



1 **Correspondence:**

2 AAMA state dates and deadlines were sent to state Presidents and Doreen forwarded in the email to  
3 everyone. Also attached was the President' report from Debby Houston, CMA (AAMA) from National.  
4 Highlights of the Endowment meeting held in February were also attached.

5  
6 **CHAPTER REPORTS**

7 Chapter reports are located on the WSSMA website

8  
9 **COMMITTEE REPORTS**

10 **Audio Visual Committee:** All equipment is available if anyone needs it.

11 **Audit Committee:** The committee chair met with the Treasurer's agent at the home of Diane Goracke  
12 in Tacoma, Washington on November 2, 2020. Documentation was reviewed for the Nancy Fortin  
13 Scholarship Fund and the Doris Stansell Memorial Leadership Fund. These records included deposit  
14 books, bank statements, check registers and payment vouchers with attached receipts. The records  
15 included all transactions going back to the time of the last audit and were found to be in order.

16 Records from the Thurston Conference were briefly reviewed at this meeting. This conference was  
17 cancelled due to COVID, and there was much work done to ensure those who had registered were  
18 refunded. However, the records that were turned over were incomplete with regard to a current check  
19 register to show who was refunded by check as well as Square records to show who was refunded by  
20 credit card. There were no records for this conference recorded on the thumb drives turned over along  
21 with the paper records. Nancy agreed to go through all records including bank statements and  
22 vouchers to put together the check register for audit at a later time.

23 All members of the Audit Committee were notified that a small group would be meeting for audit at  
24 the home of Nancy Marshall in Lake Forest Park, Washington on November 14, 2020. This group  
25 included WSSMA President Doreen Hoch, WSSMA Treasurer, and Francie Mooney, WSSMA Secretary,  
26 as well as Nancy, Chair of the Audit Committee. Documentation was reviewed for the Operating  
27 Account including deposit books, bank statements, the check register and payment vouchers with  
28 attached receipts. The records included all transactions going back to the time of the last audit and  
29 were found to be in order.

30 The Audit Chair especially appreciated the efforts of the other 3 members of the committee at this  
31 meeting with regard to the Conference 2020 records. The deposit slips, bank statements, payment  
32 vouchers with attached receipts and the check register compiled by Nancy were reviewed. There was a

1 discrepancy between the handwritten register turned over by the conference comptroller and one  
2 deposit not accounted for in the bank statements. This was found to be a simple error in how a couple  
3 of Square deposits were recorded in the register. It was resolved and accounted for in the notes  
4 accompanying the bank statements. Conference registrations were alphabetized and were able to be  
5 matched up with records showing the amount refunded when the conference was cancelled. These  
6 included records from Square as well as those refunded by checks.

7 Gregory LaCombe, CPA at Sweeney Conrad, P.S. filed an automatic extension for the WSSMA IRS Tax  
8 Form 990EZ, extending the due date of the return to March 15, 2021. This return covers the period of  
9 May 1, 2019 – April 30, 2020. Nancy has prepared the Balance Sheet, Income/Expense Report, Trial  
10 Balance with all supporting documents and the supplementary reports that need to be submitted with  
11 the return. In addition, notes were submitted to explain how COVID effected in person meetings for  
12 the year and how those changes/cancellations effected the financial picture for WSSMA. The records  
13 were provided to Mr. LaCombe for preparation of Tax Form 990 EZ return. The completed return was  
14 sent to the IRS via certified on March 4, 2021 by Nancy. Copies of the return to be retained on file will  
15 be provided to the Treasurer, Treasurer’s Agent, and the Audit Committee.

16 The Chair plans to hold another Audit Committee meeting one of the last two Saturdays in April or the  
17 first Saturday in May. Committee members will be polled to decide on the actual date. It is hoped that  
18 at least a small group can meet in person to audit transactions that have occurred since the audits in  
19 November 2020. At this time, the Chair would like to recognize that this is the last year Judy Adkins will  
20 serve on the Audit Committee. She has been a valued member of this committee since it was formed in  
21 1998. Thank you, Judy, for all the time and effort you have spent working on our behalf

22 **Awards: Professional Achievement Award/MA of the Year Award:** The committee asks that you  
23 review the Professional Achievement Award qualification to see if you qualify for the award.

24 **Budget & Finance Committee:** The budget and Finance Committee have met via email.

25 We have drafted the proposed WSSMA budget for 2021-2022. It has been sent to the Speaker of the  
26 House of Delegates and our Annual Report has also been sent to the Speaker and Vice Speaker and to  
27 WSSMA web mater to be put online on the WSSMA website.

28 Please review the Proposed Budget prior to the WSSMA House of Delegates and be prepared for any  
29 suggestions regarding changes to the Proposed Budget.

30 I thank my committee members and Nancy Marshall-Young, CMA(AAMA) audit committee chair for all  
31 their help in preparing the Proposed Budget. WSSMA State Treasurer and Treasurer’s Agent is always a  
32 good resource and always willing to help. And I as Chair appreciate their contributions.

33 **Bylaws Committee:** The Bylaws Committee communicates via email. They review the WSSMA Bylaws,  
34 to research where to amend, change and make recommendations to the WSSMA Chapters and

1 membership. The Bylaws and Standing Rules Chair would each Chapter to submit their Chapter Bylaws  
2 and Standing Rules in digital (\*.doc / \*.rtf / \*.pdf) or paper format. The Committee would like to keep a  
3 copy of each Chapter for record purposes.

4 **Certification/Recertification:** The Certification/Recertification committee is pleased to report we are  
5 all up to date. These were mailed to the recipient to the address of file with AAMA.

6 There is a total of 111 New Certifications and 102 Recertification's from October 1, 20 – February 1,  
7 2021.

8 Brandy wants everyone to know that she is completely out of stationary. Doreen Hoch will order for  
9 Brandy.

10 **Chapter Extension:** Due to COVID-19 there has been limited activity for this committee.

11 We have been promoting the 2021 NW Regional Virtual Conference by e-mailing registration forms  
12 and info to 200 WSSMA Members-at-Large, 63 Washington State Educators, current and past Yakima  
13 County Chapter Medical Assistants.

14 Note: Doreen e-mailed the other 200 WSSMA Members-at-Large and the WSSMA members.

15 Please forward any requests or questions regarding interest in starting a chapter to us. We continue to  
16 list contact info on the WSSMA website. We would gladly welcome members to this committee.

17 **Doris Stansell Memorial Leadership Fund:** The Doris Stansell Memorial Fund supports the WSSMA  
18 Leadership Retreat by donation. I have sent to WSSMA Treasurer a check for \$2,000.00 to support the  
19 Leadership Retreat from the Doris Stansell Leadership Memorial Fund.

20 The balance of the Doris Stansell fund as of 2-28-2021 is \$11,860.67. This committee meets by email.  
21 We will be discussing fund raising between now and the next WSSMA BOT meeting.

22 We are hoping that the WSSMA Annual meeting will be held next May. It is at this meeting that we  
23 have our fund raiser. But donations from WSSMA Chapter is appreciated.

24 I appreciate the Doris Stansell Leadership Memorial Fund Committee members; they have been a  
25 valuable asset.

26 **Guidelines Revisions Committee:** We will be reviewing for anything that needs to be incorporated into  
27 the Guidelines.

28 This Committee continues to work on the Officer and Committee Guidelines.

29 We will forward to the Bylaws Committee any discrepancies that we find between the Guidelines,  
30 Standing Rules, and Bylaws. Thank you to our current and past members of this committee for all their  
31 work.

1 **Leadership Retreat Committee:** We have planned a virtual meeting for March 20, 2021.

2 We will be having a Presentation on Robert's Rules for parliamentarians and Virtual Don Balasa, CEO  
3 and Legal Counsel for AAMA.

4 The National Representative is Susan Hawes, CMA (AAMA) she will be joining us virtually.

5 We are looking forward to this meeting and we are looking forward to when we can meet face to face  
6 again.

7 We would like to thank WSSMA Officers and the committee members for being flexible in this  
8 pandemic. We are looking forward to serving this board again this coming year.

9 **Legislative Committee:** No report. Sandy Erlewine, CMA (AAMA) has news regarding a new bill.

10 **Long Range Strategic Planning:** March 2021 Winter Please see 2020 Annual Report.

11 The goal is to present the 2020-2025 Long-Range Plan at May BOT or WSSMA HOD. Clarification is  
12 needed on when this plan is approved at a BOT or at the HOD.

13 At the May BOT in 2018, it was approved to change the representation of the members of this  
14 committee. Committee members: The Long-Range Planning Committee shall consist of 6 members  
15 from the WSSMA Board of Trustees. These members shall be the following: The Immediate Past  
16 President for a one (1) year term, the Vice President for a one (1) year term, the Membership Chair for  
17 a one (1) year term, the following members of this committee shall be appointed for a one-year term  
18 by the current WSSMA President at the post-Conference BOT one member of the Budget and Finance  
19 Committee, one member from the Members at Large and one member of the Board of Trustees.

20 **Membership Committee:** The membership committee has had no activity due to the COVID 19  
21 pandemic.

22 **Membership Roster Committee:** An updated WSSMA membership roster was recently e-mailed to all  
23 WSSMA Officers, Committee Chairs, and to Chapter Presidents.

24 Chapter roster labels were NOT sent out this time. If any Chapter President or Committee Chair would  
25 like labels, please let me know and I will send roster labels to the requested party. Just of a note of  
26 interest: Since January 24, 2021 to March 2, 2021, WSSMA membership has increased by over 200  
27 members.

28 **Nancy Fortin Scholarship:** No report

29 **Nominating Committee:** The Nominating committee sent emails to all members interested in pursuing  
30 a position last year to ask if they were still interested. At the time of this report, I have only received  
31 two responses.

1 If you are interested in pursuing a position on the board or being a delegate to National, please reach  
2 out to me via email. I'll send you the form to fill out and send back to me.

3 **Public Relations:** No report

4 **Statline:** No report

5 **Website Committee:** Monthly communication, if needed, are with Webmaster and Designer, Aaron  
6 Payne.

7 The website is a fluid document, so information and items are continually changing to meet the needs  
8 of the organization.

9 Attention Chapter Leaders – Please ensure all your chapter members find out their website profile  
10 completely. If they are having problems logging in to the website, have contact me at  
11 [wssma.web@gmail.com](mailto:wssma.web@gmail.com). Please have them list their state chapter affiliation too.

12 Website Stats (as of 02/28/2021) • Subscribers: 296 • Pages: 38 • Jobs: 84

13 Please check your webpage to verify that your due dates are up to date.

14 **WSSMA Annual Northwest Conference 2021 – 2022:** This committee has been meeting virtually over  
15 the last few months. The Virtual Meeting is coming along great. Thanks to Sandy Erlewine, CMA  
16 (AAMA) we can offer 8 CEU's for this meeting.

17 For all that are planning to register the first 250 get a prize bag. Registrations are coming and at the  
18 last Zoom meeting that this committee had we already had 29 registered.

19 The AAMA and WSSMA are advertising the conference.

20 We have had a virtual meeting with the Hotel for 2022 and the changes that we have requested have  
21 been made.

## 22 UNFINISHED BUSINESS

23 **Submissions for House of Delegates Members at Large:** three submissions were emailed in for the  
24 MAL House of Delegate representatives, those voted in were Elise Miller, CMA (AAMA), Virginia Landis,  
25 CMA (AAMA) and Nancy Marshall-Young, CMA (AAMA).

26 **Virtual Leadership Retreat:** This was already discussed.

27 **Open Nomination Positions:** Please contact Francie Mooney for nomination forms, questions or  
28 concerns regarding nominations. We are looking to fill several positions including: Secretary, Delegates  
29 to National, Trustee, Speaker of the House and Vice Speaker of the House.

1 **WSSMA Facebook group:** Doreen Hoch made the decision to create a facebook page for WSSMA with  
2 the help of Gladys Johnson, CMA (AAMA), and asks that each web person from each chapter please  
3 keep an eye on the page to help as needed.

4 The creation of the Facebook page is to keep up with the AAMA as well as other state societies that  
5 use Facebook for getting information to their members.

6 Please remember that not everyone uses Facebook so please send Robb your information on any  
7 events you are holding so they can be put on the WSSMA website.

8 **Executive Board Vote:** in December of 2020 Doreen sent an email out for a vote “ I am requesting a  
9 vote from WSSMA Executive Board to approve the signing of the Contract Services Agreement with  
10 both, M3Solutions, LLC and Rob Ferree, Certified Virtual Presenter. This approval includes WSSMA  
11 portion of Service Fees of \$8800.00.” Doreen wanted to make sure that this was taken care of as she  
12 didn’t hear from everyone when the email went out and OSMA has already approved to pay their half.

13

14

#### NEW BUSINESS

15 **Legislative HB 1378:** This is a new bill that is giving the Pharmacist the ability to supervise the Medical  
16 Assistant.

17 **\$100 Platform Fee for Conference:** Doreen is asking that we vote to pay an additional \$100.00 fee if  
18 we were to go over 500 attendees for the conference with OSMA. Claire Houghton, CMA (AAMA)  
19 moves to approve the \$100.00 payment, Gladys Johnson, CMA (AAMA) seconds, discussion ensues,  
20 Doreen clarifies that the actual cost is \$200.00, OSMA will pay \$100.00 and WSSMA will pay \$100.00.

21 The money will be taken out of the conference account. Vote is passed unanimously.

22

#### ANNOUNCEMENTS

23 **Virtual Leadership:** March 20, 2021 from 10 am -3 pm, please register if you are interested.

24 **House of Delegates WSSMA:** Saturday May 22, 2021 via zoom. Claire Houghton, CMA (AAMA) is the  
25 Speaker of the House and Ruth Flanigan, CMA (AAMA) is the Vice Speaker of the House if you have any  
26 questions or still need to send in an annual report.

27 **AAMA State Dates and Deadlines:** please look at the deadlines that Doreen added to the email she  
28 sent.

29

30 There being no further business, the meeting was adjourned at 11:28 a.m.

31

32 Francie Mooney, CMA (AAMA)

1 WSSMA Secretary