

Montana Society of Medical Assistants

Executive Committee Meeting

August 10, 2024

Helena, MT

1. President Lori Schalk, CMA (AAMA) called the meeting to order at 12:50 and the mission statement was read by Joleen South, CMA (AAMA)
2. Roll call was taken with 7 members in attendance, Angela Wood, CMA (AAMA) phoned in and Renee Hewitt, CMA (AAMA) was excused due to family emergency and Christe Caulkins, CMA (AAMA) was not in attendance.
3. Minutes from previous Executive Meeting in Bozmen was read by Angie Knowles, CMA (AAMA) and approved.
4. Treasurer's report was read by Susan Cox, CMA (AAMA) and approved.

Old Business

5. According to Kathy Letendre, CMA (AAMA) we have not had an update from Don Balasa regarding Kalispell chapter keeping their chapter money instead of returning it to the state treasure. It was decided that Lori Schalk, CMA (AAMA) will email Don Balasa about the progress.
6. Angie Knowles, CMA (AAMA) is still having a hard time finding the copy of the bylaws to be able to make changes. Mary Sherod is still having issues getting into her computer. It was decided Joleen South, CMA (AAMA) will go to Mary's house and see if I am able to help retrieve them and copy to a flash drive and give to Angie.

Committee Reports:

Bylaws- Angie Knowles, CMA (AAMA) nothing new to report until she can get a copy of the bylaws to make changes to.

Marketing/Education/Nominating- Joleen South, CMA (AAMA) Dates for the Montana State Society of Medical Assistants conference have been set for April 26-27, 2025 with the Executive meeting April 25, 2025 at 7 at Holiday Inn Great Falls. Rooms will be \$119 plus tax. The conference room will be \$100 and we have to order our lunch through their catering services.

Legislative- Susan Cox, CMA (AAMA) Nothing to report.

Website- Morganna Holgerson, CMA (AAMA) states that any of us can post job openings from around the stated to our Facebook page. She also would like to post the pictures

from our instillation of new officers if anybody has them. Joleen stated she would email them to her.

Membership- Lori Schalk is going to call the Medical Assistant program in Missoula and let them know about the upcoming conference and also inform them they are able to become AAMA associate members when they pay dues to the AAMA.

Records Retention- Kathy Letendre, CMA (AAMA) states she will call Echo since she has moved from Kalispell to see where the records ended up.

New Business:

7. Application for financial assistance for Morganna Holgerson, CMA (AAMA)- A motion was made by Joleen South, CMA(AAMA) to pay the \$100 dues for the AAMA and 2nd by Angie Knowles, CMA (AAMA). The motion was approved.
8. State Conference 2025 was discussed during committee reports. Ideas of speakers and topics were given such as ENT, Dentist, Direct admit, Drug task force and spotting abuse.
9. Adding the President to our bond insurance along with the treasure was brought up for discussion. It was stated it might cost more money. It was tabled until State meeting 2025.

Meeting was adjourned by President Lori Schalk, CMA (AAMA) at 1:30

Joleen South, CMA (AAMA)

MSMA President Elect