



**THE
NEW JERSEY
SOCIETY OF
MEDICAL ASSISTANTS**

**Board of Trustees Meeting Minutes
Thursday, March 14, 2024**

The Board of Trustees meeting was called to order by President Susie Henderson, A.A.S., CMA (AAMA), at 7pm.

Roll Call

OFFICER	NAME	PRESENT	ABSENT	EXCUSED
President	Susie Henderson, A.A.S, CMA (AAMA)	x		
Vice President	Janet Shriver, CMA (AAMA)	x		
Treasurer	Susan Pignata, A.A.S	x		
Secretary	Marianne Van Deursen, Ed.D., CMA (AAMA)	x		
Speaker of General Assembly	Vacant			
Vice Speaker	Nitza Sheehan, A.A.S., CMA (AAMA)	x		
Immediate Past President	Marianne Van Deursen, Ed.D., CMA (AAMA)	x		

COMMITTEE CHAIR and CO-CHAIRS

Budget & Finance	Sue Pignata, A.A.S.	x
Database/Website	Marianne Van Deursen, Ed.D., CMA (AAMA)	x
Membership	Renee Enders, A.A.S., CMA (AAMA)	x
Pulse	Patty Ott, A.A.S., CMA (AMMA)	x
	Marianne Van Deursen, Ed.D., CMA (AAMA)	x
Convention	Nitza Sheehan, A.A.S., CMA (AAMA)	x
Education	Vacant	

Guests: Terry Silvia

Minutes

Motion made by Janet Shriver, CMA (AAMA), seconded by Sue Pignata, AAS to approve the minutes from the January 6, 2024 meeting with corrections; all in favor.

EXECUTIVE COMMITTEE UPDATE

The executive committee met briefly on February 28th to accept the resignation of Ellen DeMasi as Speaker of the House and Education chair, due to family and professional obligations. The Board will miss Ellen as she was an active member and her contributions are noted as having been quite valuable to the success of the organization. Nitza Sheehan will take over the role as Speaker of the House and the Vice Speaker position will become vacant.

Motion made by Sue Pignata, seconded by Janet Shriver to accept the executive board meeting minutes; all in favor.

COMMUNICATIONS

President Henderson received various correspondence from the AAMA, including from Sharon Flynn on behalf of Monica Case regarding the Feb BOT meeting and several other AAMA blasts regarding change of location, request for updates regarding State profiles (Susie sent NJ information), nomination committee/requests for nominations, communications regarding BOT Meetings, AAMA updates related to social media and leadership training opportunities, and the AAMA Insider. She also received a contract from the Somerset Hilton for AV for our convention, notification from the AAMA that we are eligible to send 3 delegates to the House of Delegates for the 2024 Convention in September, correspondence from the AAMA to participate on the national BOT, and accepting applications for 2026 conference sites.

OFFICER AND COMMITTEE REPORTS

Vice President:	No Report
Secretary:	No Report
Treasurer:	No Report
	Balance in Checking Account remains the same: \$39,316.28
	Balance in Reserve Account remains the same: \$21,990.93
Speaker:	Prep work done for house of delegates
Vice Speaker:	N/A
Immediate Past President:	No Report
By-Laws:	Proposed revisions sent to members prior to Convention, updated for packet; to be voted on during convention.
Budget & Finance:	No report
Database/Pulse/Website:	Updated members list and sent to Janet for confirmation of membership for convention registrations, website updated; pulse send out in February. Next Pulse to be published after convention.
Convention:	So far, 7 have registered for the general assembly and 28 for the Saturday sessions. Doubtree has 8 rooms booked so far. Nitza made menu choices. Must guarantee hotel \$5,000 (50 attendees is \$4,500). BOT members concerned with low participation.
Membership:	No report
Education:	No report

UNFINISHED BUSINESS

Hosting our annual convention, which costs several thousand dollars to organize and host, is becoming increasingly impractical as we witness a consistent decline in attendance, making it a less cost-efficient investment for the organization's resources. The BOT discussed reassessing our approach to ensure optimal utilization of funds and resources while effectively meeting the needs of our members.

A survey monkey will be sent to membership inquiring how they prefer to maintain certification (virtually, in person, online, etc). The house of delegates meeting can still be held at a hotel venue at minimal cost.

NEW BUSINESS

None

Meeting was adjourned at 7:51pm

Respectfully submitted,

Marianne Van Deursen, Ed.D., CMA (AAMA)