

Minnesota Society of Medical Assistants

Conference Meeting Minutes

Friday, May 21st, 2021

6:00 p.m. – 8:00 p.m.

ZOOM:

<https://us02web.zoom.us/j/3121535115?pwd=WFA5b1FjTFBSSnRiS1FVbE1wVW0zQT09>

Meeting ID: 312 153 5115

Passcode: 211831

I. Call to Order by Lisa Sailor, MSMA State President, at 6:00 p.m.

II. Roll Call – Executive Board Members, Committee and Other Members, Guests

Present: Lisa Sailor CMA(AAMA) (MSMA President, Central Lakes Chapter President); Denise Schmitz CMA(AAMA) (MSMA President Elect, Great Lakes Chapter President); Cherie Miller CMA(AAMA) (MSMA State Secretary, West Central Chapter); Kathy Paukert CMA(AAMA) (South Suburban Chapter, MSMA State Treasurer); Lisa Kuechle CMA(AAMA) (Hennepin/Ramsey Chapter, Publicity); Dawn Verdon, CMA(AAMA) (Immediate Past President, Central Lakes Chapter, Bylaws, Ways/Means); Melissa Mitchell, CMA(AAMA) (Southeast Chapter, Membership), Danielle Perron CMA(AAMA) (Great Lakes Chapter, Legislation), Alison Mather CMA(AAMA) (South Suburban Chapter President); Maria Carlson CMA(AAMA)(East Central Chapter President), Emily Fox CMA(AAMA) (East Central Chapter); Branwen Jorenby CMA(AAMA) (Hennepin/Ramsey Chapter); Jamie Kiefert CMA(AAMA) (Hennepin/Ramsey Chapter); Sophia Simon CMA(AAMA) (West Central Chapter)

Absent: Cristen Cox CMA(AAMA)(Southeastern Chapter, Scholarship); Laurie Kedrowski CMA(AAMA)(South Suburban Chapter, Historian); Jessica Smith (West Central 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. 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 October 2020 Minutes: Motion was made by Lisa Kuechle CMA(AAMA) (Hennepin/Ramsey Chapter and Seconded by Emily Fox CMA(AAMA) (East Central Chapter). No questions or discussion were presented and motion to approve October 2020 minutes were approved by members present.

- VI. **Secretary's Report – Cherie Miller CMA(AAMA)(MSMA State Secretary, West Central Chapter). October 2020 Minutes were displayed on Zoom Screen for review.**
- VII. **Treasurer's Report – Kathy Paukert CMA(AAMA) (South Suburban Chapter, MSMA State Treasurer). Report reviewed. Ideas are being explored to spend money to strengthen the profession of Medical Assisting.**

a. **MSMA ZOOM and PayPal accounts are complete. Zoom expense of \$2700/year.**

VIII. **Committee Reports –**

Budget/Finance – Kathy Paukert

Bylaws – Dawn Verdon CMA(AAMA) (Immediate Past President, Central Lakes Chapter, Bylaws, Ways/Means)

- a. **Bylaws are now updated and posted on the MSMA website. These were approved in October 2020 and posted on the MSMA website for review and feedback by members.**

Historian/Parliamentarian – Laurie Kedrowski CMA(AAMA)(South Suburban Chapter, Historian): No report.

Legislation – Danielle Perron CMA(AAMA) (Great Lakes Chapter, Legislation). No activity due to COVID restrictions.

Membership – Melissa Mitchell CMA(AAMA) (Southeast Chapter, Membership). Due to COVID limited activity. Discussed the importance of reaching out to CAAHEP and ABHES accredited Medical Assistant Programs to promote the importance of student memberships.

Nominating – Cherie Miller CMA(AAMA)(MSMA State Secretary, West Central Chapter) and Dawn Verdon CMA(AAMA) (Immediate Past President, Central Lakes Chapter, Bylaws, Ways/Means). Nominations were sought for MSMA State Secretary. One Nomination received for Cherie Miller CMA(AAMA)(MSMA State Secretary, West Central Chapter) resulting in elected to the office of MSMA State Secretary. Delegates that were elected in 2020 due to COVID cancellation of the 2020 National Conference remain the same. Alternates nominations were added due to potential COVID travel restrictions. Alternates include: Melissa Mitchell CMA(AAMA) (Southeast Chapter), Maria Carlson Maria Carlson CMA(AAMA)(East Central Chapter President), Jamie Kiefert CMA(AAMA) (Hennepin/Ramsey Chapter), and Dawn Verdon CMA(AAMA) (Central Lakes Chapter)

Website/Social Media – Lisa Kuechle CMA(AAMA) (Hennepin/Ramsey Chapter, Publicity) MSMA Facebook is going well. Members and nonmembers are visiting the page and page is updated regularly.

**Scholarship – Cristen Cox CMA(AAMA)(Southeastern Chapter, Scholarship)
MSMA Scholarship Committee Report**

I mailed out 64 letters w/applications to CAAHEP and ABHES accredited programs on January 26, 2021. We received seven (7) applications accepting seven (7) 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 2021 scholarship awards are:
Danielle Peltier-Central Lake College
Milena Thao-Century College
Jessica Gilbert-Ridgewater College
Daniela Islas Dias-Dakota County Technical College

Award letters were e-mailed to each scholarship winner. Applicants that were not awarded a scholarship were notified via email of their outcome. I emailed the 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.

Very Respectfully,
Cristen Cox, MS CMA (AAMA), AHI (AMT)
MSMA Scholarship Committee

IX. Chapter Reports –

Central Lakes Chapter – Lisa Sailor CMA(AAMA) (MSMA President, Central Lakes Chapter President)
No activity to report

East Central – Maria Carlson CMA(AAMA)(East Central Chapter President). The East Central Chapter has been active on their Facebook page. They gave a membership through their pages.

Great Lakes – Denise Schmitz CMA(AAMA) (MSMA President Elect, Great Lakes Chapter President).
No activity reported.

Hennepin/Ramsey – Tammy Simon CMA(AAMA) (Hennepin/Ramsey Chapter President) due to family commitments has unfortunately stepped down as Chapter President. This role is now being filled by Lisa Kuechle CMA(AAMA) (Hennepin/Ramsey Chapter, Publicity). The 2022 Spring Conference is in process of planning location and dates TBD.

Southeast – Dawn Schutte-meier CMA(AAMA), (Southeast Chapter President). No activity reported.

South Suburban – Branwen Jorenby CMA(AAMA) (South Suburban Chapter President). No activity reported.

West Central – Jessica Smith CMA(AAMA)(West Central Chapter President). No activity reported.

X. 2020- AAMA National Delegate Report – Cancelled due to COVID-19

XI. Old Business –

a. 66th National Conference Committee Members update. Members and volunteers are in process of being collected and planning to start.

XII. New Business –

a. 2021 AAMA Nationals in Texas update

Delegates include: Lisa Sailor CMA(AAMA) (MSMA President); Denise Schmitz CMA(AAMA) (MSMA President Elect); Cherie Miller CMA(AAMA) (West Central Chapter); Kathy Paukert CMA(AAMA)

(South Suburban Chapter); Elizabeth Sartor CMA(AAMA) (South Suburban Chapter); Sophia Simon CMA(AAMA) (West Central Chapter). Alternate Delegates include: Melissa Mitchell CMA(AAMA) (Southeast Chapter), Maria Carlson Maria Carlson CMA(AAMA)(East Central Chapter President), Jamie Kiefert CMA(AAMA) (Hennepin/Ramsey Chapter), and Dawn Verdon CMA(AAMA) (Central Lakes Chapter)

- i. COVID-19 updates: Zoom is currently being used to offer virtual meetings and CEU's. Plans for in person meetings and conferences to resume when safe.

- b. Removing state chapters. The proposal was brought forward to seek a more unified collaborative Minnesota Society of Medical Assistants by merging all chapters into one state chapter. This means dissolving the individual chapters but would strengthen our state society, as well as allow our members to participate in the expansion of committees in areas of the members interests.

Concerns were discussed on how this process would take place. Post will be placed on the Website to gather feedback and brought to the 2022 Spring Conference for a membership vote.

Please contact Lisa Sailor, MSMA President (msmastatepresident@gmail.com), with feedback no later than 11:59 PM on June 24, 2021.

- c. New Committee? "Conference committee" This is tabled until 2022 Spring Conference
- d. Marketing for MSMA/Medical Assistant profession This is tabled until 2022 Spring Conference.
- e. Voting for MSMA secretary. Cherie Miller CMA(AAMA) was elected to MSMA Secretary position.

XIII. Upcoming Events –

- a. 2021 Fall Symposium – TBD
- b. 2022 Spring Symposium – Hosts: Hennepin Ramsey. MSMA 60th Anniversary- TBD
- c. 2022 Fall Symposium – TBD

National Conferences –

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

Adjournment: 8:06 p.m.

Respectfully Submitted,

Cherie Miller CMA(AAMA) MSMA State Secretary