PSMA: Pennsylvania Society of Medical Assistants

# Meeting Minutes

# Saturday, 03/17/18

## Opening

The regular meeting of the : Pennsylvania Society of Medical Assistants was called to order at approx. 3 p m on Saturday, 03/17/18 in Hershey, PA by Karen Sybert, President.

## Present

Roll Call of Past Presidents: MaryLou Ninehouser, Barb Turkovich

Guest: Diane Rogers, Ohio State President

Members and Officers : Karen Sybert, Cheryl Kowalczyk, Kellie Humma, Lois Bergamaschi, Janet Mills, Gayle Alleman, Cathy Rafa, Violet Pantelich

## Approval of Agenda

## The Agenda was accepted for the meeting held on 3/17/2018 presented by Karen Sybert, CMA (AAMA) President

Approval of Gayle Alleman CMA (AAMA) as acting Secretary for Spring BOT and preconference state conference meeting

## Approval of Minutes

Oct 2017 unofficial meeting minutes were read. We did not have a quorum to vote or approve meeting minutes. After discussion it was decided to hold minutes until post-state convention meeting.

Post National Convention; Karen Harper resigned as acting Secretary.

## Old Business

## Tri-County Chapter is closed – no notification from National on closure status

* October 2017 unofficial meeting minutes were accepted; motion passed

1. Janet Mills

* Kellie Humma ( this is now an official report) Allegany is still viable – but possibility of closure
* Bi-level vs Tri-level Organization of PSMA discussion held and tabled until state conference. 482 Members at Large in the state
* Chapter Bylaws are to be reviewed every three years by National. Our current chapters are Blair, Beaver, Cambria, Erie, Lehigh and Allegany.
* Kellie Humma only received three Bylaws back to review, One chapter needs to be collected due to health issues of Chapter officer (name held HIPPA)
* Red Book to be reviewed on website
* Past Presidents will co-host State Conference to aid Gayle Alleman and Kellie Humma in the final touches of conference due to the recent passing of the spouse of Lehigh Counties President Patrice Wight.

1. Conference meals were discussed and selected with past presidents and BOT members
2. Conference pricing was also decided upon
3. Past presidents will prepare a gift bag for each attendee
4. Raffle items will be brought by each county

* National Excel Nomination, no one was nominated
* Nothing in the PA Bylaws to respond or disband

**New Business**

* Erie is scheduled to host the 2019 State Conference
* Mary Gamble National Rep will be attending PSMA conference
* We currently host four (4) National Delegates (each with a purse amount), President by default. Recommendation to have a National Delegate Alternate ( a purse amount)
* Recommendations of Bylaw Changes to Speaker of House Janet Mills before 4/17/2018
* Scholarship Winner Selected. ( Student is one of Bergie’s) 3 letters were received 2 did not meet requirements

Janet Mills

Cheri Kowalczyk

* Discussion was held regarding CDR who are not attending meetings (4 not present 3/17/2018)

Consent to serve form and responsibilities considered FAILURE TO SERVE AS REPRESENTATIVE MEANS REMOVAL FROM OFFICE

This promotes quorum strength

* AAMA Conference Education request delayed until conference
* Committees review
* Nominee reviewed
* Education of six CEU was gained today: Diabetic patient hosted by the board of education , Co-Chairs Gayle Alleman and Kellie Humma hosted at Hershey Medical Center with approx. 40 in attendance.

## Agenda for Next Meeting

List the items to be discussed at the next meeting.

## Adjournment

Meeting was adjourned at 4pm by Karen Sybert, President. The next general meeting will be at 430 pm on 5/18/18, in Sheraton Harrisburg.

| Minutes submitted by: | Gayle Alleman CMA (AAMA) acting Secretary |
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| Approved by: | Karen Sybert CMA (AAMA) PSMA President |