

**Minnesota Society of Medical Assistants
Pre-Conference Meeting Minutes
Saturday, October 24, 2020 4 PM
4:00 p.m. – Home of State President**

I. Call to Order: 4:05 PM

II. Roll Call – Executive Board Members, Chapter Presidents, and Committee members

Present: Lisa Sailor (President, Central Lakes Chapter President), Denise Schmitz (President Elect, Great Lakes Chapter President), Cherie Miller (Secretary, West Central Chapter representative), Kathy Paukert (Treasurer), Lisa Kuechle (Publicity), Dawn Verdon (Immediate Past President, Bylaws, Ways/Means), Melissa Mitchell (Membership), Danielle Perron (Legislation), Dawn Schuttemeier (Southeast Chapter President)

Absent: Cristen High (Scholarship), Laurie Kidrowski (Historian), Jessica Smith (West Central Chapter President), Tammy Simon (Hennepin/Ramsey Chapter President), Maria Carlson (East Central Chapter President), Alison Mather (South Suburban Chapter President)

III. Agenda Addendums, Announcements

IV. State Officers:

- a. **President – Lisa Sailor**
- b. **Vice President/President Elect – Denise Schmitz**
- c. **Secretary – Cherie Miller**
- d. **Treasurer --Kathy Paukert**
- e. **Publicity – Lisa Kuechle**
- f. **Bylaws – Dawn Verdon**
- g. **Membership – Melissa Mitchell**
- h. **Nominating – Cherie Miller**
- i. **Scholarship – Cristen High**
- j. **Historian – Laurie Kidrowski**
- k. **Budget/Finance – Kathy Paukert**
- l. **Legislation – Danielle Perron**
- m. **Ways/Means – Dawn Verdon**

V. Approval of April 24, 2020 minutes and Minutes for 1/6/20 Executive Board Meeting: Minutes posted on the MSMA Website for member review. Motion made by Denise Schmitz (President Elect, Great Lakes Chapter President) and motion was seconded by Melissa Mitchell (Membership Chair, Southeast Chapter). Approved by all in attendance.

VI. Secretary's Report – Cherie Miller Minutes for January 6, 2020 and April 24, 2020 taken and submitted to Executive Board for review and posted on the MSMA Website to communicate information to members for review.

VII. Treasurer's Report – Kathy Paukert Due to COVID restrictions the state has not been able to spend money as in previous years. Full Spending report is attached.

VIII. Committee Reports –

Budget/Finance – Kathy Paukert **Attached**

Bylaws – Executive Board Members. Executive Board met 1/6/20 and updated the Minnesota State Society of Medical Assistant Bylaws. Bylaws are required to be updated every 2 years or when changes are required. Revisions were posted on the MSMA for members to review and submit questions/comments. No questions or comments were submitted to the Executive Board. Chapter bylaws are now a part of the Minnesota State Society of Medical Assistant Bylaws. Lisa Sailor (State President). Motion was made to approve Minnesota State Society of Medical Assistant Bylaws. Motion was made by Kathy Paukert CMA (AAMA)(Treasurer) and Seconded by Denise Schmitz CMA(AAMA) (President Elect, Great Lakes Chapter President). No discussion was noted and this motion was approved by all members in attendance.

Historian – Laurie Kidrowski: This committee name is changed to Historian/Parliamentarian. Photos have been submitted and all documentation is up to date.

Legislation – Danielle Perron: No additional meetings have taken place since last year regarding increasing the use of Medical Assistants in the home care setting. We will continue to increase the awareness of the role of Medical Assistants and how we can be utilized in a variety of areas.

Membership – Melissa Mitchell: Due to COVID no activity.

Nominating – Cherie Miller: Due to COVID the Spring Conference was cancelled, therefore our Spring Zoom Meeting held on April 24, 2020. Nominations were submitted for President-Elect, Treasurer and Delegates for AAMA 64th Annual Conference – Sept. 11-14, 2020 – Lake Buena Vista, Florida.

Nominations received prior to the meeting included:

President-Elect: Jessica Smith CMA(AAMA) West Central Chapter

Treasurer: Kathy Paukert CMA(AAMA) South Suburban Chapter

Delegate Nominations:

Sophia Simon CMA(AAMA) West Central Chapter

Kathy Paukert CMA(AAMA) South Suburban Chapter

Elizabeth Sartor CMA(AAMA) South Suburban Chapter

Cherie Miller CMA (AAMA) West Central Chapter

Tammy Simmon CMA(AAMA) Hennepin/Ramsey Chapter

Dawn Verdon CMA(AAMA) Central Lake Chapter

Votes were sent securely to Cherie Miller CMA(AAMA) State Secretary and Nomination Committee Co-Chair votes were counted x 3 and the results of the vote:

Delegates: Sophia Simon CMA(AAMA) West Central Chapter, Kathy Paukert CMA(AAMA) South Suburban Chapter, and Elizabeth Sartor CMA(AAMA) South Suburban Chapter. Alternate Tammy Simmon CMA(AAMA) Hennepin/Ramsey Chapter

President Elect: Denise Schmitz CMA(AAMA) Great Lakes Chapter

Treasurer: Kathy Paukert CMA(AAMA) South Suburban Chapter

Due to COVID and the cancellation of the AAMA 64th Annual Conference – Sept. 11-14, 2020 – Lake Buena Vista, Florida, Delegates elected will serve at the AAMA 65th Annual Conference – Sept. 24-27, 2021 – Houston, TX.

Publicity/Website/Social Media – Lisa Kuechle: SpinNest is being used for the MSMA Website. They are very responsive with requests. Looking forward to implementing Facebook next year.

Scholarship – Cristen High:

I mailed out 62 letters w/applications to CAAHEP and ABHES accredited programs on February 3, 2020. We received five (5) applications accepting four (4) applications. The committee (4 committee members) reviewed the applications with a 50-point checklist approach using the following criteria:

Minnesota resident	5 points
CAAHEP/ABHES Accredited School	5 points
Application complete	5 points
Application met deadline	5 points
Essay submitted	5 points
Faculty reference submitted	5 points
Business reference submitted	5 points
Official transcript submitted	5 points
Content of material submitted	10 points

The winners of the 2020 scholarship awards are:

Madison Kubic-Anoka Technical College

Istahil Hassen-Ridgewater College

Hannah Stoffel-Dakota County Technical College

Award letters were e-mailed to each winner. Applicants that did not include all the required components were notified via email what components were missing from their application as well as applicants that were not awarded a scholarship were notified via email of their outcome. I emailed MSMA State Treasurer with the student information so they can send the awarded checks in the amount of \$1000 to each school to be applied to expenses for the scholarship awardees.

Ways/Means – Dawn Verdon: No Report. Committee to be removed.

IX. Chapter Reports –

Central Lakes Chapter – Lisa Sailor: They have held virtual CEU opportunities for state members, nonmembers and other healthcare professionals.

East Central – Maria Carlson: No report submitted.

Great Lakes – Denise Schmitz: Following the Spring Conference 2019 that was held in Duluth they have been meeting a few times. Not much activity following due to COVID

Hennepin/Ramsey – Tammy Simon: No report submitted.

Southeast – Melissa Mitchell: No much activity has occurred due to COVID. Working on planning for the Spring Conference 2021 being held in conjunction with West Central Chapter and Executive Board.

South Suburban – Alison Mather: No report submitted.

West Central – Jessica Smith

In the last year our board has been working on setting up policies for our chapter. We as a chapter have not had anything written for our chapter and the duties of our officers. We have been working on coming up with descriptions for each of our board positions outlining what the expectations of each of those positions entails. We plan on getting binders for each position so we can hand those binders off to the next officers elected so they have a description of their job title. We had planned on presenting our work at the Spring Conference during our chapter meeting for review, but that has since been postponed. We will table it until the Fall conference of 2020.

Our board also wants to implement a code of conduct or ethics for the chapter to have in writing. We have not as a board moved forward yet with this idea as we were going to get input from fellow members at the Spring conference. We will reevaluate this after the fall conference once we have a chance to talk to our fellow colleagues.

We are also in the beginning stages of planning the Spring 2021 conference with the South Central Chapter. At this time our hopes are to host the conference in the Mankato area. In our last chapter report there was a big focus on most the clinics in our area transitioning to the new EMR Epic. It was a big change for a lot of our members and most clinics have been using the system for awhile now and things are going much better. We look forward to seeing everyone at the Fall Conference and can't wait to showcase Mankato at the Spring conference!

X. 2019 AAMA National Delegate Report – Greensboro, NC – Sept. 13-16, 2019

XI. Old Business –

a. N/A

XII. New Business –

a. **2022 National Conference in Minnesota September 16-19, 2022**

b. **2020 AAMA National Conference cancelled due to COVID**

i. **2020 Delegates will remain the same for the 2021 AAMA National Conference**

c. **Committees**

i. **Goals:** Goals for the Minnesota State Society of Medical Assistant will be to seek opportunities to offer virtual CEU's, seek opportunities by spending money to offer virtual CEU's, increase money designations for additional scholarships

ii. **New committees:** Discussion was had to establish a student committee made up of students and new graduates holding Student Memberships. This committee will work to increase retention of student members when transitioning from student member to

active member. Medical Assistant Educator Program Directors Kathy Paukert, Cherie Miller, Dawn Verdon and Lisa Sailor will follow up on this subcommittee.

- iii. **New chairs/members:** Continue to work towards member retention, new members and continued participation as committee chairs.
- d. **ByLaws:** With the state bylaws now including chapter bylaws, Lisa Sailor will email all chapter presidents to inform chapter bylaws will no longer be required.
- e. **Spring 2021 MSMA conference:** This will be hosted by Southeast Chapter, West Central Chapter and the Executive Board. Melissa Mitchell (Southeast Chapter) is looking into a party planner and possible outside venue location with possible summer dates to host this event. Lisa Sailor will e-mail committee members and chapter presidents with updates as they come available. Details will be posted on the MSMA Website, state Facebook page and chapter Facebook pages.
- f. **MSMA Social Media (Facebook):** Lisa Kuechle will be setting up the state Facebook page and will post items to keep members informed. It was also discussed that Chapter email and Facebook passwords would be kept with the Executive Board Secretary. Lisa Sailor will follow-up with each chapter president that was not in attendance for this meeting and will forward this information in Excel document to the State Secretary. Lisa Sailor stressed the importance of watching for emails as this is her way of communicating what is happening within the state and the AAMA.
- g. **MSMA ZOOM account:** The MSMA Executive Board has approved to purchase a one year subscription for Zoom. The cost is \$2,000 (\$200 per license). The Executive Board and Chapter Presidents will have access to this account to be able to offer virtual CEU's, chapter and state meetings. The Zoom sessions will hold up to 300 participants. This decision was made with the expectation that chapters will be able to host CEU's during the pandemic. A motion was made by Dawn Verdon CMA (AAMA) to approve this action and seconded by Melissa Mitchell CMA (AAMA). All members present voted to pass this motion.
- h. **Chapter CEUs:** During the pandemic, Lisa Sailor has asked Chapters to host a free CEU. Discussion was held regarding continuing to offer free CEU's for November and possibly December. After December, it will be up to each chapter if they want to offer free CEU's or to charge members and nonmembers a fee. Lisa Sailor will follow-up with Lisa Kuechle as she has offered to host the November CEU
- i. **2021 AAMA membership drawings**

XIII. Upcoming Events –

- a. **2021 Spring Conference** – Hosts: West Central and Southeast Chapters along with the Executive Board TBD
- b. **2021 Fall Symposium** – Hosts: Executive Board - TBD
- c. **2022 Spring Conference** – Hosts: Hennepin Ramsey – 60th Anniversary - TBD

National Conferences –

- a. **AAMA 65th Annual Conference** – Sept. 24-27, 2021 – Houston, TX
- b. **AAMA 66th Annual Conference** – Sept. 16-19, 2022 – Marriott Minneapolis City Center, Minneapolis, MN

c. **AAMA 67th Annual Conference** – 2023 Lake Buena Vista, Florida

Adjournment: 7:06 p.m.

Respectfully Submitted: Cherie Miller, CMA(AAMA) MSMA Secretary