

**Minnesota Society of Medical Assistants
State Meeting Minutes
Saturday, April 18, 2026
12: 00 PM
The Mermaid Event Center
Mounds View, MN**

- I. Call to Order: The meeting was called to order by President Denise Schmitz, CMA(AAMA) at 12:06 pm**
- II. Roll Call – Executive Board Members, Committee and Other Members, Guests**
- III. Agenda Addendums, Announcements**
- IV. State Officers: All Present**
 - a. President – Denise Schmitz CMA(AAMA)**
 - b. Vice President/President Elect – Open**
 - c. Secretary – Cherie Miller CMA(AAMA)**
 - d. Treasurer – Lisa Kuechle CMA(AAMA)**
 - e. Immediate Past President: Lisa Sailor CMA(AAMA)**
- V. Approval of April 5, 2025 Minutes:** Minutes were approved as reported.
- VI. Treasurer’s Report – Lisa Kuechle CMA(AAMA):** The Treasurer’s report was approved as reported. The balances as of April 18, 2026 are checking account \$20,399.72, savings account \$26,152.14 and CD \$23,693.28.
- VII. Committee Reports –**
 - Budget/Finance – Lisa Kuechle CMA(AAMA):** The Treasurer developed the proposed budget for 2027-2027. The executive board reviewed the budget. Motion by the executive board recommends to the general membership the adoption of the proposed budget for 2026-2027. Budget was approved as reported.
 - Bylaws – Denise Schmitz CMA(AAMA):** Bylaws are due for update. Updates will be done and sent to members for review and membership to vote at 2027 State Conference.
 - Historian/Parliamentarian – Danielle Perron CMA(AAMA):** No report. Photo album was displayed for viewing by state society.
 - Legislation – Danielle Perron CMA(AAMA):** No report.
 - Membership – Lisa Sailor CMA(AAMA)** Current membership is 961 members. We do have several members who are students as some programs do tie in membership in with students’ tuition. Lisa emails CAAHEP and ABHES Program Directors once a year. She does not hear back from Program Directors. This committee is open. Contact Executive Board if interested.
 - Nominating – Lisa Sailor CMA(AAMA)/Cherie Miller CMA(AAMA):** 2026-2027 open positions included President-Elect, Treasurer and (3) Delegate.

- One member applied for the President-Elect position
 - Courtney Mattson, CMA (AAMA)
- No one applied for the State Treasurer position
- One person applied for the Delegate position but had to retract their application.

Website/Social Media – Lisa Kuechle CMA(AAMA):

We currently have MSMA Facebook page and MSMA Website. MSMA Facebook page has been active. Both Lisa Kuechle and Lisa Sailor posted throughout the year. MSMA Website is active. Suggestion was made to put a photo album of some sort on the website. Transition has started as this committee is currently open. Contact member of executive board if interested.

Scholarship – Lisa Sailor CMA(AAMA):

I mailed out 13 letters with applications to CAAHEP and ABHES accredited programs on September 15, 2024. We received seven (7) applications and accepted five (5) applications. Two (2) applications were disqualified due to being incomplete. I had asked three random individuals to review the applications with a 50-point checklist. Award letters were mailed to each winner along with an invitation to attend the 2026 Spring Conference of the MNSMA. Checks in the amount of \$1000 will be sent to each school to be applied to expenses for the scholarship awardees.

- 2026 Scholarship winners:
 - Bamlak S. Abera- South Central College
 - Christina M. Johnson- Anoka Technical College
 - Ashley M. Spsychalla- Century College
 - Julia Stip- Anoka Technical College

VIII. Old Business –

- Constant Contact Lisa Kuechle CMA(AAMA):** Used for communication with MSMA membership and will subscription will continue. The subscription is due in June, and according to the new Executive Board the plan is to continue using Constant Contact. The transition was started as Lisa Kuechle is stepping away.
- Zoom review Denise Schmitz, CMA(AAMA) and Lisa Kuechle CMA(AAMA):** Zoom was used throughout 2025 for executive board meetings and conference planning committee meetings. Paid subscriptions will not be renewed for 2026-2027 and will be brought back to membership 2027 State Meeting.

c. 2025 Delegate Report Denise Schmitz CMA(AAMA):

This year's annual conference was attended by MN State President Denise Schmitz, CMA-AAMA. No sessions were attended this year, but the agenda looked like they had some great topics. There were 521 people pre-registered for the conference. I did have a chance to visit Arlington Cemetery.

I attended the House of Delegates, (HOD) on Saturday, September 20, 2025. This year, instead of the Presentation of Colors, they recognized CMA's who served our country. The pledge of Allegiance followed.

We learned that membership numbers are down 12%. At the end of August 2024 there were 22,786 and at the end of August 2025 membership numbers were down to 20,034. There was no further discussion.

Don Balasa, JD, MBA AAMA CEO and Legal Counsel spoke very briefly about exploring the feasibility of establishing an add-on credential for CMAs. The credential would be Intravenous

initiation and discontinuation. The full credential would be CMA (AAMA)-IV. The add-on credential would require the completion of a course in the theory and technique of IV starts and discontinuation. The course would require the successful performance of IV starts and stops on live subjects. It would also require the passing of an exam on IV starts and stops. The creation of this credential could result in certain boards, such as nursing boards, amending their regulations to allow CMA to be delegated to IV tasks, creating more incentives to hire a CMA. There was a survey regarding the possibility of this add-on and 95% of the 10,000 CMA's who responded, answered they would be interested.

Just prior to reconvening the afternoon session of HOD, the fire alarms went off and all guests and staff were evacuated. This put HOD on hold for about 30 minutes. Once HOD was reconvened, the reference committee reports were read and voted on. All reports were accepted to be filed for future reference.

Resolution 25-01-Increased awareness and utilization of credentialed medical assistants through community health and safety partnerships. This resolution was defeated. A request to amend lines 39 & 40 by taking out the words "outpatient" and "office". Resolution was voted on again and was adopted. Proposed Bylaws Amendment 25-01, Article VIII: Qualifications of Officers and Trustees, Section 4, 25-02, Article IX: Nominations and Elections, Section 2, and Texas State Society proposed bylaws amendment 25-01, Article VIII Qualifications of Officers and Trustees, Section 4, were adopted.

Proposed Bylaws Amendment 25-03, Article IX: Nominations and Elections, Section 2, which had no current wording. Proposed wording was to have an unopposed officer or trustee candidate not receiving a majority ballot for an open position is considered defeated after two votes. The candidate has the right to decline a second vote. There was lots of discussion as to why this Bylaw needs to be added. Ex-officio Cameron Smith, CMA (AAMA)-BOT, explained that currently there is no wording for voting. So, according to Roberts' Rules, you can vote as many times as you want. This Bylaw would prevent the candidate who has lost by many votes, continuing to lose repeatedly and being humiliated. This proposal was not adopted.

HOD voted in Vice President Elect Sherry Bogar, Secretary Shirley Sawyer, Speaker of the house Jane Seelig, Vice Speaker of the house Aimee Quinn, 3 new BOT and 4 Nominating Committee members.

HOD business was concluded. A member of Nebraska State Society shared the passing of Past President Norma Parker. Good and Welfare statements were given. They announced the 70th Annual conference will be in Reno Nevada, on September 14th-17th at the Grand Sierra Resort. The 69th Annual HOD was concluded at 8:31pm.

IX. New Business –

- a. **MSMA President-Elect nominees- Cherie Miller CMA(AAMA).** Nomination was received for Courtney Mattson, RN, CMA(AAMA) for the position of President-Elect. Candidate meets requirements to hold this position. Motion was made to accept candidate, seconded, carried. Discussion was had by members regarding the voting procedures. This discussion will be brought back to 2027 State Meeting after clarification is made by Denise Schmitz CMA(AAMA) MSMA State President with the AAMA National Office. Discussion was made by members about the lack of volunteers/participation. 2 members of the executive board suggested being inactive for one year and work on getting the word out to strengthen society and for more applications. 2 members of the executive board were not in favor of going inactive for one year and strengthening the society while remaining active. This was

discussed with members and will be brought back to membership during the 2027 State Meeting.

- b. MSMA Treasurer nominees – Cherie Miller CMA(AAMA).** No nominations received. Treasurer responsibilities will be carried out by the Executive Board.
- c. MSMA 70th National Delegates nominees- Cherie Miller CMA(AAMA):** No nominations received. The state society will send 2 members to the 70th Annual National Conference in Reno, NV; Denise Schmitz CMA(AAMA), MSMA State President and Courtney Mattson CMA(AAMA), MSMA President-Elect.

X. Upcoming Events –

- a. 2027 MSMA State Conference TBD.** Denise Schmitz CMA(AAMA) MSMA President has asked for location recommendations and topics for the conference to be listed on the CEU checklist.

National Conferences –

- b. 70th Annual AAMA National Conference – Reno, NV September 14 – 17, 2026**
- c. 71st Annual AAMA National Conference – Kansas City, MO September 13-16, 2027**

Adjournment: 1:53 p.m.