

62ND PSMA ANNUAL MEETING

MAY 18, 2019

REPORTS

PRESIDENT ELECT

IMMEDIATE PAST PRESIDENT

SPEAKER

PARLIAMENTARIAN

COUNCILOR DISTRICT REPRESENTATIVE #4

COUNCILOR DISTRICT REPRESENTATIVE #5

COUNCILOR DISTRICT REPRESENTATIVE #6

AUDITING COMMITTEE

BYLAWS COMMITTEE

PROPOSED BYLAWS CHANGES

NOMINATING COMMITTEE

PSMA WAVE NEWSLETTER

SCHOLARSHIP COMMITTEE

WAYS AND MEANS COMMITTEE

JUDICIAL COUNCIL

PAST PRESIDENTS

TREASURER REPORT AND PROPOSED BUDGET TO BE DISTRIBUTED AT MEETING

FOLLOWING NEED TO BRING COPIES TO BE DISTRIBUTED AT MEETING

PRESIDENT

CHAIRMAN OF THE BOARD OF TRUSTEES

VICE PRESIDENT

VICE SPEAKER

COUNCILOR DISTRICT REPRESENTATIVE #2

CONTINUING EDUCATION BOARD

MEMBERSHIP AND CERTIFICATION

President Elect Yearly Report 2018/2019

This officer has attended the annual state convention, Fall education and BOT meeting, and Spring BOT and education meeting for the 2018/2019 term.

This year I chaired a special committee to market our organization to obtain new members. This committee has written articles for the newsletter and posts for our Facebook. We have met and developed ideas on how to attract new member. We are holding more education events to rotate around the state at little to no charge for members. There will be no addition costs to the society as the plan is for them to be self-sustaining events, using volunteer speakers and free locations. This is in addition to the regularly scheduled meetings and events that will not be changing. Letters have been written to nonmembers and non-returning members asking for their input on why they have chosen to not be members. We received some suggestions and are developing plans to meet the needs of those nonmembers. We have contacted the accredited schools in Pennsylvania and provided them with AAMA student membership forms along with a letter inviting them to be part of our organization. We are working on developing relationships with the instructors to be able to increase the student knowledge of what we have to offer. We are working with local hospital organizations to get our name out to employed medical assistants at Hershey Medical Center as well as UPMC facilities to start and look to expand to the other health care organizations in Pennsylvania.

This officer attended the National Conference in Utah as a delegate for Pennsylvania. Much information was gained from other members on ways to improve our membership pool.

This officer also worked as part of the Education Committee. We planned the Fall Education Day and BOT meeting which was held in Lancaster. There were 5 speakers with a total of 5 CEU's awarded to participants. I assisted with the planning of the Spring Education and BOT meeting in Cresson with 3.5 CEU's awarded. Attendance at both was good.

I look forward to serving as your president for the 2019/2020 term. It is my hope to continue to promote and revitalize our organization.

IMMEDIATE PAST PRESIDENT REPORT

Serving the PSMA as Immediate Past-President, I have been available for any and all correspondence and questions.

I attended the 2018 AAMA National Conference and sat in on multiple, very informative, educational sessions. I also attended the President's luncheon and watched our President, Cheryl Kowalczyk represent the PSMA.

I served as Chairperson on the PSMA Nominating Committee and as member on the Judicial Council Committee and Certification/Membership Committee.

Respectfully submitted,

Karen M. Sybert

Karen M. Sybert, MS, CMA(AAMA)
Chair, Nominating Committee
PSMA Immediate Past-President

REPORT OF THE SPEAKER

This officer was not able to attend the Fall Board meeting due to work. Attended the Spring Board meeting in Cresson, PA.

PSMA Officers, CDR's and Committee Chairs were notified that reports were needed for the 62nd PSMA Annual meeting, May 2019. Also reports received would be on the PSMA Web and would not be printed.

Appointments for the 2019 General Assembly will be made prior to the meeting.

This officer has been available to the PSMA officers and PSMA members.

Thank you for allowing me to serve as Speaker.

Janet G Mills, CMC(AAMA)

Speaker

**PENNSYLVANIA STATE SOCIETY OF MEDICAL ASSISTANTS
GENERAL ASSEMBLY
ANNUAL CONFERENCE
MAY 2019
REPORT OF THE PARLIAMENTARIAN**

I have been available to President Kowalczyk by phone and email. I have been available , as well, to the Board of Trustees. Emails have been answered in a timely manner.

I have attended all meetings of the Board of Trustees from the Post Conference meeting in Hershey in May 2018, the Fall BOT Meeting in October 2018 and the Spring BOT meeting in March 2019.

There has been no issues brought to me this year.

I wish to thank the PSMA for allowing me to serve as your Parliamentarian for the 2018-2019 year.

Respectfully submitted,

Diana Rogers, CMA(AAMA)
Parliamentarian

COUNCILOR DISTRICT REPRESENTATIVE #4
BLAIR AND CAMBRIA COUNTIES

This CDR was not able to attend the Fall or Spring Board meetings due to work.

Cambria County Chapter has been busy planning the 62nd PSMA annual meeting. Thank you for completing this task.

This CDR has been available to the members and the PSMA Board members.

Travis D Mills, CMA(AAMA), Paramedic

Councilor District Representative #4

PA Society of Medical Assistants
Annual Report, Councilor District #5

I was elected to this position in May, 2017.

I have attended the 2018 post convention board meeting as well as the fall 2018 board meeting. Due to scheduling commitments, I was unable to attend the spring, 2019 board meeting.

I have been available to anyone if needed.

I appreciate having the opportunity to serve the PSMA in this capacity.

Barbara H. Turkovich, CMA-A
Councilor District #5 Rep.

COUNCILOR DISTRICT REPRESENTATIVE #6

ERIE COUNTY

PSMA 2019 CONFERENCE

This Representative has attended all Board of Trustee meetings since the PSMA 2018 Conference, and has been available to all members of the Board of Trustees and membership of PSMA.

Erie County Chapter will be planning and hosting the 2020 PSMA Conference. It will be held in Erie May 15 – 17, 2020. There is much to see and do in Erie County and we hope that everyone will take an extra day or two to experience some of the things that Erie County has to offer. We are arranging for discount passes for some of the attractions and restaurants for those attending, and their families.

Thank you for allowing me to represent Erie County and serve on the Board of Trustees.

Respectfully submitted,

Lois Porte, CMA (AAMA)

Report of the Auditing Committee

The auditing committee was asked to meet in the fall to audit the treasurer books.

The committee was not able to meet along with the treasurer, and it was suggested we meet in the spring , the night before the spring education and board meeting. No plans were made.

I will try to contact the treasurer and see if arrangements can be made for Thursday night May 16th along with Lois Bergamaschi, CMA (AAMA)

An addendum report will be presented to the General Assembly.

Mary Lou Ninehauser, CMA (AAMA)
Chair, Auditing Committee

**PENNSYLVANIA STATE SOCIETY OF MEDICAL ASSISTANTS
GENERAL ASSEMBLY
ANNUAL CONFERENCE
MAY 2019
REPORT OF THE BYLAWS COMMITTEE**

I have attended all PSMA meetings of the Board of Trustees. They were the post conference meeting May 2018, the fall meeting in October 2018 and the spring meeting in March 2019.

I have reviewed and recommended bylaws changes. These were presented at the March BOT meeting on March 23, 2019. On March 24, 2019, I emailed them to the membership for review as per the bylaws. They will be voted upon at the General Assembly at the annual conference in May 2019.

Thank you for allowing me to participate in this organization and serve as the Bylaws Chairman.

Respectfully submitted,

Diana Rogers, CMA(AAMA)
Bylaws Chairman 2018-2019

PENNSYLVANIA SOCIETY OF MEDICAL ASSISTANTS
PROPOSED BYLAW CHANGE

ARTICLE V: MEMBERSHIP & QUALIFICATIONS

CURRENT

SECTION 1.

E. Student - A student member shall be enrolled in a medical assisting program by either the Commission on Accreditation of Allied Health Education Programs or the Accrediting Bureau of Health Education. 2. Shall be limited to a one time enrollment, selecting either a one year or two year membership term.

PROPOSED

SECTION 1.

E. STUDENT— A Student member:

1. Shall be enrolled in a medical assisting program.
2. May choose a two-year student membership term or a one-year student membership term.
 - a) After a two-year Student membership term, the member is then eligible only for either Associate membership or Active membership (if the member meets the Active membership requirements).
 - b) After a one-year Student membership term, the member is eligible for a second year of Student membership as long as the member renews during the member's one-year Student membership term. After the second-year of Student membership, the member is then eligible only for either Associate membership or Active membership (if the member meets the Active membership requirements).
 - c) No member is eligible for more than a total of two consecutive years of Student membership.

RATIONALE: The states bylaws shall conform to the AAMA wording of bylaws as the AAMA Bylaws override state and local bylaws. The current wording is not as expanded as the AAMA wording.

ARTICLE VIII: NOMINATIONS AND ELECTIONS

CURRENT

SECTION 1. NOMINATIONS

B. Names of members of elective office together with their qualifications and names for delegates and alternative to the AAMA shall be submitted by the component chapters to the Chairman of the Nomination Committee, not later than ninety(90) days prior to the annual meeting for consideration by the committee

PROPOSED

SECTION 1. NOMINATIONS

B. Names of members of elective office together with their qualifications and acmes for delegate and alternative to the AAMA shall be submitted by the component chapters to the Chairman of the Nomination Committee, not later than forty five (45)days prior to the annual meeting for consideration by the committee.

RATIONALE:

With the electronic age of electronic communication, less time is needed to contact members of the committee by slower mail services. Electronic communication offers faster and tracking communication for our members that needs less time to complete any tasks.

ARTICLE IX: OFFICER'S TERM OF OFFICE, VACANCIES & REMOVAL

CURRENT:

Section 1. Term of Office

A. The term of office for the President, Vice President, and President - Elect shall be for one (1) year. They shall not serve consecutive terms in the same office. The term of office for Recording Secretary and Treasurer shall be for one (1) year. These officers shall be elected annually.

PROPOSED:

A. The term of office for the President, Vice President, and President - Elect shall be for one (1) year. They shall not serve consecutive terms in the same office unless approved by the General Assembly at the annual meeting. The term of office for Recording Secretary and Treasurer shall be for one (1) year. These officers shall be elected annually.

RATIONALE:

It has become difficult in recent years of the availability of members to participate as officers of the society. Those who are willing to serve as an officer for more than one year should be able to hold the office more than one year. The elections at the General Assembly at the annual meeting shall vote if the officer shall hold the office for more than 1 year and follow the bylaws properly.

ARTICLE IX: OFFICER'S TERM OF OFFICE, VACANCIES & REMOVAL

CURRENT:

Section 1. Term of Office

B. The term of office for the speaker and Vice Speaker of the General Assembly shall be for three (3)years. They shall not serve more than three (3) consecutive terms.

PROPOSED:

B. The term of office for the speaker and Vice Speaker of the General Assembly shall be for three (3)years. They shall not serve more than three (3) consecutive terms unless approved by the General Assembly at the annual meeting after elections.

RATIONALE:

It has been difficult for PSMA to obtain members to hold office according to bylaws. If there is no one willing to take over the office and the previous officer is willing to hold the office, then the membership should be able to vote and elect the same member and have the bylaws state the rules properly.

ARTICLE X: DUTIES OF OFFICERS

CURRENT:

In addition to the duties set forth in these Bylaws, officers shall perform such duties as are implied by their respective offices, are consistent with parliamentary procedure or are required by law, attend meetings, and submit a written in-depth summary of their respective activities to the Executive Board. All officers shall submit a report of their activities to the General Assembly at the annual meeting.

PROPOSED:

In addition to the duties set forth in these Bylaws, officers shall perform such duties as are implied by their respective offices, are consistent with parliamentary procedure or are required by law, attend meetings, and submit a written in-depth summary of their respective activities to the Executive Board. All officers shall submit a report of their activities to the General Assembly at the annual meeting by the date set by the Speaker of the House or 30 days prior to the annual meeting.

RATIONALE:

Electronic communication is faster than snail mail and all communications can be made quicker and easily.

ARTICLE X: DUTIES OF OFFICERS

CURRENT:

SECTION 4: The Recording Secretary shall:

- A.** Keep the minutes of the Executive Board.
- B.** Send a copy of the proceedings to the Web Master of the PSMA Website.
- C.** Send a copy of the proceedings to each officer within thirty (30)days after each meeting.
- D.** Assist the Vice Speaker of the General Assembly in recording the actions of th General Assembly.

PROPOSED:

SECTION 4: The Recording Secretary shall:

- A.** Shall obtain reports of all officers prior to the scheduled meetings and distribute them to all officers via email to be printed and brought to the meetings. The reports shall be due prior to the meeting and distributed to the Board of Trustees at such a date the BOT and Recording Secretary agree upon.
- B.** Keep the minutes of the Executive Board.
- C.** Send a copy of the proceedings to the Web Master of the PSMA Website.
- D.** Send a copy of the proceedings to each officer within thirty (30)days after each meeting.
- E.** Assist the Vice Speaker of the General Assembly in recording the actions of th General Assembly.

RATIONALE:

Reports would be available to all officers and the secretary shall have them on record electronically which cuts the need of a paper trail.

ARTICLE XI: BOARD OF TRUSTEES

Section 2. The Board of Trustees shall

K. The board will hire a steno typist to record and transcribe an original copy of the proceedings of the General Assembly. The Vice Speaker will distribute the necessary copies as follows: The original to be distributed to the Secretary for the permanent files, copies to the Speaker and Vice Speaker of the General Assembly, Immediate Past President and the newly appointed Chairman of the Bylaws Committee, no later than forty-five(45) days following the annual meeting

PROPOSED:

K. The Recording Secretary shall record the proceedings of the General Assembly. The original shall be obtained electronically for the PSMA records. The Secretary shall electronically send copies to the Speaker, Vice Speaker, Immediate Past President, President, Vice President, and President-Elect.

RATIONALE:

The General Assembly has been recorded for several years by the Secretary. Records can be kept electronically and saved on a flash drive for permanent records to be passed along to future officers

NOMINATING COMMITTEE REPORT

Serving the PSMA Nominating Committee as Immediate Past-President and Chairperson, I have been available for any and all correspondence and questions.

The following nominations have been received for consideration at the 62nd Annual PSMA Conference to be held at the Johnstown Holiday Inn on Friday, Saturday and Sunday, \ May 17-18-19, 2019.

Delegates to the 2019 AAMA National Conference

By default: Kellie Humma-Incoming President

Gayle Alleman

Theresa Echleman

Patrice Wight

Cheryl Kowalczyk

Lois Bergamaschi

Karen Sybert

Incoming President: Kellie Humma

President-Elect: Gayle Alleman

Vice-President: Theresa Echleman

Treasurer: Patrice Wight

Speaker of the House: Lois Bergamaschi

Jennifer Gonzalez is interested in serving on a PSMA Committee, so please keep her in mind.

Respectfully submitted,

Karen M. Sybert

Karen M. Sybert, MS, CMA(AAMA)

Chair, Nominating Committee

PSMA Immediate Past-President

**PENNSYLVANIA STATE SOCIETY OF MEDICAL ASSISTANTS
GENERAL ASSEMBLY
ANNUAL CONFERENCE
MAY 2019
REPORT OF THE PSMA WAVE NEWSLETTER**

The PSMA Wave has been updated with a new look this year. I have sent out the following issues by email to the PSMA members.

July 2018 Issue V
September 2018 Issue VI
November 2018 Issue VII
January 2019 Issue VIII
April 2019 Issue IX

Thank you for allowing me to see as editor of the PSMA WAVE.

Respectfully submitted,

Diana Rogers, CMA(AAMA)
Editor PSMA WAVE

Report of the Scholarship Committee

Scholarship applications were mailed in February to all Cahep accredited schools from the AAMA website with a deadline of march 8th, 2019.

8 Applications were received by the deadline. One application was received and it was post marked a mth after the applications were to be received or postmarked. Applications were reviewed and the applications were emailed to my fellow committee members to review.

We agreed on Kimberley Reed, a student at Community College of Allegheny County. Her letter about why she wanted to be a Medical Assistant was precise and to the point and her letters of recommendation were excellent along with her grade point average.

Her name was submitted to the board of trustees of PSMA at the March 23rd meeting and was accepted. An email was sent to Kimberley to notify her that she was chosen as this years scholarship winner.

A letter inviting her to the Banquet Saturday night along with details of the conference was sent by regular mail also. Hopefully Kimberley will be able to attend to receive her scholarship award.

This Chair also recommends that PSMA discontinue the Scholarship. Rationale: We have never had any student that has received the scholarship join scholarship. The money could be out toward marketing and membership to attract new members. The scholarship can be reactivated at a future time.

Mary Lou Ninehauser, CMA
Chair, Scholarship Committee

WAYS AND MEANS

2019 CONVENTION REPORT

In the past, this committee mailed tickets to the chapters for a 50-50 raffle, however, this was not successful. It was then decided to change this fundraiser to have each county chapter donate a gift basket, which has done quite well. Thank you to all the counties for their contributions. In addition, there will be a 50-50 drawing during the 2019 convention.

Eileen Ropelewski, Chairperson
Ways and Means Committee

Report of the Judicial Council

the Judicial Council did not have any business brought before them.

No actions were taken by this council.

Mary Lou Ninehauser, CMA
Chair, Judicial Council

Report of the Past Presidents of PSMA

The Past Presidents held a meeting at The Annual conference held in May 2018 in Hersey. Some of the past presidents did some preliminary work for changes to the Redbook. This is still being worked on.

This chair had save the date postcards made and obtained the mailing list of members from AAMA and over 600 postcards were mailed in August.

Christmas cards were sent to all the Schools in Pennsylvania that are Chaep accredited. Before the March education session save the date postcards were again sent to the schools.

Memorial donations were made for Past President Patti Wight, CMA (AAMA) for her husband and Lois Bergamaschi, CMA (AAMA) for her mother.

No further business has been conducted.

Mary Lou Ninehauser, CMA (AAMA)
Chair, Past Presidents