

Minnesota Society of Medical Assistants

Updated Spring Board Meeting Agenda

Friday, April 24, 2020

4:00 p.m. – Zoom

<https://minnstate.zoom.us/j/7828619678>

- I. Call to Order 4:15 pm
- II. Roll Call – Executive Board Members, Board Members, Committee and Other Members
Attendees: Kathy Paukert CMA(AAMA), Lisa Sailor CMA(AAMA), Dawn Verdon CMA(AAMA), Char Metzger CMA(AAMA), Cherie Miller CMA(AAMA), Sophia Simon CMA(AAMA), Jessica Smith CMA(AAMA), Branwen Joreby CMA(AAMA), Alison Mather CMA(AAMA), Danielle Perron CMA(AAMA), Denise Schmitz CMA(AAMA), Tammy Simmons CMA(AAMA), Elizabeth Sartor CMA(AAMA)
- III. State Officers:
 - a. **President** – Dawn Verdon
 - b. **Vice President/President Elect** – Lisa Sailor
 - c. **Secretary** – Cherie Miller
 - d. **Treasurer/Finance** - Kathy Paukert
 - e. **Chapter Presidents** – Lisa Sailor, Maria Carlson, Denise Schmitz, Christina Denhartog, Alison Mather, Jessica Smith, Dawn Schutte-meier
 - f. **Publicity** – Lisa Kuechle
 - g. **Bylaws** – Char Metzger
 - h. **Membership** – Melissa Mitchell
 - i. **Nominating** – Cherie Miller/Char Metzger
 - j. **Scholarship** – Cristen High
 - k. **Historian** – Laurie Kedrowski/Alison Mather
 - l. **Budget/Finance** – Kathy Paukert
 - m. **Legislation** – Danielle Perron/Cherie Miller
 - n. **Ways/Means** – Dawn Verdon
- IV. Approval of May 3, 2019 minutes and October 4, 2019 Minutes: Motion was made to approve the minutes by Jessica Smith CMA(AAMA) West Central Chapter and 2nd by Char Metzger CMA(AAMA) Great Lakes Chapter. May 21, 2018 minutes tabled
- V. **Secretary's Report** – Cherie M. Tabled until Fall 2020 conference
- VI. **Treasurer's Report** – Kathy P. Tabled until Fall 2020 conference for voting approval, report is available and attached.
- VII. **Committee Reports** – Committee Reports tabled until Fall 2020 conference except nomination committee due to the voting of officer positions and delegate positions.

Budget/Finance – Kathy P.

Bylaws – Char M. Tabled until Fall 2020 conference. The executive committee did meet on 1/6/2020 and new bylaws were placed on website. Letter was mailed out to all members. As of 4/24/2020 there was no discussion.

Historian – Laurie K./Alison M.

4/21/20 At this time the scrapbooks are up to date through 2018. I have since our last report received photos from recent conferences. Thanks to all who have forwarded these to me. I have discussed with my co-chair and we will continue with being historians for the next year. Hope to have much to share when we can all meet again.

Also please forward any awards received from the most recent national conference Fall of 2019 so that I may updated our awards book.

Legislation – Danielle P./Cherie M. Tabled until Fall 2020 conference

Membership – Melissa M. Tabled until Fall 2020 conference

Nominating – Cherie M./Char M.

Nominations 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

Publicity – Lisa K.

PR/Website Committee Report 4/24/2020

New website manager has taken over MN State Society of Medical Assistants Webpage, Spin Nest out of California this past year. Marie Cole is our contact for their company. Review website, <https://www.mnsma.org/>. Spin Nest manages several other state society's webpages. Spin Nest has been easily accessible via email and phone calls. Spin Nest responds promptly to any website update request also. It has been a good relationship with them thus far and look forward to working with them in the future. Check with MN State Society treasurer for payments made to Spin Nest if you want to know cost.

Throughout the year, have been forwarding information from state society executive board members and conference chairs to Marie Cole, to post on website. MN State Society of Medical Assistants Facebook page not completed yet per direction of MN State Society of Medical Assistants Executive Board.

Respectfully Submitted,

Lisa Kuechle, CMA (AAMA)

Scholarship – Cristen H.

April 23, 2020

MSMA Scholarship Committee Report

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.

Very Respectfully,

Cristen High, MS CMA (AAMA), AHI (AMT)

MSMA Scholarship Committee

Ways/Means – Dawn V.

VIII. Chapter Reports –

Central Lakes Chapter – Lisa Sailor

In Collaboration with the East Central Chapter we were to host the spring 2020 Conference at Mille Lacs Casino on April 24-26.

With the unknown events of COVID-19, the spring conference was cancelled.

Throughout the year, both chapters met to plan for our fun event. We made a Facebook Save the Date event and had about a hundred “hits”, several shares and a few comments. Many members and non-members were excited to attend.

We are hopeful that Grand Casino Mille Lacs will be able to host our fall conference in October 2020.

Respectfully submitted,

Lisa Sailor, MS, CMA (AAMA)
Central Lakes Chapter President

East Central – Maria Carlson

East Central Chapter Report, April 2020

Spring 2020 Conference Planning:

In the spring of 2019, our chapter teamed up with Central Lakes Chapter to co-host the Spring 2020 conference that was scheduled for April 24-26, 2020 to be held at Grand Casino Mille Lacs. Due to the pandemic, the event has been canceled/postponed. We have had further discussion about co-hosting the Fall Symposium with the possibility of making it an extended event at Grand Casino Mille Lacs to take advantage of the planning that has already been done. The planning committee has worked hard, met several times and communicated through email to ensure this is a successful event for everyone in attendance. It's been an inspiring collaboration of dedicated and passionate Medical Assistants and we look forward to bringing our plans to fruition.

Respectfully submitted,

Maria Carlson, CMA (AAMA) President, East Central Chapter

Great Lakes – Denise Schmitz No activity to report.

Hennepin/Ramsey – Christina Denhartog. No response.

Southeast – Dawn Schutte-meier. No response.

South Suburban – Alison Mather

The south suburban chapter has not been doing anything after the fall conference. It was a good conference for us along with a lot of learning with it, as it was the first one we did without someone who had planned thing in the past. I don't have what we made on it. The fundraiser for Lyli went well and her mother loved the fact she could share her with us.

Alison Mather CMA(AAMA)

South Suburban Chapter President

West Central – Jessica Smith

West Central Chapter Report of Medical Assistants April 2020

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!

Jessica Smith CMA (AAMA), West Central Chapter President

IX. Old Business - Postponed until Oct. conference

- a. **Set up a MSMA Facebook Page**
- b. **Revisit Reimbursement Discussion for Conference Registrations for those serving as State Executive Officers**

X. New Business –

- a. **Announcement of 2022 National Conference Hosts – MINNESOTA!!**
- b. **Sympathy Extended to MSMA Member – Wanda Williams-Baugh – Daughter's Death – Card sent on behalf of board**
- c. **Donation from State to Each Chapter to Put Toward a Needed Cause in Area due to Coronavirus. Each chapter will receive \$200 to be donated to an organization of their choice. The chapter will donate \$200 or more if they wish and upon receipt provided to the MSMA State Treasurer Kathy Paukert CMA(AAMA) that chapter will be reimbursed \$200. If the chapter chooses to donate less than \$200, reimbursement will be adjusted. Motion was made by Char Metzger CMA(AAMA) Great Lakes Chapter and 2nd by Branwen Jorenby CMA(AAMA) Hennepin Ramsey Chapter. Attendees were all in favor.**
- d. **Donate to Compassion Connection - Spring Conference Fundraiser Cause**
- e. **MN has 5 delegates - 2020 AAMA House of Delegates, Natl. AAMA Conf., Sept. 11-14, 2020 – Lake Buena Vista, FL -**

Delegate Nominations Received prior to meeting, nominations were checked and verified to be members in good standing. No nominations were received from the floor. President and President Elect hold 2 of the 5 positions. Members in attendance were instructed to vote for no more than 4 nominees.

Nominees included:

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 is:

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

f. Elect President-Elect and Treasurer -

Nominations received prior to the meeting were checked and verified to be members in good standing.

President Elect:

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

Nominations received from the floor and checked and verified to be member in good standing:

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

Treasurer:

Treasurer: Kathy Paukert CMA(AAMA) South Suburban Chapter

Members in attendance were instructed to choose one candidate for President Elect and one candidate for Treasurer.

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 is:

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

Treasurer: Kathy Paukert CMA(AAMA) South Suburban Chapter

g. Increase Number of MSMA Scholarship Awards? Postponed until Oct. conference

h. Revised Delegate Application and Contract Form – Posted on MSMA website

i. Updated State Bylaws – To be voted on at annual meeting in October

**XI. Upcoming Events –
State Conferences –**

a. 2020 Spring Conference – Hosts: East Central and Central Lakes Chapters – Grand Casino – Mille Lacs, April 24-26, 2020 – Cancelled Due to Coronavirus

b. 2020 Fall Symposium – Hosts: Executive Board – Anoka Tech – Sat., Oct. 3, 2020 - Watch for Updates

c. 2021 Spring Conference – Hosts: South East/West Central Chapters - TBD

d. 2021 Fall Symposium – Hosts: Executive Board - TBD

e. 2022 Spring Conference – Hosts: Hennepin Ramsey – 60th Anniversary - TBD

National Conferences –

- a. AAMA 64th Annual Conference – Sept. 11-14, 2020 – Lake Buena Vista, Florida
- b. AAMA 65th Annual Conference – Sept. 24-27, 2021 – Houston, TX
- c. AAMA 66th Annual Conference – Sept. 16-19, 2022 – Marriott Minneapolis City Center, Minneapolis, MN

Adjournment: 5:57 p.m.

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