

1 WSSMA Fall Board of Trustees Meeting

2 November 3, 2018, Wenatchee WA

3 The meeting was called to order by President Janice Sappingfield, CMA (AAMA) at 10:06 AM.

4 **The thought for the day:** was given by Vice President Doreen Hoch, CMA (AAMA).

5 **Introductions:** There were no introductions to be made.

6 **Roll Call:** Members Present 12 , Members Absent 17, Advisors Present 2, Advisors Absent 1

7 **Minutes:** The Summer BOT meeting minutes were accepted with one correction.

8 **Treasurer's Report:** The Operational account balance was \$75,066.52 as of August 19, 2018. Deposits of  
9 Interest paid \$5.87, Conference Refund \$1,500.00, Conference Revenue \$2,019.61, making the balance plus  
10 deposits for a total of \$78,592.00. Operational expenses were \$6,687.96, making the balance of the Operational  
11 Account minus expenses \$71,904.04. Total funds as of 11/03/2018 are \$71,904.04.

12 **Treasurer's Agent:** Diane Goracke, CMA (AAMA), CMT-R reported on November 3, 2018 that all accounts have  
13 been balanced to the September 2018 statements and appear to be in order. Accounts covered by this report  
14 are the following: WSSMA Operational Account, Nancy Fortin Scholarship Fund, money market account, Doris  
15 Stansell Memorial Leadership Fund, and Conference 2018 Skagit/Island & Snohomish Chapter.

16 **Correspondence:** Janice received:

- 17
- a calendar of events for the next year of AAMA activities. Please contact Janice if you are  
18 interested in any of the dates.
  - The AAMA BOT sent a letter regarding the Category and Privileges. This will be posted on the  
19 website, each chapter will need to decide to adjust their bylaws as needed.  
20

21 **CHAPTER REPORTS**

22 Chapter reports are located on the WSSMA website if you would like to look at them.

23 **COMMITTEE REPORTS**

24 **Audio Visual Committee:** Nothing new to report.

25 **Audit Committee:** The committee met on October 30, 2018 at Terrace View Presbyterian Church in  
26 Mountlake Terrace to look over the accounts. Reviewed were the Records of the Operating account  
27 including bank statements, deposit books and payment vouchers with attached receipts. The records  
28 present were found to be in order. Missing were the August and September bank statements which  
29 had not been forwarded to Diane Goracke, CMA (AAMA), CMT-R.

30 The Conference Account and associated financial records were reviewed for the 2018 Conference.

31 Bank statements, check registers, deposit books and payment vouchers with attached receipts were

1 reviewed. They were found to be in order but needing more detailed breakdown in some areas.  
2 Registration forms and associated documentation were not available at the time of audit. Bank  
3 statements for September and October will need to be checked against the check register because  
4 there were still several checks outstanding at the time of the audit. Additional documentation was  
5 requested for payments made to some speakers. More detail is needed for some of the bank deposits  
6 to separate various categories; i.e. registration, exhibitor fees, donations, etc. A more complete  
7 accounting of credit card deposits was requested so that WSSMA will know the total amount of funds  
8 collected versus the amount “Square” deposited to our account. The difference will be the fees  
9 charged for using the “Square” for processing credit card payments.

10 Gregory LaCombe, CPA at Sweeney Conrad, P.S. filed an automatic extension for the WSSMA IRS Tax  
11 Form 990-EZ covering the tax year May 1, 2017 – April 30, 2018. Nancy has received written notice  
12 from the IRS that the extension to March 15, 2019 has been approved for WSSMA.

13 *Please read full report online at the WSSMA website.*

14 **Awards: Professional Achievement Award/MA of the Year Award:** This committee is reviewing the  
15 Medical Assistant of the Year form and information. We are hoping to have an update soon. We have  
16 requested the information from National for an award that is similar and also requested information  
17 from the Oregon State Society of Medical Assistants.

18 **Budget & Finance Committee:** The Budget and Finance committee has been in contact by email. We  
19 do not have any current requests from committee chairs for any changes to their newly set budget  
20 amounts. Please forward any requests for changes to your budget to the committee chair. Requests for  
21 changes should be received no later than January 15, 2019 to ensure inclusion into the delegate  
22 packets.

23 **Bylaws Committee:** The Bylaws Committee has been communicating via email. We are looking at the  
24 WSSMA Bylaws to research where to amend the “class of membership” to let our retired members be  
25 active in the many positions on the state level.

26 Any bylaw changes will be submitted and voted upon at the 2019 WSSMA House of Delegates. WSSMA  
27 Bylaws are compliant with the Bylaws that were voted on and approved at 2018 AAMA House of  
28 Delegates.

29 Please see the report on the WSSMA webpage to read in its entirety.

30 **Certification/Recertification:** The Certification/Recertification committee is pleased to report we are  
31 all up to date with letters that will be distributed to the Chapter Presidents at the WSSMA Fall BOT  
32 meeting. There is a total of 105 New Certifications and 80 Recertification’s from August 1 - September  
33 30, 2018.

1 **Chapter Extension Committee:** Chapter Extension Committee has had a busy fall. Sue and I have been  
2 in e-mail contact with Skagit/Island Chapter. The goal was to have at least one meeting this fall.  
3 Unfortunately, due to illness this has not been possible.

4 We have had 2 requests for information about starting 2 new chapters. One in the Auburn area and  
5 one in Davenport, WA.

6 We will be discussing under new business 2 proposals: 1. New chapters and 2. a proposal on how to  
7 address the issue of providing support to established chapters, possibly through an Ad-Hoc Committee  
8 for Mentoring Chapters.

9 *Please see the full report online at WSSMA.org*

10 **Doris Stansell Memorial Leadership Fund:** The Doris Stansell Memorial Leadership Fund supports the  
11 WSSMA Leadership Retreat. The current balance of this account as of September 30, 2018 is  
12 \$13,356.93. The checking account was audited by the Audit Committee at WSSMA Annual Conference  
13 and was found to be in good order.

14 **Guidelines Revisions Committee:** The Committee is continuing their work on the guidelines. At today's  
15 meeting we will be asking for approval of the changes being made to the Conference General  
16 Guidelines, and the Long-Range Planning Committee Guidelines.

17 **Leadership Retreat Committee:** The next retreat is scheduled for March 23-24, 2019 at Sambica Camp. We  
18 have started planning the education and fun.

19 **Legislative Committee:** There has been some movement within the legislative arena concerning  
20 Medical Assistants. Ever since the Medical Assistant scope of practice law was drafted, we have been  
21 advocating that continuing education be something that is required in our law to keep our MA-C  
22 certification. It is now being discussed. Justin suggests that WSSMA support this movement.

23 *Please see the full report on line at WSSMA.org*

24 **Long Range Strategic Planning:** Please contact committee members with any ideas to help with  
25 membership or the Long-Range plan.

26 **Membership Committee:** The membership committee is recruiting members to help with outreach to  
27 local schools, employers and medical assistants. Ultimately it would be beneficial to have a  
28 representative from each chapter ideally either the president or vice president to send out emails to  
29 these sets of individuals encouraging participation and hopefully eventually membership. If anyone  
30 would like to volunteer to help draft a letter to provide to chapter representatives this committee chair  
31 welcomes the input.

32 *Please see full report at WSSMA.org*

1 **Membership Roster Committee:** an updated roster was sent to all WSSMA Officers, Committee Chairs,  
2 and Chapter Presidents. Chapter Presidents also received a roster with a mailing list to print labels.

3 **Nancy Fortin Scholarship:** The balance of the Nancy Fortin Scholarship fund at this time is \$32,145.92.  
4 Two scholarship applications have been received and will be sent to members to review.

5 **Nominating Committee:** Nominations are open for 2019. Please contact a member of the nomination  
6 committee with your application.

7 **Public Relations:** WAPA Fall Conference had no room for WSSMA this time. There is nothing else to  
8 report.

9 **Publications Statline:** The Statline is available online.

10 **Website Committee:** The chapters are not using the website as intended. Please contact Robb for help  
11 if needed.

12 **Conference Report 2019:** Verbal report given by Sue Rodenberger, CMA (AAMA). The chapter is having  
13 regular meetings to plan the conference.

14 **Conference Report 2020:** The committee is working on a logo and how to update the booklet.  
15

16 **Delegates to National Reports -** Reports were written by the Delegates who went to National. Please  
17 see WSSMA.org to see the reports in full.

18 **UNFINISHED BUSINESS**

19 **Usage of CMA (AAMA) Credential Response from AAMA Certifying Board:** Sue Rodenberger, CMA  
20 (AAMA) suggests we add a Bylaws change to AAMA or a Resolution to have this added. It would then  
21 be presented to the Bylaws Committee at National. There was also an idea to have Don Balasa write  
22 something about the credential for Retired CMA's in the Legal Eye.

23 **AAMA National Conference:** Janice Sappingfield, CMA (AAMA) read part of her report from National as  
24 she didn't have time to complete it before the meeting.

25 **NEW BUSINESS**

26 **Chapter Extension Request:** The committee has been busy since our last meeting:

- 27
- Lori VanLith, CMA (AAMA) is asking that we consider adding a chapter in the area she just  
28 moved to. There was some discussion about what this would entail. Lori feels she has enough  
29 people interested that it would be successful.
  - Skagit/Island County Chapter is on hiatus. They were unable to hold a meeting this quarter and  
30 are looking at other options.  
31

- 1 • Pierce County chapter is also on hiatus.
- 2 • Do we need an Ad Hoc committee to help with failing chapters?
- 3 • Should Learning Seminars be brought back?

4 **Legislative News:** Rachel Parrish, CMA (AAMA) an educator in Port Angeles is working on the  
5 continuing education piece of the Scope of Practice. The language needs to be looked at from the  
6 original bill but being added would be: continuing education is required to keep your MA-C in WA  
7 state. Sandy Erlewine, CMA (AAMA), CPC moves to accept the MA-C CEU's language to be added to the  
8 Scope of Practice, seconded by Ruth Flanigan, CMA (AAMA), vote passed.

9 **Guidelines Revisions Committee newest revisions:**

- 10 • **Conference Guidelines:** Sandy Erlewine, CMA (AAMA), CPC motions to accept changes
- 11 • Second: Claire Houghton, CMA (AAMA)
- 12 • Vote passed, no discussion
- 13 • **Long-Range Plan:** Sandy Erlewine, CMA (AAMA), CPC motions to accept the changes
- 14 • Second: Lori VanLith, CMA (AAMA)
- 15 • Vote passed, no discussion

16 **Long Range Plan:** Claire Houghton, CMA (AAMA) wants everyone to know the following:

- 17 • There is new information on the AAMA website.
- 18 • There is a new National Facebook page for leaders in AAMA
- 19 • Non-members for 2017 overall not looking good
- 20 • In 2018 the number of CMA (AAMA)'s who were never been members is also quite  
21 large.

22 **WSSMA Storage Unit:** Ruth Flanigan, CMA (AAMA) went to the storage unit and paid the bill which was  
23 five days overdue. The names have been changed to reflect who should be on the account to pay the  
24 fee and be able to get into the unit. A copy of the paperwork will be with the minutes.

25 A motion was made by Claire Houghton, CMA (AAMA) to pay Ruth back the funds of \$71.00. Seconded  
26 by Keri Hartman, CMA (AAMA). There being no discussion the motion was passed.

27 Names on the contract for the storage unit now are: Ruth Flanigan, CMA (AAMA), Claire Houghton,  
28 CMA (AAMA) and Doreen Hoch, CMA (AAMA).

29 **Software Meeting Discussion:** It has been asked that we think about using ZOOM, Go To Meeting or  
30 something similar for our quarterly BOT meetings. This way those that cannot attend in person can at  
31 least attend via computer. Sandra Flores, CMA (AAMA) brought up that we could meet in two  
32 different spots in a particular place and run the meeting. Motion to look into what this would look like

1 for WSSMA is made by Sandy Erlewine, CMA (AAMA), CPC, seconded by Claire Houghton, CMA  
2 (AAMA). Vote passed.

3 **ANNOUNCEMENTS**

4  
5 **OSMA Conference:** April 11-13, 2019 in Silverton, Oregon

6 **BC MOA Conference:** April 12-14, 2019

7 **Leadership Retreat:** March 23-24, 2019 @ Sambica Camp

8 **WSSMA BOT Winter Meeting:** March 24, 2019

9 **Pre-Conference BOT:** Thursday May 16, 2019 Bellingham, WA

10 **Conference 2019:** May 16-18, in Bellingham, WA

11 **Post Conference BOT:** Sunday May 19, 2019 Bellingham, WA

12 **National Conference 2019:** September 13-16, 2019 in Greensboro, North Carolina

13  
14 There being no further business, the meeting was adjourned at 1:37 pm.

15  
16 Francie Mooney, CMA (AAMA)

17 WSSMA Secretary