

MINUTES

VSMA Executive Board Meeting, April 9,2021

Richmond VA

The VSMA Executive Board Meeting was called to order April 9, 2021, by President Karen Nichols-Skoff CMA(AAMA) at 6:49 PM. Credentials Chair, Joyce Hardee CMA(AAMA) called Roll. A quorum was present.

Deb Benson, CMA (AAMA), CPC, CPMA, CEMA moved to accept the February 2021 Executive Board Minutes as circulated. This was seconded by Nina Beaman, CMA (AAMA), Ed.D., and the motion carried.

Joyce Hardee CMA (AAMA) read the following correspondence:

1. Letter from Deborah Novak CMA (AAMA), Speaker of the House stating Virginia had 370 active and associate members as of 8/31/20 that gave Virginia 3 delegates at the 2021 AAMA House of Delegates
2. AAMA BOT and Endowment Highlights for February 5-6, 2021
3. Memo regarding the AAMA Bylaws
4. AAMA State Dates and Deadlines, Revised 2021
5. 2019-2020 Report from BOT Committee

**2020 - 2021 OFFICER REPORTS:**

President Karen Nichols-Skoff, CMA, (AAMA) – Report on file. Karen also reported that she would be moving to Ohio and, therefore, tendered her resignation as President. As the BOT has previously voted to retain the same officers for 2021 due to the Pandemic, this would move Mary Schuknecht, CMA (AAMA) up to President for 2021. In addition, Karen reported that Joyce Hardee CMA (AAMA) has resigned as Alternate Delegate due to pandemic concerns. Karen appointed Deb Benson CMA (AAMA) to fill the Alternate Delegate position.

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

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

Treasurer Tanisha Farissier, CMA (AAMA) – Reported a Current balance: checking $10,153,.25 and Money market $9,697.99.

Immediate Past President Deb Benson, CMA (AAMA), CPC, CPMA, CEMA – Responded to emails and questions regarding medical assistants and Covid.

Parliamentarian Joyce Hardee, CMA-A (AAMA) – On file for review

**STANDING COMMITTEE REPORTS:**

Budget & Finance Debby Houston, CMA (AAMA), CPC – On file for review

Bylaws Virginia Thomas, CMA (AAMA) – On file for review. She stated the VSMA membership will be voting on the VSMA Bylaws proposed changes at the Annual Meeting tomorrow. They will then be forwarded to AAMA for review.

Certification Mary Schuknecht, CMA (AAMA) – No report

Membership Deb Benson, CMA (AAMA), CPC, CPMA, CEMA – On file for review. She also reported there were 317 members as of 4/2/2021. She has created a database of non-renewing CMAs, and her focus for 2021 will be on those non-renewing CMAs.

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

Nominating Deb Benson, CMA (AAMA), CPC, CPMA, CEMA – Reported that Mary Schuknecht, CMA (AAMA) will be moving into the President position. She had Nina Beaman’s, CMA (AAMA, Ed.D. information on file for Candidate as Vice President. This would have to be voted on at the Annual Meeting.

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

Publicity/Website Mary Schuknecht, CMA (AAMA), Tanisha Farissier, CMA (AAMA) – Mary reported the new website tracking has increased to 200/250 per month which is an increase. She reported that Ryan Mckernan, owner, The Mckernan Group, will be submitting his proposal/fees as webmaster. Web hosting fees will be $12.99 month; $52.99 month for maintenance or a total of $65.98 per month.

**\*\*NOTE\*\***Mr. Mckernan’s written agreements were submitted as above with a change to $50.00 per month for web maintenance or a total of $62.99 per month. Executive Board accepted these written agreements.

**SPECIAL COMMITTEE REPORTS:**

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

2021 Spring Conference Nina Beaman, CMA (AAMA, Ed.D. April 10-11, 2021 Sensitivity and   
 Empowerment – 8 CEUs. She has Amazon gift cards for the speakers.

2021 Fall Seminar Deb Benson, CMA (AAMA), CPC, CPMA, CEMA – Her research shows fees for meeting rooms are high currently, and colleges are also charging fees for meeting space. She suggested having a two-hour virtual CEU meeting two to three times a year instead of a face-to-face Fall Seminar. The consensus was to issue a survey regarding in person versus virtual CEU session for the Fall Seminar. Deb will report back.

**AD HOC COMMITTEES:**

Documents Virginia Thomas, CMA (AAMA), Joyce Hardee, CMA-A (AAMA), Deb Benson, CMA (AAMA), CPC, CPMA, CEMA – On file for review

Leadership Virginia Thomas, CMA (AAMA), Debby Houston, CMA (AAMA), CPC, Deb Benson, CMA (AAMA), CPC, CPMA, CEMA – On file for review. A Zoom Leadership session is also planned.

**OLD BUSINESS:** No Old Business.

**NEW BUSINESS:** No New Business.

**AAMA OFFICERS:**

Debby Houston, CMA (AAMA), CPC, AAMA President – Reported there will be a discounted AAMA Membership from July 1, 2021 and all of 2022 for those renewing online.

Virginia Thomas, CMA (AAMA), AAMA Secretary/Treasurer – No report

**ANNOUNCEMENTS:**

Next Board meeting August 15, 2021

New Mexico is hosting an online CEU session for 4 CEUs

Sharon Smith CMA (AAMA) shared that MGMA is offering CEUs for a program and sent their brochure.

The meeting was adjourned at 8:26 PM.

Respectively submitted,

Joyce Hardee CMA (AAMA) AS, Recording Secretary