

1 WSSMA Pre-Conference Board of Trustees Meeting

2 June 13, 2020 – ZOOM meeting

3 **The meeting was called to order:** by President Doreen Hoch, CMA (AAMA) @ 10:07 am.

4 **Thought for the day:** by Vice President Robb Kriebel, CMA (AAMA)

5 **Introductions:** None

6 **Roll Call:** Members Present 24, Members Absent 6, Advisors Present 3, Advisors Absent 0

7 **Correspondence:** Verification of dues fees from AAMA. Doreen replied without changing
8 the dues. There was also a letter sent to all MA-C's from WA state thanking Medical
9 Assistants for their support and asking for help with reporting COVID testing to check the
10 WA DOH updates.

11 **Minutes:** The minutes of the March 22, 2020 Winter BOT meeting were accepted as
12 amended through emails sent to Francie.

13 **Treasurer's Report:** As of March 20, 2020, the Operational account balance was
14 \$67,624.15. Deposits made were as follows: Interest paid \$5.30. Balance plus deposit
15 total \$67,629.45.

16 Operational expenses were \$14,327.21. The balance of the Operational Account minus
17 expenses is \$53,302.24. The total funds as of 05/19/2020 are \$53,302.24.

18 **Treasurer's Agent:** Diane Goracke, CMA (AAMA), CMT-R as treasurer's agent for
19 Washington State Society of Medical Assistants, I have been responsible for monitoring all
20 accounts related to our society. During the period covered by this report those accounts
21 have included: WSSMA operational account Nancy Fortin Scholarship Fund, money market
22 account Doris Stansell Memorial Leadership Fund, Conference 2019, Whatcom County
23 Chapter.

24 At the time of this report, all accounts except for Conference 2020 have been balanced to
25 the most recent statements covering through April 30, 2020. All accounts appear to be in
26 order. All accounts will be reconciled to the statements covering through April 30, 2019
27 upon receipt of the bank statements approximately the second week in May.

28 **Correspondence:** None currently

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1 **CHAPTER REPORTS**

2 Reports were posted to the website. Missing reports were read at the meeting.

3 **COMMITTEE REPORTS**

4 **Audio Visual:** No activity since last meetings.

5 **Audit Committee:** report will be sent after meeting

6 **Awards Committee:** Please submit yourself for the Professional Achievement award.
7 Members are needed to review the changes to the form for Medical Assistant of the year.
8 Please let Claire Houghton, CMA (AAMA) know if you are interested in helping.

9 **Bylaws & Standing Rules:** Each chapter needs to submit their Bylaws and Standing rules to
10 this committee for review.

11 **Budget & Finance:** A proposed budget has been prepared and placed in the House of
12 Delegates packet for review. The chair would like to thank Doreen Hoch, CMA (AAMA),
13 Claire Houghton, CMA (AAMA) and Sharon Stutsman, CMA-A (AAMA) for their help.

14 **Certification/Recertification:** Due to COVID 19 the chair was unable to get an updated
15 report. Letters will be generated once that is received.

16 **Chapter Extension:** No activity due to COVID 19.

17 **Doris Stansell Leadership Fund:** the current balance on the account as of April 30, 2020 is
18 \$13,859.62. Due to changes at Columbia Bank the committee asks that donations not be
19 made in May. This committee appreciates all donations to the fund.

20 I have enjoyed being the Treasurer of this account and sometimes the Chair of the
21 committee. I have given my Resignation to both Doreen Hoch, CMA (AAMA) and Robb
22 Krieble, CMA (AAMA) effective as soon as another Treasurer is named, and the books
23 audited. Sharon Stutsman, CMA -A, (AAMA).

24 **Guidelines Revision Committee:** No activity this quarter due to COVID 19.

25 **Leadership:** Sambica Camp gave us our deposit back from the cancelation of this year's
26 retreat. We are looking at dates for next years retreat.

27 **Legislative:** No meeting due to COVID 19. There was a temporary modification to let MA's
28 perform certain functions without direct supervision. Changes will continue to be monitored
29 by the committee.



- 1 **Long Range Planning:** No report required.
- 2 **Membership:** No activity due to COVID 19
- 3 **Membership Roster:** No activity due to COVID 19
- 4 **Nancy Fortin Scholarship:** No report.
- 5 **Nominating Committee:** Due to COVID 19 the committee has been unable to ask people
- 6 to fill positions. For 2020-2021 it has been decided that all officers will stay in their
- 7 capacity unless the person decides to step down. We will need to vote on Delegates to
- 8 National at the HOD. Below is the slate of officers who have volunteered their time:
- 9 **Vice president:** Robb Kriebel, CMA (AAMA)
- 10 **Secretary:** Francie Mooney, CMA (AAMA)
- 11 **Treasurer:** Claire Houghton, CMA (AAMA)
- 12 **Speaker of the House:** open
- 13 **Vice speaker of the House:** Ruth Flanigan, CMA (AAMA)
- 14 **WSSMA Trustees:** Current Trustees will continue
- 15 **Nominating Committee:** one position open
- 16 **Delegate to National:** Sandra Flores, CMA (AAMA) Snohomish
- 17 Francie Mooney, CMA (AAMA) Snohomish
- 18 Gladys Johnson, CMA (AAMA) Whatcom
- 19 Martha Johanningmier, CMA (AAMA) Kitsap
- 20 **Public Relations:** No report
- 21 **Publications/Statline:** No report
- 22 **Website:** The website is a fluid document, so information and items are continually
- 23 changing to meet the needs of the organization. Currently there are no needed major
- 24 upgrades, information updates are monitored monthly.

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1 **WSSMA Annual Conference 2020:** Thurston County will now be hosting the 2022
2 conference due to the cancelation of the 2020 conference.

3 **NW Regional Conference Oregon/Washington 2021:** Please contact Claire Houghton,
4 CMA (AAMA) or Candy Miller, CMA (AAMA) with any ideas for education.

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UNFINISHED BUSINESS

7 **Bid for 2022 Conference:** Thurston County chapter would like to bid for the 2022
8 conference. This will be voted on in the House of Delegates.

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NEW BUSINESS

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12 **Candy Miller, CMA (AAMA) Oregon running for National Trustee:** This is being moved to
13 the House of Delegates to be discussed after the budget.

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ANNOUNCEMENTS

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17 **HOD Orientation:** Shelley Gingrich, CMA (AAMA) will go over the rules of the House of
18 Delegates to be run on Zoom Sunday afternoon.

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20 **National Conference 2020:** September 11-14, 2020, The Hilton Orlando Lake Buena Vista
21 at 1751 Hotel Plaza Boulevard, Lake Buena Vista, Florida

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24 **Meeting was adjourned at 10:54 am.**

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26 **Francie Mooney, CMA (AAMA)**

27 **WSSMA Secretary**

28 Revised 7/5/2020

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