who will be planning future CEU sessions. An Ad Hoc Committee was appointed with Deb Benson, CMA (AAMA) Chair and Amanda Harris CMA (AAMA) and Virginia Thomas CMA (AAMA) as members.

President Schuknecht CMA (AAMA) will work on the Committees for next year.

Treasurer Tanisha Farissier CMA (AAMA) reported the SCC report is due, and she will complete this. She has paid the annual $25 fee.

**AAMA OFFICERS:**

Debby Houston, CMA (AAMA), CPC, AAMA Immediate Past President – Debby stated Don Balasa JD has a new presentation available on Bylaws Basics and Parliamentary Procedures. The 2022 AAMA Conference will be in Myrtle Beach, SC in October. She will be Chairing the 2023 AAMA Conference in Orlando. Bids will go out for the 2024 Conference.

Virginia Thomas, CMA (AAMA), AAMA Secretary/Treasurer and Bylaws Chair – No further report

**ANNOUNCEMENTS:**

Amanda Harris CMA (AAMA) shared that her Medical Assisting Program at Bryant & Stratton has a 100% pass rate.

Next Executive Board meeting will be on April 8, 2022 via Zoom.

The meeting was adjourned at 2:56 PM.

Respectively submitted,

Joyce Hardee CMA (AAMA) AS, Recording Secretary