

M S M A

Executive Board Agenda

Location: Bozeman, MT

Date: 4/12/19

Attendees: Exec Board

Time: 6:45 p.m.

I. Call to order and Mission Statement:

Polly Carter, CMA (AAMA)AAS. The mission of the Montana Society of Medical Assistants is to enable medical assisting professionals to enhance and demonstrate the knowledge, skills, and professionalism required by employers and patient; protect the medical assistant's right to practice; and promote effective efficient health care through optimal use of multi-skilled CMA(AAMA).

- II. Roll call:** Roll call was taken and quorum established. All members present with the exceptions of Cate Girard, Shirleen Hibbert, and Gloria Korth.
- III. Approval of minutes from last meeting:** Minutes from last meeting were approved as posted on the website.
- IV. Treasurer's report:** All members were given copies of the treasurer's report and it was approved. It was noted that financially we finished the year in the "black".
- V. Old Business:**
- a) The MT SMA Bylaws and Procedure manual are on the website with the updates.
 - b) National Conference is Sept 12-16, 2019 in Greensboro, NC.
 - c) Don Balasa presented September 20, 2018 through January 31, 2019 scope of practice for individual states. He will also present again this weekend.
 - d) It was proposed by Susan Cox, Treasurer that the State conference hosting unit get to keep \$300.00 or 10%, (whichever is greater) of the profits after the conference.
 - i) It was motioned and seconded to make this retroactive to the current year. This will be discussed and voted on during the general membership meeting 4/13/19.



VI. New business

- a) Members are not all paying their annual dues on time. If dues aren't paid before Aug 31st, then our state is missing out on those monies, late paying members cannot run for any office, and the number of delegates to nationals is based on paying dues in a timely manner.
- b) Maxine Williams Scholarship and Education funds were voted "Yes" to continue contributing.
- c) Sheila Morin had a scholarship founded in her name upon her death earlier this year to the Flathead Valley MA program. Motioned and carried that the MT-SMA will also donate \$100.00 annually to this scholarship.
- d) Remember to invite all your MA and nursing friends to our state conference in Great Falls.

VII. Adjournment

President Polly Carter adjourned the meeting at 7:15 p.m.

Minutes submitted by: Darlene Nichols

