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WSSMA Summer BOT Meeting

August 18, 2018 @ West Valley Fire Dept. #51

Yakima, Washington 98908

The meeting was called to order by President Janice Sappingfield, CMA (AAMA) at 10:10 a.m.

Thought for the day was given by Doreen Hoch, CMA (AAMA), WSSMA Vice President.

Introductions: There were no guests at today’s meeting.

Roll Call: Members Present 17, Members Absent 14, Advisors Present 3, Advisors Absent 0

Minutes: Errors were documented, updates will be made, and those minutes will be sent to the website for posting.

Treasurer’s Report: The Operational account balance was \$57,266.86 as of May 20, 2018. Deposits made were: Interest Paid, \$4.81, Karen’s Karet, \$750.00, AAMA Membership Dues Rebate, \$1,202.23 and SeaTac Chapter disbandment \$7,455.41. Operational expenses were \$9,613.81. The balance of the Operational Account minus expenses is \$84,680.33. Total funds as of August 17, 2018 are \$75,066.62.

Treasurer’s Agent: Diane Goracke, CMA (AAMA), CMT-R reported that the following accounts: the WSSMA Operational Account, Nancy Fortin Scholarship Fund, Doris Stansell Memorial Leadership Fund, and the Conference 2018, Skagit/Island & Snohomish Chapters, were balanced. All accounts were reconciled to the June 30, 2018 statements.

Correspondence: Janice received the following information:

- AAMA amendment to Bylaws
- AAMA letter regarding CMA-R certification
- Sue Rodenberger, CMA (AAMA) received a letter from Kathy Puckett, CMA (AAMA) regarding a survey for the AAMA Leadership Strategy Team. The email was sent to “seasoned” CMA’s to answer questions about the AAMA, chapter/state activity and how to be made to feel valuable as a “seasoned” member.

CHAPTER REPORTS

All reports are available on the WSSMA website.

COMMITTEE REPORTS

Audio/Visual: Barb Fallstrom, CMA (AAMA) has the equipment that Tom Wolf, CMA (AAMA) gave her at the end of the 2018 conference. Equipment will be housed at Barbs’ home if anyone needs it please contact her.

Audit Committee: The committee reviewed the records of all the Operating, Money Market, Nancy Fortin Scholarship and Doris Stansell Leadership accounts during the WSSMA Conference on May 17,



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2018. This included the bank statements, deposit books, check registers and payment vouchers with attached receipts. All records were found to be in order. This committee will meet again in October to review all accounts with a focus on the 2018 Conference Committee bank account.

Gregory LaCombe, CPA at Sweeney Conrad, P.S. will file an automatic extension by September 19th for the WSSMA IRS Tax Form 990-EZ covering the tax year May 1, 2017 – April 30, 2018. This will extend the due date to March 15, 2019. Copies of bank statements, payment vouchers and other supporting documents for that tax year can be brought to the next Audit Meeting.

Awards Committee: This committee asks that you review the Professional Achievement Award qualifications and if you qualify to submit to receive the award. The committee is reviewing the MA of the year award and will have updates soon.

Budget and Finance: Committee Chair Rhi Drake, CMA (AAMA) asks that you forward any requests for changes to your committee budget.

Bylaws Committee: The committee has asked that all chapters that have not had their bylaws submitted in the last two years please send them to the committee to be reviewed.

There are two proposed bylaws changes from the AAMA Board of Trustees: 18-01 Article V – Component Chapters, & Amendment 18-02 Article XXIII – Amendments.

Certification/Recertification: This quarter there were 120 newly certified and 165 recertified MA’s in Washington State.

Chapter Extension: After conference 2018 letters were sent to SeaTac chapter members to inform them of a meeting be held on June 30, 2018 regarding the future of their chapter. At the meeting four members were present. The meeting concluded with the agreement that SeaTac chapter disband. Their US Bank account was closed, and the monies put in the WSSMA bank account.

Doris Stansell: Balance of the account on July 31, 2018 is \$13,356.60. The committee has been meeting via email.

Guidelines Revision Committee: The committee met at Nancy Marshall-Young’s home on June 23, 2018 to continue reviewing Guidelines. Updated guideline will be reviewed during New Business at today’s meeting. There are still several committees that need to be reviewed.

Leadership Retreat: the next leadership retreat will be held at Sambica March 23-24, 2019. The committee will be meeting soon to begin planning for a fun, educational weekend.

Legislative Committee: No report submitted.

Long Range Planning: Claire asks that members look at the current long-range plan and bring any suggestions to the committee.



1 **Membership Committee:** Committee Chair Rhi Drake, CMA (AAMA) would like to have one
2 representative from each chapter to be on the committee. This way members can reach out in their
3 countries to schools, Clinics, hospitals etc.

4 **Membership Roster:** Updated membership rosters went out to all Chapter Presidents, WSSMA
5 Officers, and Committee Chairs. If you are unable to open the excel version of the roster please let
6 Doreen Hoch, CMA (AAMA) know so she can send you the PDF.

7 **Nancy Fortin Scholarship:** The current forms are being updated for this committee. It is also a goal of
8 the committee to reach out to program directors in all programs in WA state, so the scholarship can
9 get out to more students.

10 **Nominating Committee:** Offices open for election in 2019 are as follows: Vice President, Treasurer (2-
11 year term), Speaker of the House, Vice Speaker of the House, Trustees (3), Nominating Committee (3)
12 and Delegate to National (6). Please contact Shelley Gingrich, CMA (AAMA), Sandy Erlewine, CMA
13 (AAMA), CPC, or Tessa Collins, CMA (AAMA) for a nomination form.

14 **Public Relations:** Committee chair Laura Brett, CMA (AAMA) attended the ER Physician’s conference at
15 the end of May and feels that it is not beneficial for us to work with this organization. Laura is waiting
16 to hear from the WAPA Fall Conference being held October 25-27 if they have room for her.

17 **Publications/Statline:** Photos and article are welcome. Chair Robert Kriebel, CMA (AAMA) would like
18 to thank those that took the time to comment about the contents of the statline. Any suggestions for
19 the digital newsletter are appreciated.

20 **Website:** The SeaTac chapter webpage has changed to direct people to Sandy Erlewine for information
21 regarding the chapter. A reminder make sure to have your chapter members fill out the entire form to
22 receive a password and access to the website.

23 **WSSMA Annual Conference 2018:** Profit from the conference was \$3529.41. That was divided
24 between WSSMA \$2019.61, Nancy Fortin Scholarship Fund \$500.00, Skagit/Island Chapter \$504.90 and
25 Snohomish Chapter \$504.90. We would like to thank everyone who attended the conference.

26 **WSSMA Annual Conference 2019:** The contract for The Four Points by Sheraton has been signed. The
27 committee has been meeting throughout the summer.

28 **WSSMA Annual Conference 2020:** Committees are being formed for the conference.

29 **UNFINISHED BUSINESS**

30 **Usage of CMA (AAMA) Credential Response from AAMA Certifying Board:** Diane Goracke, CMA
31 (AAMA), CMT-R reported that she received replies from 50% of the letters she sent out.

32 The AAMA has no plan currently to make any changes to the credential. It was also brought up that this
33 is an ongoing issue that has yet to be resolved. Other suggestions were: having the Delegates talk

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1 about it at the Annual Conference, should WA state adjust its Bylaws to reflect that Associate and
2 Active members can be in the HOD and state positions?

3 **SeaTac Chapter:** Sandy sent a letter to all members of the chapter to let them know that a meeting
4 was going to be held to discuss the future of the chapter. It was agreed at the end of the meeting to
5 dissolve the chapter. Monies from the chapter were removed from the SeaTac bank account and put
6 into the WSSMA bank account. A letter was sent to National regarding the dissolution of the chapter.
7 The chapter has been disbanded per National. Sandy Erlewine, CMA (AAMA), CPC moves to dissolve
8 the chapter. Claire Houghton, CMA (AAMA) seconds the motion. Motion is passed.

9 Pat Hightower, CMA (AAMA) made a request that the monies from the SeaTac chapter be held by
10 WSSMA for one year and not spent in hopes of reforming the chapter. It was decided that the Audit
11 Committee will discuss this at their meeting in October and get back to the board with a
12 recommendation.

13 **NEW BUSINESS**

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15 **Election of Treasurers Agent:** Shelley Gingrich, CMA (AAMA) moves to elect Diane Goracke, CMA
16 (AAMA), CMT-R as the Treasurers Agent. Sandy Erlewine, CMA (AAMA), CPC seconds the move. The
17 motion is passed.

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19 **AAMA National Bylaws Amendment 18-01 and 18-02:** these Bylaw amendments will be voted on at
20 the Annual Conference in September:

- 21 • Article V – Component chapters
 - 22 ○ Component Chapters are under the jurisdiction of the geographic Constituent Society.
 - 23 ○ Annual chapter dues for all classes of members shall be fixed by the State Society.
- 24 • Article XXIII – Amendments
 - 25 ○ Chapters will send in the names of their delegates 45 day prior to the Annual
 - 26 Conference instead of 60 days.

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28 **Guidelines Revisions Committee:** recommendations for updates to Conference Guidelines were sent
29 to everyone to read before the meeting. Sandy Erlewine, CMA (AAMA), CPC and Nancy Marshall-
30 Young, CMA (AAMA) went over each change briefly then asked for a motion. Sandy Erlewine, CMA
31 (AAMA), CPC moves that we accept the proposed conference guidelines with an amendment to the
32 checking account balance and that badge holders are a hosting chapter expense. The motion is
33 seconded by Claire Houghton, CMA (AAMA). There is some discussion, motion passed.

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35 **Reimbursement:** Claire Houghton, CMA (AAMA) WSSMA Treasurer brings up a reimbursement for
36 Diane Goracke, CMA (AAMA), CMT-R \$43.44 for mailing the letter about the CMT-R. Claire moves that
37 Diane be reimbursed, Sandy Erlewine, CMA (AAMA), CPC makes the second. Motion is passed.



1 **Storage Unit:** The storage unit will be taken over by Ruth Flanigan, CMA (AAMA) from Lori Van Lith,
2 CMA (AAMA) as she has moved from the area. This means that names will need to be updated and it
3 was decided that the State Treasurer will also be up on the account. The storage unit is paid yearly in
4 October.

5 **ANNOUNCEMENTS**

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7 **AAMA Annual Conference Salt Lake City, UT September 14-17, 2018**

8 **WSSMA Fall Board of Trustees Meeting:** November 3, 2018 @ Wenatchee, Washington 10:00 am

9 **WSSMA Leadership Retreat, Sambica, March 23-24, 2019**

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11 There being no further business, the meeting was adjourned at 12:42 p.m.

12
13 Francie Mooney, CMA (AAMA)

14 WSSMA Secretary