

**Minnesota Society of Medical Assistants  
Conference Meeting Agenda  
Saturday, April 30th 2022  
12:00 p.m. –  
Holiday Inn- St. Cloud**

- I. Call to Order
- II. Roll Call – Executive Board Members, Committee and Other Members, Guests
- 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. Website/Social Media – Lisa Kuechle
  - f. Bylaws – Dawn Verdon
  - g. Membership – Melissa Mitchell
  - h. Nominating – Cherie Miller
  - i. Scholarship – Cristen Cox
  - j. Historian/Parliamentarian – Laurie Kedrowski
  - k. Budget/Finance – Kathy Paukert
  - l. Legislation – Danielle Perron
- V. Approval of November 1, 2021 Minutes
- VI. Secretary's Report – Cherie Miller
- VII. Treasurer's Report – Kathy Paukert
  - a. Fall 2021
  - b. Spring 2022
  - c. MSMA ZOOM and PayPal accounts
- VIII. Committee Reports –
  - Budget/Finance – Kathy Paukert
  - Bylaws – Dawn Verdon
  - Historian/Parliamentarian – Laurie Kedrowski
  - Legislation – Danielle Perron
  - Membership – Melissa Mitchell
  - Nominating – Cherie Miller
  - Website/Social Media – Lisa Kuechle

**Scholarship – Cristen Cox**

**IX. Old Business –**

- a. **Update on Minnesota National Conference-Lisa Sailor**
- b. **Removal of constituent Chapters-Kathy Paukert/Lisa Sailor**
- c. **Marketing for MSMA/Medical Assistant Profession-Kathy Paukert**

**X. New Business –**

- a. **Revised Bylaws-Executive Board**
- b. **New Committee? “Conference committee” -Executive Board**
- c. **New Committee? “Grants” -Kathy Paukert**
- d. **Marketing for MSMA/Medical Assistant profession- Kathy Paukert**
- e. **Moving student scholarships to fall- Lisa Sailor**
- f. **Minnesota “Nationals” -Executive Board**
- g. **Life Membership- Cherie Miller**
- h. **MSMA President Elect nominees**
- i. **MSMA Treasurer nominees**
- j. **MSMA 66<sup>th</sup> National Delegates nominees**

**XI. Upcoming Events –**

- a. **2023 Spring Symposium –TBD**

**National Conferences –**

- a. **AAMA 66<sup>th</sup> Annual Conference – October 21-24, 2022 – Myrtle Beach, SC**

**Adjournment: \_\_\_\_\_ p.m.**