

Indiana Society of Medical Assistants Procedure Manual

April 2025

Approved, 1987
Updated 2011
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PROCEDURE MANUAL

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1 **STATEMENT OF PURPOSE**

2 The purpose of the Indiana Society of Medical Assistants (ISMA) is to promote the
3 professional identity and stature of its members and the medical assisting profession, through
4 education and credentialing.

5
6 **ISMA MISSION STATEMENT**

7 The Indiana Society of Medical Assistants, in affiliation with the American Association of
8 Medical Assistants, strives to:

- 9 ▪ Promote professional growth and identity of its membership through education and
10 credentialing
- 11 ▪ Inspire members to provide honest, loyal and efficient service to the public they
12 serve and the profession
- 13 ▪ Stimulate a feeling of fellowship and cooperation with the medical profession in
14 improving public relations
- 15 ▪ Encourage and assist medical assistants in forming component chapters.

16
17 **CODE OF ETHICS**

18 The Code of Ethics of the Indiana Society of Medical Assistants (ISMA) has set forth
19 principles of ethical and moral conduct as they relate to the medical profession and the practice
20 of medical assisting. Members of the Indiana Society of Medical Assistants are dedicated to
21 the conscientious pursuit of their profession and thus, desiring to merit the high regard of the
22 entire medical profession and the respect of the public which they serve, do pledge themselves
23 to strive always to:

- 24 A. Render service with full respect for the dignity of humanity.
- 25 B. Respect confidential information obtained through employment unless
26 legally authorized to divulge such information.
- 27 C. Uphold the honor and high principles of the profession and accept its
28 disciplines.
- 29 D. Seek to continually improve the knowledge and skills of Medical Assistants
30 for the benefit of patients and professional colleagues; and
- 31 E. Participate in additional services activities aimed toward improving the
32 health and well-being of the community.

33
34 **ISMA CREED**

- 35 E Is for Endeavor in our duties
- 36 T Is for Truthfulness in all we do
- 37 H Is for Helpfulness to others
- 38 I Is for Integrity in our work
- 39 C Is for Courteous treatment to all
- 40 S Is for Sincerity in our purpose

41 Put them all together, they spell ETHICS, a word we MUST uphold to attain our goal.

42 *J. Marie Theobald Wilhite*

43

44 **THE MEDICAL ASSISTANT CREED**

45 I believe in the principles and purposes of Medical Assisting.

46 I endeavor to be more effective.

47 I aspire to render greater service.

48 I protect the confidence entrusted to me.

49 I am dedicated to the care and well-being of all people.

50 I am loyal to my employer.

51 I am true to the ethics of my profession.

52 I am strengthened by compassion, courage, and faith.

53

54 **PREFACE**

55 This guide has been prepared as a reference to information for use by members of the Indiana
56 Society of Medical Assistants. It will be a reference source to help members better understand
57 the duties ascribed to a particular office and/or chairmanship. It is prepared to help administer
58 office and committee affairs and to help achieve greater effectiveness in the work of the office
59 or committee.

60 This guide should be updated and revised as needed by the Procedure Manual Committee. At
61 no time shall this Guide conflict with the Bylaws of AAMA, Inc., or the Indiana Society of
62 Medical Assistants.

63

64 **HISTORY OF THE AAMA AND THE INDIANA SOCIETY OF MEDICAL**
65 **ASSISTANTS**

66 Early in 1950, Blue Shield sponsored a dinner at the Vendome Hotel in Evansville. Medical
67 assistants from all the doctor's offices in the area were invited. This was the first dinner
68 meeting of this type to be held and for some time was an annual event. Many of the "office
69 girls" met for the first time. Prior to this time, the attendees were only voices on the telephone.
70 The following morning, Helen Dome Kightly, employed by Dr. Diekmann, and Bettye Fisher
71 Baldwin were having coffee and discussed how nice it was to meet other "office girls". After
72 much discussion over the next few days, it was commented on how nice it would be to form an
73 organization, discuss problems and exchange ideas. A decision to begin such an organization
74 was made. They personally called 287 physician offices in Evansville to see if the "girls"
75 would be interested. Based on the response, the facts were taken to Mr. Art Tierman,
76 Executive Secretary of the Vanderburgh County Medical Society, to enlist his help.

77

78 In the Spring of 1950, the medical society helped schedule a meeting at the YMCA for the
79 purpose of forming an organization. Notices were sent out and about 125 replies were
80 received. Of this number, approximately 86 attended the first organizational meeting. Wanda
81 Marx was elected the first President of the newly formed Society.

82

83 By 1953, correspondence from medical assistants in Indianapolis was received asking for
84 information and assistance in forming a chapter. Other areas in Indiana had the same idea and
85 chapters began forming across the state.

86

87 In 1955, the Kansas Medical Assistants called a meeting in Kansas City. Its purpose was to
88 form a National Organization. Indiana medical assistants Jeanne Woods, Marie Theobald and
89 Bettye Fisher Baldwin attended this meeting, and they returned home with plans to start a state

90 organization. They met in early October 1956 in correlation with the Indiana State Medical
91 Society meeting. Representatives from seven Indiana chapters attended. Bettye Fisher Baldwin
92 was elected temporary organizing chairman. A decision was made to draft the Constitution and
93 Bylaws. Then Milwaukee Wisconsin hosted another national organizational meeting later in
94 the month and the State of Indiana was represented by Marie Theobald and Bettye Baldwin.

95
96 The first State President elected was Bettye Fisher Baldwin. Jeanne Woods of Indianapolis
97 was elected President Elect, Marie Theobald was Secretary, and Margaret Logsdon of
98 Evansville was elected Treasurer of the newly formed Indiana Association of Medical
99 Assistants. By May of 1957, a constitution and bylaws were adopted along with a state pin.
100 The first pin off the press was awarded to the State President, Bettye Fisher Baldwin.



102
103
104 The first National Convention of the AAMA was held in October 1957 in San Francisco's
105 Sheraton Palace. Indiana was represented by Jeanne Woods, Marie Theobald, Helen Smith,
106 Bettye Baldwin, and others. Sixteen chapters from across the United States were inducted into
107 the AAMA. The Indiana delegates fought diligently against raising the dues; however, dues
108 were raised to \$2.00. We survived and prospered. Jeanne Woods was installed as Indiana's
109 State President at the first official convention in Evansville in May 1958.

110 Through the years, Evansville and Indianapolis led in membership, however, other chapters
111 were now growing in numbers. In 1969 Indiana had 14 chapters. Indiana has had two National
112 Presidents, Marie Young and Bettye Baldwin. Mary Haugen was elected as a National Trustee
113 followed by Jane Seelig and Pam Neu. Jane Seelig has also been AAMA Vice Speaker of the
114 House and Speaker of the House. Many from Indiana have served on National Committees.
115 Birdie Howe was honored as a National Charter Member. Dr. Robert A. Royster and Dr.
116 Lowell Thomas served as national physician advisors.

117
118 In 1970 the name of our organization became known as the American Association of Medical
119 Assistants, Inc., State of Indiana.

120
121 In 1974 Blue Cross Blue Shield began sponsorship of the "Medical Assistant of the Year"
122 award. In 1981 Evansville again hosted the State Convention. This was the Silver
123 Anniversary of the First District. AAMA also entered a quarter century of education and
124 service.

125
126 Three chapters were chartered since 1980 (Kosciusko, Fifth District and Jackson County).
127 However, four chapters disbanded, and their charters returned (Owens-Monroe, Bartholomew-
128 Brown-Jennings, Jackson and Shelby).

129

130 In 1985 Lexington, KY, hosted the national convention of AAMA. Regional meetings were
131 established by this time. The Midwest region member states (Indiana, Ohio, Illinois,
132 Kentucky, and Michigan) rotate hosting a regional conference every summer. In 1996
133 Wisconsin and Iowa were invited to join the conference.

134

135 “Pearls of Knowledge” was First District’s theme for the 1986 State Convention. Knowledge
136 in their field of endeavor is the real goal of ISMA. In 1986 the Indiana Medical Assistants
137 Association officially became The Indiana Society of Medical Assistants, affiliated with the
138 American Association of Medical Assistants.

139

140 In 1987 Blue Shield withdrew their support for the Medical Assistant of the Year Award. The
141 Williams and Townsend Insurance group and Lincoln National Life offered to assume
142 sponsorship of the award. In 1988 the sponsoring agency was Earl W. Williams and Lincoln
143 National Life.

144

145 In 1988 an award was established in memory of our long-time physician advisor, Leon Levi,
146 MD. It is for recognition of a member’s dedication to the Indiana Society of Medical
147 Assistants and the principles of AAMA. The first recipients were Patricia Kennington, RN,
148 CMA; Pauline Pinnick, CMA both employees of Dr. Levi and Jane Seelig, CMA-A.

149

150 In 1989 Indiana was selected as site for the AAMA national convention to be hosted in
151 Indianapolis in 1993. The society also received approval as a CEU sponsor. The Leon Levi
152 Award was presented to Bonnie Reidenbach, CMA-AC in 1990. At the 1990 national
153 convention in Los Angeles, Jane Seelig, CMA-A was elected AAMA Vice Speaker of the
154 House. In 1991 she became Speaker of the House when Janice Caplan, CMA-A was elected
155 AAMA Vice President.

156

157 In 1991 Bettye Yard was honored with the Leon Levi Award and the first ISMA five-year plan
158 was approved.

159

160 At the 1992 Annual banquet the first ISMA Life Membership award was presented to Bonnie
161 Reidenbach, CMA-AC. Jane Seelig, CMA-A was elected AAMA Speaker of the House in
162 1992 for a two-year term of office. The Indiana Society and Midwest Region Hosted the 1993
163 AAMA National Convention at the Hyatt Regency Hotel in Indianapolis.

164

165 In 1994 Jane Seelig, CMA-A, was elected AAMA Trustee for one year and Patricia
166 Kennington, CMA was awarded life membership. She passed away the following December.

167

168 1997 Jane Seelig, CMA-A served as the first repeating State President. During that year three
169 chapters declared official inactive status: Bartholomew-Brown-Jennings, Shelby, and Lake.

170

171 The 1998 State Convention was hosted by all the society chapters. Bruce Johnson was
172 bestowed honorary membership in recognition of his many years as “Santa” and woodworking
173 contributions to the Society fund raising efforts.

174

175 1999 ISMA hosted the Midwest Regional Conference in Indianapolis at the hotel on the
176 IUPUI campus. Bonnie Reidenbach, CMA-AC and Jane Seelig, CMA-A co-chaired with
177 members from Indiana, Ohio, Kentucky, Illinois, Wisconsin, and Michigan in attendance.
178

179 At the 2000 State Banquet the first Golden Apple Award was presented to Eva Irwin, CMA, in
180 recognition for her many years as an educator and ISMA member.
181

182 In 2001 the Indiana State Medical Association withdrew their financial support for the Med-A-
183 Scoop. The chapter redistricting project began as an ad hoc committee with Cindy Abel,
184 CMA, BS as chair.
185

186 At the 2002 annual business meeting a major revision of the bylaws was approved which
187 eliminated the position of President elect and shifted duties to the office of Vice President. A
188 new recorder was purchased for use during the ISMA business meeting, and the Liquid Green
189 money market account was reinvested as a two-year certificate of deposit. Eulah Dearing,
190 CMA, received the Leon Levi Award.
191

192 2004 Board of Directors bestowed life membership status on Eva Erwin, CMA recognizing
193 her many years of service to the organization including 19 years as Med-A-Scoop editor. In
194 July Eva lost her battle with cancer and the ISMA scholarship was renamed “The Eva I Irwin,
195 CMA Scholarship”.
196

197 In 2005 Redistricting of the chapter boundaries was completed and chapters are now known as
198 districts. The redistricting eliminated the member at large, membership class for ISMA.
199

200 In 2006 the first ISMA Scholarship award was presented to Tatjana Townsend from Anderson
201 IN.
202

203 In 2008 ISMA bestowed honorary membership status on Earl Williams. Mr. Williams looked
204 forward to attending our annual banquet and presenting the Medical Assistant of the Year
205 award. The 2008 AAMA House of Delegates voted to add (AAMA) to the CMA credential to
206 identify the source of the certification. ISMA website INSOCMEDASST.ORG became reality
207 with WEBSdotcom as webmaster and Jane Seelig, CMA-A (AAMA) as website development
208 officer.
209

210 The Indiana Society of Medical Assistants has six active districts. We grow in strength and
211 numbers with the help of good leadership and enthusiastic members. We have a strong
212 network of Medical Assistants across the state, when you put all the knowledge, hard work,
213 determination to succeed together, Indiana’s rich heritage of progressive thinking will sustain
214 us well into the next century.
215

216 2009 brought changes to the ISMA. The bylaws were revised to permit the President to hold
217 office for two consecutive terms. The Fifth District Chapter turned in their charter and a
218 committee was established to help Fifth District members relocate into other local chapters.
219 Also, Charles Dyer Co. of Indianapolis closed. We were able to obtain the dies for our state

220 pins. These were taken to Max's Jewelers at 401 Washington St., Columbus, IN (812) 379-
221 4572.

222

223 In 2010, it was voted that the state pin will remain a state pin only; no district may use this pin
224 as their own. Marjorie Mikesell, CMA (AAMA) was a recipient of the Leon Levi Award.

225

226 Indiana hosted the 2011 AAMA National Conference in Indianapolis. Rita Michel, CMA
227 (AAMA) was Chair, Pam Neu, CMA (AAMA) was Vice Chair and Jane Seelig, CMA-A
228 (AAMA) was Education Chair. The conference had 700 attendees and was declared to be an
229 overall success with great location, workshops, and ways and means offerings.

230

231 At the 2012 Annual Conference June Brown, RMA was recognized for her many years of
232 dedication and valuable contributions to ISMA with Life Membership. Earl Williams, long-
233 time sponsor of the Medical Assistant of the Year Award, passed away suddenly August 8,
234 2012. The ISMA Insurance Agency Brown and Brown assumed sponsorship of the award.

235

236 The Leon Levi Award was bestowed on Tammy Daily, CMA at the 2013 State Conference.
237 Honorary Membership was presented to Kathy Heck for her many years of assistance with
238 Ways and Means and Jack Begley for his years of computer support to ISMA. District
239 boundaries were redefined by zip codes to allow all Indiana members to identify their
240 membership district. This information was sent to AAMA to remove Member-at-large status
241 from our membership roster and was posted on the ISMA website.

242

243 The Leon Levi Award was bestowed on Sandra Johnson, CMA (AAMA), MS, CPC at the
244 2014 Annual Conference. Pam Neu, CMA (AAMA) was elected as Med-A-Scoop Editor and
245 the office was renamed Med-A-Scoop Editor/Website Development Manager combining the
246 two responsibilities into one office as both positions were separate although previously held by
247 Jane Seelig, CMA-A (AAMA).

248

249 At the November 2014 State Board Meeting the Eva I. Irwin, CMA (AAMA) Scholarship
250 Fund was renamed The Eva I. Irwin CMA (AAMA) Medical Assistant Program Fund. The
251 fund would provide up to \$500.00 financial support to an AAMA accredited medical assisting
252 program for the purchase of a piece of equipment, software, supplies, etc.

253

254 At the April 2015 state conference, a \$250.00 payment was made to each Ivy Tech in Ft.
255 Wayne and Ivy Tech in Evansville in response to their program's application for support.
256 Jenifer Begley, CMA (AAMA) reported that our state society has a Facebook page.

257

258 In 2016 the Board of Directors amended the benefit of Life Membership to include payment of
259 national, state, and local dues beginning with 2015. The ISMA Treasurer was authorized to
260 obtain a debit card associated with the state checking account. The honorarium for speakers at
261 meetings and conferences was set at \$25.00 per hour. The speaker can opt to receive a check
262 or choose a charity for donation. Joyce Edds, CMA (AAMA), CPT (ASPT) chaired the PIPS
263 in the creation of a conference guidelines reference document.

264

265 In 2017 it was approved by the membership that Honorary Member Bruce Johnson will have
266 his application to join a veteran on an Honor Flight as a guardian paid for by ISMA.

267

268 In 2018 AAMA Excel Awards presented an Achievement Award for Website Development
269 and Publication to Pam Neu, CMA (AAMA), BS, MBA, ISMA Website Manager. The ISMA
270 membership approved electronic publication only of the Med-A-Scoop. It will only be
271 available on insocmedasst.org, the ISMA website. During the 63rd Annual Business Meeting
272 the ISMA web app was unveiled, and instructions were given for downloading the app onto
273 cell phones. ISMA is the first state society to have access to this type of technology.

274

275 A resolution supporting medical assistants, and the CMA (AAMA) credential was adopted by
276 the Indiana State Medical Association House of Delegates in September and reprinted in July
277 2019 CMA Today.

278

279 **RESOLUTION 18-06 SUPPORT OF CERTIFIED MEDICAL ASSISTANTS**

280 Introduced by: William W. Pond, MD Fort Wayne Medical Society Allen County

281 Action: Adopted

282 Whereas physicians rely on an increasing number of health professionals to extend care. They include medical
283 assistants, who perform administrative and certain clinical duties under the direction of a physician, such as
284 scheduling appointments, maintaining medical records, billing and coding information for insurance purposes,
285 taking and recording vital signs and medical histories, preparing patients for examination, drawing blood and
286 administering medications as directed by a physician; and

287 Whereas medical assistants benefit from training, certification and continuing education similar to other health
288 professionals, such as certified nursing assistants (CNAs), licensed practical nurses (LPNs), registered nurses
289 (RNs), physician assistants (PAs), etc.; and

290 Whereas the U.S. Bureau of Labor Statistics projects medical assisting to grow at a faster rate than other
291 occupations and professions through 2024; and

292 Whereas, under the auspices of the American Association of Medical Assistants (AAMA), certified medical
293 assistants [pass] the certification examination that is the only medical assisting examination that utilizes the
294 National Board of Medical Examiners (NBME) for test development, delivery, analysis and scoring, thus
295 ensuring the highest level of psychometric quality; and

296 Whereas the CMA (AAMA) Certification Examination is the only medical assisting credential for which
297 candidates must be graduates of an accredited postsecondary medical assisting program that is at least one (1)
298 academic year in length and that covers both the clinical and administrative aspects of medical assisting; and

299 Whereas the CMA (AAMA) Certification Program is the only medical assisting credential accredited by [both]:
300 (1) the National Commission for Certifying Agencies (NCCA); and (2) the International Accreditation Service
301 (IAS) under International Organization for Standardization (ISO) Standard 17024, a global benchmark for
302 personnel certification programs, ensuring that they operate in a “consistent, comparable and reliable manner”;
303 and

304 Whereas CMAs (AAMA) must recertify every sixty (60) months by either retesting or continuing education;
305 therefore, be it

306 RESOLVED, that ISMA applauds efforts to bring uniform, consistent high quality to medical assistant training,
307 certification and continuing education; and be it further

308 **RESOLVED, that ISMA urge its members, Indiana physicians, and health care organizations to give**
309 **preference in hiring to medical assistants who have demonstrated training, qualifications and continuing**
310 **education such as those provided by Certified Medical Assistant (CMA) American Association of Medical**
311 **Assistants [CMA (AAMA)] certification.**

312

313 2019 First District hosted the annual ISMA conference where three awards were presented at
314 the Annual Banquet. The Leon Levi Award was presented to Pam Neu, CMA (AAMA), MBA.

315 The Medical Assistant of the Year was Jenifer Begley, CMA (AAMA) and the Golden Apple
316 Award was presented to Sherry Braye, CMA (AAMA). AAMA Excel Awards presented an
317 Achievement Award for Website Development and Publication to Pam Neu, CMA (AAMA),
318 BS, MBA, ISMA Website Manager.

319

320 COVID Pandemic and subsequent social distancing guidelines necessitated the cancelation of
321 the ISMA Annual Conference for 2020 and 2021 which would have been hosted by the
322 Southeast District. The Annual Business Meetings for 2020 and 2021 were conducted
323 virtually as were all meetings and workshops from 5/8/20 through 5/12/21 at no cost for
324 members. It was approved that instead of Honorary Member Bruce Johnson being a guardian
325 on an Honor Flight that he should be sent as a Veteran with Paula Schubert, CMA (AAMA),
326 CPT (IAPS), an Army Veteran accompanying him as a guardian.

327

328 2021 Jane Seelig, CMA-A (AAMA) was elected to a two-year term as AAMA Trustee.

329

330 2022 St Joseph District hosted the Annual Conference. There was low attendance due to the
331 recent COVID restriction reduction and members obtaining their needed CEUs virtually. Pam
332 Neu, CMA (AAMA), MBA was elected to a two-year term as AAMA Trustee.

333

334 2023 The state conference was co-hosted by the Southeast and East Central Districts in
335 Edinburg Indiana at the Hilton Garden Inn. James R. Ginder, MS, NREMT, PI, CHES,
336 NCEE, PAI, CCHW was recognized as an Honorary Member for his contributions to ISMA
337 for his in-person and virtual workshop presentations. West Central District Chapter went
338 inactive. They were to host the 2024 conference in Lafayette, so the signed contract was
339 cancelled. Karen Pershing, CMA (AAMA) volunteered to chair the state supported
340 conference. The Edinburg Hilton Garden Inn was the selected site.

341

342 2024 The Indiana State Medical Association Insurance Agency agreed to sponsor the
343 Medical Assistant of the Year Award. Tom Martens, Director of Insurance, worked with Earl
344 Williams who was the award sponsor for many years. Pam Neu, CMA (AAMA) MBA was
345 recognized as Medical Assistant of the Year and Rita Michel, CMA (AAMA) was awarded
346 ISMA Life Membership. Twelfth District, the hosting chapter for the 2025 ISMA Conference,
347 requested that it be assisted by all chapters and held in Edinburg at the Hilton Garden Inn.

348

349 At the 2024 AAMA Annual Conference in Grand Rapids Michigan ISMA received an Excel
350 Award for Greatest Percentage increase in New Certified Medical Assistants. Pam Neu, CMA
351 (AAMA) MBA was elected as 2024-2026 AAMA Trustee and Jane Seelig, CMA-A (AAMA)
352 was elected as 2024-2025 AAMA Speaker of the House.

353

354

355 Indiana Society of Medical Assistants organized October 16, 1956
356 Endorsed by the Indiana State Medical Association January 20, 1957.
357 Constitution and Bylaws adopted May 26, 1957

358

359 Bylaws adopted April 3, 1983

360

361 Revised April 25, 1987, April 20, 1991, April 22, 1995, April 19, 1997, April 6, 2002, April 23, 2010, April 25,
362 2015
363
364 Updated annually
365 An affiliate of the American Association of Medical Assistants, 20 North Wacker Drive, Suite 3720, Chicago
366 IL 60606
367 American Association of Medical Assistants hereafter to be called AAMA.

368 **PAST PRESIDENTS OF INDIANA SOCIETY OF MEDICAL ASSISTANTS**

369	1957	*Betty Fisher Baldwin	First District
370	1958	*Jeanne Woods	Marion County
371	1959	*Evelyn Sommers Baker	Cass-Carroll County
372	1960	*Jean Blanc	Twelfth District
373	1961	*Evelyn Montgomery RN	Shelby County
374	1962	*Irene Wells	First District
375	1963	*Carolyn Appleby	Wayne-Union County
376	1964	*Marie Young	Marion County
377	1965	*Lillian Holdeman	Elkhart County
378	1966	*Elsie Fleeger	Tippecanoe County
379	1967	*Lorrayne Herres, LPN	Grant County
380	1968	*Dorothea Henry, CMA-AC	Floyd-Clark
381	1969	*Geneva Bickel	First District
382	1970	*Mary Alice Miner, RN	Shelby County
383	1971	*Louise McComb	Twelfth County
384	1972	Ella Mae Mow	St. Joseph County
385	1973	*Neva Arnold, RN, CMA-C	Marion County
386	1974	Betty Henderson, CMA-C	Lawrence County
387	1975	*Dorothy Meunsterman	First District
388	1976	Mary Haugen, CMA-AC	Twelfth District
389	1977	*Penny Scubelek O'Connor, EMT-A, CMA	Lake County
390	1978	*Barbara Perkins	Marion County
391	1979	*Eulah Dearing, EMT-A, CMA	Dubois County
392	1980	*Bettye Yard, CMA-C	First District
393	1981	Diane Bolin, CMA-A	Bartholomew-Brown-Jennings
394	1982	*Beverly McGraw, RN	Marion County
395	1983	Mary Harris	Twelfth District
396	1984	*Patricia Kennington, RN, CMA	Marion County
397	1985	*Bonnie Reidenbach, CMA-AC	Twelfth District
398	1986	*Audrey Johnson, CMA	St. Joseph County
399	1987	Jane B. Seelig, CMA-A	Bartholomew-Brown-Jennings
400	1988	*Betty Hollinger, CMA	Bartholomew-Brown-Jennings
401	1989	Judy Edington, CMA	St. Joseph County
402	1990	Norma Harmon, CMA	Fifth District
403	1991	Eleanor Bellamy, CMA	Marion County
404	1992	*Janice Bacon, CMA	Bartholomew-Brown-Jennings
405	1993	*Joy Huff Stidam, CMA	Floyd-Clark
406	1994	Tamara (Tammy) Daily, CMA	First District
407	1995	*Eva Irwin, CMA	Marion County
408	1996	Marjorie Mikesell, CMA	St. Joseph County
409	1997	Jane B. Seelig, CMA-A	Marion County
410	1998	Cindy A. Abel, BS, CMA	Fifth District
411	1999	Cindy Keller, CMA	Fifth District
412	2000	Mary (Cate) Gardner, CMA	St. Joseph County
413	2001	*Mary Armstrong, CMA	First District

414	2002	Wanda McQuiston, CMA	Fifth District
415	2003	Gail Morris, CMA	Twelfth District
416	2004	Marjorie Mikesell, CMA	St. Joseph County
417	2005	Rita Michel, CMA	Twelfth District
418	2006	June Brown, RMA	First District
419	2007	Mary Catherine Gardner, CMA	St. Joseph District
420	2008	Sandra Johnson, MS, CMA, (AAMA), CPC	Southeast Chapter
421	2009	Pam Neu, CMA (AAMA)	Twelfth District
422	2010-11	Tammy Daily, CMA (AAMA)	First District
423	2012-13	Jeni Begley, CMA (AAMA)	West Central District
424	2014-15	Joyce Edds, CMA (AAMA) CPT (ASPT)	Southeast District
425	2016-17	Clara Poirot, CMA (AAMA) CN-BC	First District
426	2018-20	Jane Seelig, CMA-A (AAMA)	East Central District
427	2020-22	Karen Pershing, CMA (AAMA)	St. Joseph District
428	2022-24	Dianne Wimsett, CMA (AAMA)	Southeast District
429		*deceased	

430

431

MEDICAL ASSISTANT OF THE YEAR

432

433	1974	*Judith Philips	
434	1975	*Penny Scubelek O'Conner, EMT-A, CMA	Lake County
435	1976	*Alene Saulman	First District
436	1977	*Evelyn Fisher	Lake County
437	1978	Linda Hillyard, CMA	First District
438	1979	*Neva Arnold, RN, CMA-C	Marion County
439	1980	*Dorothea Henry, CMA-AC	Floyd-Clark County
440	1981	Janice Lee	Dubois County
441	1982	Mary Haugen, CMA-AC	Twelfth District
442	1983	Jenny Procell	Shelby County
443	1984	Diane Bolin, CMA-A	Bartholomew-Brown-Jennings
444	1985	Janice Bruner, RN, CMA	Bartholomew-Brown-Jennings
445	1986	Judy Edington, CMA	St. Joseph County
446	1987	*Bonnie Reidenbach, CMA-AC	Twelfth District
447	1988	*Eulah Dearing, EMT, CMA	Dubois County
448	1989	Judy Ehrhardt, CMA	Twelfth District
449	1990	*Audrey Johnson, CMA	St. Joseph County
450	1991	*Betty Hollinger, CMA	Bartholomew-Brown-Jennings
451	1992	*Patricia Kennington, RN, CMA	Marion County
452	1993	Sandra Johnson, CMA	Floyd Clark
453	1994	*Janice Bacon, CMA-A	Bartholomew-Brown-Jennings
454	1995	Norma Harmon, CMA	Fifth District
455	1996	*Joy Huff Stidam, CMA	Floyd Clark
456	1997	*Mary Armstrong, CMA	First District
457	1998	Tammy Daily, CMA	First District
458	1999	Marjorie Mikesell, CMA	St. Joseph County
459	2000	June Brown, RMA	First District

460	2001	Glennella Bruce, RN, CMA-C	First District
461	2002	Jane B. Seelig, CMA-A	Marion County
462	2003	*Linda Marquis, CMA	First District
463	2004	*Eva I. Irwin, CMA	Marion County
464	2005	Karen Pershing, CMA	St Joseph County
465	2006	Cindy Abel, BS, CMA	West Central District
466	2007	Wanda McQuiston, CMA	Fifth District
467	2009	Rita Michel, CMA (AAMA)	Twelfth District
468	2010	Joyce Edds, CMA (AAMA) CPT (ASPT)	Southeast District
469	2011	Mary Catherine (Cate) Gardner, CMA (AAMA)	St Joseph District
470	2012	Karen Wilson BS, CMA (AAMA)	East Central District
471	2013	Clara Poirot CMA (AAMA), CN-BC	First District
472	2018	Dianne Wimsett, CMA (AAMA)	Southeast District
473	2019	Jenifer Begley, CMA (AAMA)	West Central District
474	2024	Pam Neu, CMA (AAMA) MBA	Twelfth District

475

LIFE MEMBERS

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478	1992	*Bonnie Reidenbach, CMA-AC (AAMA)	Twelfth District
479	1994	*Patricia Kennington, RN, CMA (AAMA)	Marion County
480	2005	*Eva Irwin, CMA (AAMA)	Marion County
481	2011	*Eulah Dearing, CMA (AAMA)	First District
482	2012	June Brown, RMA	First District
483	2015	Tammy Daily, CMA (AAMA)	First District
484	2018	Marjorie Mikesell, CMA (AAMA)	St Joseph District
485	2024	Rita Michel, CMA (AAMA)	Twelfth District

486

LEON LEVI AWARD RECIPIENTS

487			
488	1988	*Patricia Kennington, RN, CMA (AAMA)	Marion County
489		*Pauline Pinnick, RN, CMA (AAMA)	Marion County
490		Jane B. Seelig, CMA-A (AAMA)	Bartholomew-Brown-Jennings
491	1990	*Bonnie Reidenbach, CMA-AC (AAMA)	Twelfth District
492	1991	*Bettye Yard, CMA-C (AAMA)	First District
493	1998	Norma Harmon, CMA (AAMA)	Fifth District
494	2001	*Eva Irwin, CMA (AAMA)	Marion County
495	2002	*Eulah Dearing, EMT, CMA (AAMA)	First District
496	2010	Marjorie Mikesell, CMA (AAMA)	St Joseph District
497	2013	Tammy Daily, CMA (AAMA)	First District
498	2014	Sandra Johnson, CMA (AAMA) MS, CPC	Southeast District
499	2016	Rita Michel, CMA (AAMA)	Twelfth District
500	2019	Pam Neu, CMA (AAMA)	Twelfth District

501

GOLDEN APPLE AWARD

502			
503	2000	*Eva Irwin, CMA (AAMA)	Marion County
504	2003	Sandra Johnson, CMA (AAMA), MS, CPC	Floyd Clark
505	2004	Nancy Measell, CMA (AAMA)	St. Joseph County

506	2005	Cindy Abel, CMA, BS (AAMA)	West Central Chapter
507	2006	Pam Neu, CMA, MBA	Twelfth District
508	2009	Jennifer Weathers, CMA (AAMA)	East Central
509	2010	Rita Michel, CMA (AAMA)	Twelfth District
510	2012	Nina Thierer, CMA (AAMA)	Twelfth District
511	2019	Sherry Braye, CMA (AAMA) BS	First District

512

513 **HONORARY MEMBERS**

514	1980	*Herb Dixon	Marion County – Blue Cross Blue Shield
515	1997	Bruce Johnson	Floyd Clark – Santa & Master Craftsman
516	1997	*Hubert Irwin	Marion County – Med A Scoop Printer
517	2008	*Earl Williams	Williams Townsend Insurance
518	2013	Jack Begley	West Central – IT support
519		Kathy Heck	First District – Ways and Means/Society support.
520	2023	James Ginder	East Central – Education Support

521

522 *deceased

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**PROCEDURE MANUAL
GENERAL INSTRUCTIONS**

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1. All officers, directors and committee chairs shall
 - A. Study the policies of the Society and help carry them out.
 - B. Be conversant with parliamentary procedures.
 - C. Be familiar with the state and national bylaws.
 - D. Attend all state meetings, advising the President or corresponding secretary in writing if unable to attend.
 - E. Submit a written report (designated copies) of your office and/or committee at each board meeting. This should be submitted if not attending.
 - F. Submit a written report summarizing the year's activities as an officer or chair to the corresponding secretary to be included in the annual meeting book as designated by current State President.
 - G. Follow the business casual dress code for all meetings.
2. All retiring officers and committee chairs shall be prepared to spend ample time with the new officer/chair to thoroughly familiarize her/him with activities of the previous term and any pending projects.
3. The files of the officers and chairs are the property of the Indiana Society.
 - A. They shall be kept current.
 - B. They shall be relinquished to the successor at the Post-Conference Board Meeting.
 - C. An evaluation of items to be retained shall be made by the new and retiring officer/chair and all obsolete material destroyed. Past President's books should be returned to the President two years after leaving office. Generally, files which are three (3) years old are of no value except for ongoing projects, materials of historical value, the treasurer's and recording secretary's files.
 - D. Regarding treasurer and recording secretary files, general correspondence, and material (excluding bank statements, check registers, financial ledgers, reports, and meeting minutes) may be destroyed after three (3) years.
4. All official correspondence shall be prepared on official stationery of the Indiana Society or via e-mail.
 - A. Be certain the date, your name, title, and address are included on all correspondence.
 - B. Copies of all official correspondence shall be sent to the Executive Committee immediately. In addition, a copy should be mailed to committee members if the correspondence pertains to committee work.
 - C. All correspondence shall be answered promptly.
 - D. For intra-organizational correspondence, a memo form or plain stationery may be used.
 - E. Others to whom copies of correspondence should be sent include other committee chairs/chapter presidents whenever referring to them and persons who reviewed a copy of the letter to which you are replying.

- 569 5. Expenses incurred shall be presented by voucher with substantiating receipts to the
570 treasurer.
571 A. All budgeted expenses will be paid by the treasurer upon presentation of the voucher
572 (see appendix for example) and receipts in a timely manner.
573 B. All non-budgeted expenses shall be submitted to the treasurer and the President as
574 outlined above and will be paid after approval by the Board of Directors.
575
576 6. If you are unable to fulfill your assignment, a letter of resignation shall be presented to the
577 Executive Committee immediately so a replacement can be appointed.
578

579 EQUIPMENT, SUPPLIES, MISCELLANEOUS

580 581 LAPTOP/RECORDING EQUIPMENT

582 The recording secretary shall be responsible for the care and usage of the laptop and recording
583 equipment. ISMA is the owner of all equipment.
584

585 AUDIO/VISUAL EQUIPMENT

586 The Vice President shall be responsible for the care and usage for the audio/visual equipment.
587 ISMA is the owner of all equipment.
588

589 STATIONERY

590 The corresponding secretary shall be responsible for ordering and maintaining the supply of
591 the official stationery of the Indiana Society of Medical Assistants. Stationery shall be 8-1/2”
592 x 11”, white bond envelopes shall be #10 white bond with the State logo placed as specified by
593 AAMA guidelines.

594 Color stationary



596
597 Black and White Stationary



598
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603 STATE PIN

604 The die cast for the Indiana Society of Medical Assistants pins is held by Max's Jewelers 401
605 Washington St, Columbus IN 47201 812 379 4572. It shall be the responsibility of the
606 treasurer or designated member to maintain contact with Max's Jewelers and to order state
607 pins as needed.



608
609

610 PAST PRESIDENTS PIN

611 The treasurer or designated member shall be responsible for maintaining a supply of oval
612 discs, state pins and gavels for the past president pins. Repeat presidents shall receive a round
613 engraved disk ISMA President and term year, which are to be purchased as needed by the Vice
614 President. These are available at Max's Jewelers 401 Washington St, Columbus IN 47201 812
615 379 4572.



616
617

617 MEDICAL ASSISTANT OF THE YEAR PIN

618 The treasurer or designated member shall be responsible for maintaining a supply of engraved
619 discs for the Medical Assistant of the Year pins engraved with "Indiana Medical Assistant of
620 the Year, 20XX". These are available at Max's Jewelers 401 Washington St, Columbus IN
621 47201 812 379 4572.

622



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627 GOLDEN APPLE CHARM

628 The treasurer or designated member shall be responsible for obtaining an apple charm and
629 plaque.

630

PRESIDENT

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1. DUTIES

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It is not possible to detail all the duties of the President. There are many items of business that will arise during the year which cannot be anticipated. The key to continuity and being an effective President is a close working relationship between each President and Vice President as well as calling on the immediate Past President for assistance and advice. The Council of Past Indiana Presidents (PIPS) is also available to the President to call on for advice and counsel. The duties listed here comprise only those items which are of a continuing nature.

641

642

The President performs such duties as customary and parliamentary usage may require; and as the Board of Directors or the Executive Committee may direct.

643

644

A. Read and study the contents of this procedure manual and current bylaws completely.

645

B. BOARD OF DIRECTORS

646

1. Preside over all meetings.

647

2. Approve all programs.

648

3. Prepare an agenda for publication in the Med-A-Scoop

649

4. Prepare a script and submit a copy to the parliamentary advisor at least two (2) weeks prior to the meeting.

650

651

5. Provide the recording secretary with a copy of the finalized script at the meeting.

652

6. Attend planning meetings

653

C. EXECUTIVE COMMITTEE

654

1. Preside over all meetings.

655

2. Call special meetings of the executive committee for the purpose of conducting business only for issues of an emergency nature.

656

657

3. Complete bank signature card

658

D. MEMBERSHIP

659

1. Prepare a welcoming message to be posted on the website.

660

2. Prepare a letter for publication in each issue of the Med-A-Scoop by the publication deadline.

661

662

2. CORRESPONDENCE.

663

A. Meet all deadlines

664

B. Respond to all communications.

665

C. Handle all correspondence promptly.

666

D. A copy of all outgoing correspondence should be provided to the Executive Committee and any member referred to within the correspondence.

667

668

E. A copy of the correspondence read during any meeting shall be provided to the Recording Secretary.

669

670

3. FILES - Must be kept current

671

A. Arrangement in chronological order by officers, committee, etc. will make for easy referral by the incoming President.

672

673

B. Complete all files and have them in order for transfer to the incoming President at the close of term of office.

674

675

C. Be prepared to transfer the files to the incoming President on the last day of conference.

676

- 677 D Retain all files for a minimum of three years for historical reference.
- 678 4. COMMITTEES
- 679 A. Committee chair appointments
- 680 1. Appoint such standing committee chairs as prescribed in the bylaws.
- 681 2. Appoint special committee chairs as need arises.
- 682 B. Serve as ex-officio member of all committees except the nominating committee.
- 683 C. Attend all committee meetings except the nominating committee, whenever possible.
- 684 D. Be willing to render assistance and advice when it is requested.
- 685 5. NATIONAL CONFERENCE/ANNUAL MEETING
- 686 A. First delegate to AAMA House of Delegates.
- 687 B. The President is the official head of the delegation.
- 688 C. At the last board meeting prior to the AAMA National Conference, caucus delegates
- 689 and alternate delegates prior to the meeting to discuss the Delegates' packet. A
- 690 report on this caucus is to be given at the Board of Directors meeting. If the packet
- 691 is not available, caucus all the society members in attendance at the AAMA
- 692 conference.
- 693 D. Assign alternates, delegates and other members present to attend a reference
- 694 committee and report back to the next ISMA Board of Directors meeting.
- 695 Assignment should be by mutual agreement.
- 696 E. Arrange caucus with delegation during the AAMA annual meeting to discuss
- 697 business of the House of Delegates.
- 698 F. Each year at the AAMA National meeting, the president shall present an appropriate
- 699 gift as allowed for in the budget to the AAMA National President.
- 700 6. STATE CONFERENCE
- 701 A. Preside at the annual meeting.
- 702 B. Prepare an agenda for the annual meeting.
- 703 1. It should be distributed to the membership at least 30 days prior to the meeting
- 704 2. Prepare a script and submit a copy to the parliamentary advisor at least two (2)
- 705 weeks prior to the meeting.
- 706 3. Provide the recording secretary with a copy of the finalized script at the
- 707 meeting.
- 708 C. Attend conference planning meetings whenever possible.
- 709 D. Prepare a letter for the program book with a picture if requested.
- 710 E. Prepare the annual meeting book with all committee reports including the proposed
- 711 budget.
- 712 F. Extend printed invitation to the President of AAMA, the ISMA physician advisors
- 713 and any AAMA advisor or Board of Trustees member from Indiana.
- 714 G. Appoint committees for the Annual Meeting.
- 715 1. Credential committee (3-4 members)
- 716 2. Rules committee (Parliamentary Advisor, Immediate Past President, Vice
- 717 President)
- 718 3. Annual meeting minutes audit committee (2 members)
- 719 4. Financial audit committee (3 members)
- 720 5. Timekeeper
- 721 6. Tellers (4-5 members)
- 722 7. Pages (4-5 members)

- 723 8. Memorial Service (Chaplain)
 724 H. Order a gavel with an engraved band to present to the incoming president at the
 725 banquet. The band should indicate the president’s name, credential, and term of
 726 office dates. Repeat presidents should utilize the gavel used during the preceding
 727 term of office.
 728 I. Gift for the AAMA Representative, not to exceed \$50.00 as an ISMA expense.
 729 J. Invite to attend the Annual Banquet Indiana State Medical Association
 730 Insurance Agency Director of Insurance, Tom Martens, 322 Canal Walk,
 731 Indianapolis IN 47202 317 454 7734 ismaia@ismanet.org.
 732 7. MISCELLANEOUS
 733 A. Visit component chapters upon invitation.
 734 B. Know and meet deadline dates as established by the state bylaws, AAMA, and
 735 committee chairs. Advise officers, committee chairs and chapter presidents of
 736 deadlines.
 737 C. Set the deadline for submission of annual reports.
 738 D. Represent this organization when requested.
 739

740 APRIL POST CONFERENCE MEETING & AGENDA

- 741 1. Skeleton roster to include
 742 A. Officers, committee chairs, director’s name, address, telephone number and e-mail
 743 address.
 744 B. Meeting dates and deadlines
 745 C. Form for chapters to submit officer information to complete the roster
 746 D. Description of committee responsibilities.
 747 2. Transfer of treasurer’s funds to a bank approved by the Board of Directors.
 748 3. Executive committee election according to Article XII of the bylaws.
 749 4. Orientation of Board to responsibilities and deadlines
 750 5. Members planning to attend AAMA Annual Meeting
 751 6. Arrange with the Immediate Past President submission of the names of Delegates and
 752 Alternates to the AAMA Speaker of the House, Vice Speaker of the House, and AAMA
 753 Executive Office.
 754 7. Arrange with the Immediate Past President submission of the names of the newly elected
 755 ISMA officers to the AAMA Executive Office before June 1.
 756

757 **APRIL POST-CONFERENCE AGENDA EXAMPLE**

758 INDIANA SOCIETY OF MEDICAL ASSISTANTS
 759 BOARD OF DIRECTORS’ MEETING
 760 Post-conference Board Meeting
 761 April 14, 2024
 762 Edinburgh, IN
 763

764 **Call to Order** Paula Schubert, CMA (AAMA)
 765 **Invocation** LaTress Woodley, CMA (AAMA)
 766 **Medical Assistant** Heidi Sisson, CMA (AAMA)
 767 **Creed**
 768 **Introductions** Paula Schubert, CMA (AAMA)
 769 Amy Quinn, BHA, CMA (AAMA) -AAMA Trustee
 770 Vice President – Heidi Sisson, CMA (AAMA)
 771 Recording Secretary – Kit Stine, CMA (AAMA)

772		Treasurer – Brandi Gaumer, CMA (AAMA)
773		Immediate Past President – Dianne Wimsett, CMA (AAMA)
774		Med-A-Scoop Editor/Website Manager – Pam Neu, CMA (AAMA) MBA
775		Corresponding Secretary – Jane Seelig, CMA-A (AAMA)
776		Parliamentary Advisor – Rita Michel, CMA (AAMA)
777		Chaplain – LaTress Woodley, CMA (AAMA)
778		Credentials – Josephine Taylor, CMA (AAMA)
779		Guests
780	2024-2025 Committee Chairs	
781	Audit-Financial Reports	Karen Pershing, CMA (AAMA)
782	Audit-Minutes	Jane Seelig, CMA-A, (AAMA)
783	Budget and Finance	Brandi Gaumer, CMA (AAMA)
784	Bylaws and Standing Rules	Jane Seelig, CMA-A (AAMA)
785	Certification	Katherine Maccoux, CMA (AAMA)
786	Conference Guide	Karen Pershing, CMA (AAMA)
787	Continuing Education	Heidi Sisson, CMA (AAMA)
788	Council of Past Presidents	Dianne Wimsett, CMA (AAMA)
789	Credentials	Josephine Taylor, CMA (AAMA)
790		Joyce Edds, CMA (AAMA) CPT (ASPT)
791	Eva I. Irwin CMA (AAMA)	
792	Medical Assistant Student Support	
793	Fund	Sandra Johnson, CMA (AAMA), MS, CPC
794	ISMA Liaison/Public Policy	Tammy Daily, CMA (AAMA)
795	ISMA 2025 Annual Conference	Rita Michel, CMA (AAMA)
796	Membership	Dianne Wimsett, CMA (AAMA)
797	Mentoring	Pam Neu, CMA (AAMA) MBA
798	Procedure Manual	Katherine Maccoux, CMA (AAMA)
799	Ways and Means	Sandy Johnson, CMA (AAMA), MS, CPC
800		Bruce Johnson, Honorary Member
801	Credentials Report	Josephine Taylor, CMA (AAMA)
802		_____24_____ registered _____11_____ voting power _____7_____ quorum _____6_____ majority _____8_____ 2/3
803	Secretary’s Report	Kit Stine, CMA (AAMA)
804	Treasurer’s Report	Brandi Gaumer, CMA (AAMA)
805	Presentation of Bills	Paula Schubert, CMA (AAMA)
806	Correspondence	Jane Seelig, CMA-A (AAMA)
807	Officer Reports	President – Paula Schubert, CMA (AAMA).
808		Vice President – Heidi Sisson, CMA (AAMA)
809		Secretary – Kit Stine, CMA(AAMA)
810		Treasurer – Brandi Gaumer, CMA (AAMA)
811		Med-A-Scoop/Website Development – Pam Neu, CMA (AAMA), MBA
812		Immediate Past President - Dianne Wimsett, CMA (AAMA)
813	Committee Reports	Defer to next meeting.
814	District Reports	Defer to next meeting.
815	Unfinished Business	
816	2024 State Conference	Karen Pershing, CMA (AAMA)
817	2025 State Conference	Rita Michel, CMA (AAMA)
818	PIPS 2024	Karen Pershing, CMA (AAMA)
819	Ways and Means 2024	Sandra Johnson, CMA (AAMA), MS, CPC
820	New Business	
821	Election of Executive Board according to Article XII	
822	Two active ISMA Past Presidents	
823	One Physician Advisor	
824	Bid for 2026 AAMA National Conference	
825	Roster Corrections and District Information Forms	
826	Non delegate members planning to attend AAMA Conference for HOD committee assignment	
827	Announcements	
828	Med-A-Scoop Deadline	May 24, 2024
829	Next meeting	July 13, 2024 at Plainfield Hampton Inn
830		Executive Board – 4:00 pm
831		Board of Directors Meeting – 5:00 pm

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Super Regional Leadership Conference
July 11-13, 2024
Hampton Inn
Plainfield IN

AAMA Annual Conference
September 20-23, 2024
Amway Grand Plaza Curio Collection by Hilton
Grand Rapids MI

Indiana Society of Medical Assistants Conference
April 4-6 2025
Hilton Garden Inn
Edinburgh, IN

Indiana State Medical Association Conference
September 6-8, 2024
Embassy Suites
Plainfield, IN

AAMA Annual Conference
September 19-22, 2025
Hyatt Regency Crystal City at Reagan National Airport
Arlington, VA

Adjournment

JUNE AGENDA/MEETING

1. Post conference reports of the secretary and treasurer.
2. Post conference report of the conference committee chair
3. Election of the nominating committee according to Article XI of the bylaws.
4. Application for AAMA Excel Awards (obtain necessary signatures)
5. Distribution of the final roster.

POST JUNE MEETING ACTION

1. Submit three copies of each issue of the Med-a-Scoop with the Excel award application form.
2. Submit the Excel award application form for any member qualified for an award.

PRE-AAMA ANNUAL MEETING & AGENDA

1. Schedule a delegates meeting for discussion of the delegates packet prior to the discussion at the Executive and Board of Directors meeting.
2. Assignment of conference attendees to report on specific areas of the AAMA annual meeting (reference committee meetings, educational sessions, and special events).

OCTOBER/NOVEMBER MEETING & AGENDA

1. If there are changes in the AAMA Bylaws which relate to membership, advise each District Director and District President as well as the State and district treasurer when the changes are dues related.
2. Remind Directors and District Presidents of deadline for nominating submission documents for the Medical Assistant of the Year, Golden Apple, and The Leon Levi award candidates.

- 884 3. Presentation of proposed bylaw amendments by the Bylaws and Standing Rules Committee
885 Chair.

886

887 FEBRUARY/MARCH MEETING & AGENDA

- 888 1. Request candidate nominees for national office.
889 2. Presentation of the proposed budget by the Budget and Finance Committee Chair
890 3. Presentation of the slate of ISMA officer candidates by the Nominating Committee Chair.
891 4. Immediately following the meeting prepare and distribute to the membership the agenda
892 for the Annual Business Meeting. It must be presented to all members at least thirty (30)
893 days prior to the annual meeting. The agenda should be published in the Med-A-Scoop.
894 5. Report of the annual meeting minutes audit committee.

895

896 APRIL PRECONFERENCE MEETING & AGENDA

- 897 1. Election of Physician Advisor to a three-year term.
898 2. Unfinished business from the February/March meeting.
899 3. Recognition of Board members and distribution of personal gifts of appreciation to Board
900 members and committee chairs.

901

902 ANNUAL BUSINESS MEETING AGENDA

- 903 Call to Order
904 Invocation
905 Medical Assistants Creed
906 Introduction of Officers and Guests
907 Credential Committee
908 Additions/Corrections to the Agenda
909 Reading of the Rules by the Parliamentary Advisor
910 Introduction of pages, tellers & timekeeper
911 Instructions to pages, tellers & timekeeper by the Parliamentary Advisor
912 Adoption of the Conference Program Booklet
913 Correspondence
914 Secretary's Report
915 Report of the annual meeting minutes audit committee.
916 Treasurer's Report
917 Presentation of bills
918 Report of the financial audit committee.
919 Nominating committee Report
920 Nominations from the floor
921 If election is not by acclamation
922 Instructions to voters by Parliamentary Advisor
923 Instructions to tellers by Parliamentary Advisor
924 Election
925 Supplemental reports of standing committees
926 Election Results
927 Unfinished Business
928 Bylaw changes
929 Adoption of the proposed budget

- 930 Next year's conference report
- 931 New Business
- 932 Election of AAMA Delegates and Alternates
- 933 Donations
- 934 Announcements
- 935 Meeting recess until the banquet and Installation of Elected Officers
- 936
- 937

ANNUAL BUSINESS MEETING AGENDA EXAMPLE

INDIANA SOCIETY OF MEDICAL ASSISTANTS
68TH Annual Conference
Business Meeting Agenda
April 13, 2024

- 945 Call to order Dianne Wimsett, CMA (AAMA), President
- 946 Pledge of Allegiance Paula Schubert, CMA (AAMA), Vice President
- 947 Invocation Clara Poirot, CMA (AAMA), CN-BC, Chaplain
- 948 Medical Assistant Creed Paula Schubert, CMA (AAMA), Vice President
- 949 Introductions Dianne Wimsett, CMA (AAMA), President
- 950 AAMA Representative: Aimee Quinn, BHA, CMA (AAMA)
- 951 BOT Member
- 952 Board of Directors
- 953 Past Indiana Presidents
- 954 Life Members
- 955 Medical Assistant of the Year Recipients
- 956 Leon Levi Award Recipients
- 957 Golden Apple Award Recipients
- 958 Honorary Members
- 959 2024 ISMA Conference Chairs
- 960 Credentials Report Karen Pershing, CMA (AAMA)
- 961 _____registered _____voting power _____quorum _____majority _____2/3
- 962 Additions/Corrections to the Agenda Dianne Wimsett, CMA (AAMA), President
- 963 Reading of the Rules Rita Michel, CMA (AAMA), Parliamentary Advisor
- 964 Introduction of Pages, Tellers, &
965 Timekeeper Dianne Wimsett, CMA (AAMA), President
- 966 Instructions to Pages, Tellers, &
967 Timekeeper Rita Michel, CMA (AAMA), Parliamentary Advisor
- 968 Adoption of Conference Program
- 969 Booklet Karen Pershing, CMA (AAMA), Conference Chair
- 970 Correspondence Sandra Johnson, CMA (AAMA), MS, CPC
- 971 Secretary's Report Joyce Edds, CMA (AAMA), CPT (ASPT)
- 972 Report of the Annual Meeting
- 973 Minute Audit Sandra Johnson, CMA (AAMA), MS, CPC
- 974 Treasurer's Report Heidi Sisson, CMA (AAMA)
- 975 Presentation of Bills Dianne Wimsett, CMA (AAMA)
- 976 Report of the Financial Audit
- 977 Committee Jane Seelig, CMA-A (AAMA)
- 978 Nominating Committee Joyce Edds, CMA (AAMA), CPT (ASPT)
- 979 Nominations from the Floor Dianne Wimsett, CMA (AAMA), President
- 980 Election by acclamation
- 981 Election Results Dianne Wimsett, CMA (AAMA), President
- 982 Supplemental Reports of Standing
- 983 Committees
- 984 Financial Audit Jane Seelig, CMA-A (AAMA)
- 985 Past Indiana Presidents Karen Pershing, CMA (AAMA)
- 986 Unfinished Business Old Sound System-Paula Schubert, CMA (AAMA)

987		West Central District Revitalization-Karen Pershing, CMA (AAMA)
988		Scanning Presidents' Documents
989		2024 MGMA Tri-State Healthcare Leaders Conference
990	New Business	Adoption of 2024-2025 Proposed Budget
991		Election of Physician Advisor to a three-year term
992		Dr. Kristi Peck – First District – term end this year
993		2025 ISMA Annual Conference Report – Rita Michel, CMA (AAMA)
994		Election of AAMA HOD Delegates
995		Members planning to attend AAMA Conference
996	Announcements	Ways & Means
997		PIPs
998		Time for head table line up
999		Installation service practice time

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1001 Recess
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ANNUAL BUSINESS MEETING BANQUET AGENDA

1004	Welcome
1005	Introductions
1006	Dining
1007	Speaker
1008	Awards
1009	Installation
1010	Presentation of Gavel to New President
1011	Pin Exchange
1012	Gift presentation by New President to Immediate Past President
1013	President's speech
1014	Gratitude to hosting district.
1015	Adjourn
1016	Coordinate reception with President and Vice President's Districts

VICE-PRESIDENT

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- 1020 1. The Vice-President shall assist the President in performance of duties throughout the year
 - 1021 and automatically assume the duties of the President in the officer's absence. The Vice-
 - 1022 President shall succeed to the office of President in the case of a vacancy.
 - 1023 2. Arrange for workshop speakers for the current business year as Continuing Education
 - 1024 Chair. (see page 52)
 - 1025 3. Order flowers for the AAMA banquet for the President and any society member who
 - 1026 serves on a national board.
 - 1027 4. Serve as second delegate to the AAMA House of Delegates. During the conference assist
 - 1028 the President and use the opportunity to learn as much as possible.
 - 1029 5. Contact the Treasurer or designated member to obtain the state pin, gold disk and gavel for the
 - 1030 Past President's Pin. Have them mounted. If repeat president, purchase the round disk, and
 - 1031 have engraved with "ISMA President and term year". Be prepared to present the pin to the
 - 1032 President during the Banquet at the state conference. The pin is available at Max's Jewelers,
 - 1033 401 Washington St, Columbus IN 47201 812 379 4572.
 - 1034 6. Prior to the February/March meeting, but no later than two weeks prior to the Annual
 - 1035 Business Meeting:
 - 1036 A. Appoint members to serve as chairs of the standing committees, parliamentary
 - 1037 advisor, and corresponding secretary.
 - 1038 B. Select the dates for the Board of Directors Meetings using the following guidelines
 - 1039

HOW TO SET MEETING DATES

- 1040
1041 Post Conference
1042 May or June
1043 August or September (no less than 30 days prior to the AAMA National
1044 Conference)
1045 November or December
1046 February or March (at least 45 days prior to the state conference)
1047 Pre-conference
- 1048 1. Check AAMA conference date when setting fall meeting so the Delegate's
 - 1049 packet will be available.
 - 1050 2. February/March date must allow ample time for publication of proposed bylaw
 - 1051 changes prior to the Annual Business Meeting.
 - 1052 3. Allow for at least six (6) weeks before the meeting date for Med-A-Scoop
 - 1053 publication and contributor submission deadline.
 - 1054 4. Work with Med-A-Scoop Manager when setting the calendar of meeting dates.
- 1055 C. Arrange for a meeting place for the selected meeting dates
- 1056 1. Room must have internet access
 - 1057 2. Availability of audio/video equipment is preferred
 - 1058 3. A separate room is needed for Executive Board meeting
 - 1059 Head table for eight or nine with space for a lectern.
 - 1060 7. Inform the President when and where you are requested to represent ISMA.
 - 1061 8. The Vice-President shall perform such other duties as ordinarily pertain to the office.
 - 1062 9. At the February/March meeting collect for the Board of Director's gift to the President.
 - 1063 10. April Conference
- 1064 Installation
1065 Presentation of Past President's Pin
1066 President's gift presentation
1067 Speech
1068 Appreciation to hosting district.
1069 Coordination of reception with President's district

IMMEDIATE PAST PRESIDENT

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- 1073 1. The Immediate Past President retires to the Board of Directors for a term of one (1) year.
 - 1074 The responsibilities of this position include but are not restricted to Chair of the Council of
 - 1075 Past Presidents (PIPs) and Chair of the Leon Levi Award Committee.
 - 1076 2. Promote membership by contacting non-member CMAs, non-renewing members, medical
 - 1077 assistant schools, program directors and instructors in your area. Call and set up a time to
 - 1078 talk to the students about joining AAMA. Promote membership and be prepared to answer
 - 1079 questions. Also go prepared to distribute literature that can be obtained from the AAMA
 - 1080 Website and Executive Office. Take along membership and certification application
 - 1081 forms. Know the dues for the different classifications of membership.
 - 1082
 - 1083
 - 1084
 - 1085

NON MEMBER RECRUITMENT LETTER EXAMPLE

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1087

1088 January 6, 2025

1089

1090 Subject: Your AAMA membership

1091

1092 Hello Medical Assistant,

1093

1094 The Indiana Society of Medical Assistants hope that you are well in this new year. We wanted to
1095 remind you that your AAMA membership has recently expired, and we don't want you to miss out on
1096 the many benefits it offers you.

1097

1098 Renewing your membership will ensure that you continue to enjoy all the exclusive perks that come
1099 with being part of the AAMA. There are new opportunities for growth, upcoming events, resources,
1100 and developments planned for 2025. You will not want to miss out!

1101 To make the renewal process as easy as possible, go to the AAMA website at [https://www.aama-
1102 ntl.org/membership/renew-membership](https://www.aama-
1102 ntl.org/membership/renew-membership) or visit the state website at <https://www.insocmedasst.org>.
1103 [Renew your membership today](#). If you prefer, you can email me, the ISMA Mentoring Committee
1104 Chair, Pam Neu, CMA (AAMA), MBA at msneu@yahoo.com.

1105

1106 Should you have any questions or concerns, please do not hesitate to contact me or any of the leaders
1107 on either website. The next ISMA meeting will be held virtually on February 15, 2025, and the 3 CEU
1108 workshop is free to all members.

1109

1110 Your CMA (AAMA) credential must be renewed every five years with 60 CEUs. These CEUs can
1111 easily be obtained using your AAMA membership at little or no cost. Let us be part of your journey as
1112 you continue your professional status as a certified medical assistant.

1113

1114 Pamela L. Neu, MBA, CMA (AAMA)

1115 ISMA Mentoring Chair

1116 msneu@yahoo.com

1117

1118 3. Welcome all non-member Medical Assisting Program Directors and instructors at the
1119 schools to join AAMA as well as encourage them and their students to attend meetings. If
1120 the program director or instructors are not yet CMAs, they are eligible for membership as
1121 an active member according to Article V of the AAMA and ISMA bylaws.

1122 4. Offer to assist the instructors in recruiting members, but do not interfere. Students are a
1123 great asset and the future of the organization and therefore have full voting powers.

1124 5. After the AAMA annual meeting, send out membership application forms to the new
1125 CMAs who are not yet members. Contact the District Directors and/or Presidents in the
1126 region of the new CMAs so the local district can market AAMA membership also.

1127 6. Chair the Council of Past Presidents (PIPS)

1128 A. Set the agenda for the annual meeting at the Saturday breakfast during the Annual
1129 Conference.

1130 B. Provide PIP membership with stickers for fund raising during the Annual
1131 Conference.

1132

- 1133 7. Chair the Leon Levi Award Committee
 1134 A. Forward any nominations received to the committee membership.
 1135 B. Review membership assessment of nominees and determine award recipient.
 1136 C. Order the plaque for presentation at the annual conference.
 1137

1138 **RECORDING SECRETARY**
 1139

1140 The primary responsibility of the Recording Secretary is to keep the minutes of all regular and
 1141 special meetings of both the Board of Directors and the Executive Board. Minutes should be
 1142 distributed to the Executive Board for review within two weeks of the meeting. Only Board of
 1143 Director minutes are sent to the Med-A-Scoop Manager for publication. The minutes should
 1144 include copies of the correspondence read and a copy of the credentials committee registration
 1145 sign in form. The Recording Secretary shall be responsible for conveying records to the
 1146 succeeding Recording Secretary immediately following the Annual Meeting and performing
 1147 such other duties as ordinarily pertaining to this office, not otherwise covered in these Bylaws.
 1148

1149 The Recording Secretary shall serve on the committee who audit the minutes of the Annual
 1150 Business Meeting of the ISMA.
 1151

1152 **BOARD MEETING MINUTES EXAMPLE**
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1154 INDIANA SOCIETY OF MEDICAL ASSISTANTS
 1155 BOARD OF DIRECTORS MEETING MINUTES
 1156 February 17, 24
 1157 Virtual Meeting
 1158

- 1159 **Call to Order** President Dianne Wimsett, CMA (AAMA), called the meeting to order at 3:12 pm.
 1160 **Invocation** LaTress Woodley, CMA (AAMA) opened our meeting in prayer.
 1161 **Medical Assistant** Vice President Paula Schubert, CMA (AAMA), CPT (IAPS) read the creed.
 1162 **Creed**
 1163 **Credentials Report** Karen Pershing, CMA (AAMA), gave the credentials report. There were 37 registered,
 1164 a voting power of 11, quorum of 7, a majority of 7 and a 2/3 vote of 8.
 1165 **Introductions** President Dianne Wimsett, CMA (AAMA) Introduce officers and directors.
 1166 **Secretary’s Report** Recording Secretary Joyce Edds, CMA (AAMA), CPT (ASPT) - The ISMA minutes were
 1167 printed in the Med-A-Scoop.
 1168 **Treasurer’s Report** Treasurer Heidi Sisson, CMA (AAMA) Report has been sent out for the meeting today for
 1169 review by email. Report will be filed for audit.
 1170 **Presentation of Bills** President Dianne Wimsett, CMA (AAMA) – no unbudgeted bill was presented.
 1171 **Correspondence** Sandra Johnson, CMA (AAMA), MS, CPC, CCS-P- Thank you letter from Deborah Novak,
 1172 CMA (AAMA) to Dianne and ISMA for the gifts she received from us at AAMA National
 1173 Conference.
 1174 **Officers’ report** **President** - Dianne Wimsett, CMA (AAMA) no report.
 1175 **Vice President** -Paula Schubert, CMA (AAMA) CPT (IAPS) No report.
 1176 **Secretary** - Joyce Edds, CMA (AAMA) CPT (ASPT) published in Med-A-Scoop.
 1177 **Treasurer** – Heidi Sisson, CMA (AAMA) not currently
 1178 **Med-A-Scoop/Website** – Pam Neu, CMA (AAMA) MBA- The website has been updated, and
 1179 photos are being uploaded to the “Gallery.” Photos of the new and past directors and officers
 1180 will be taken at the conference this year. If your district elections are after our conference in
 1181 April, please take a photo of your new director and alternate director to be placed on the
 1182 website. This will allow our members to recognize state officers and directors at meetings and
 1183 events.
 1184 **Immediate Past President** – Karen Pershing, CMA (AAMA) No Report
 1185 **AAMA Trustee** – Pam Neu, CMA (AAMA) MBA. The AAMA Board of Trustees has been
 1186 busy the last few months. We are finalizing national conference material for Grand Rapids,

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Committee Report

Michigan for September 2024! You will see some of the new ideas in the Medical Assisting Today magazine soon. The “Rip and Rebuild” of the website is coming along well! The AAMA website will be brand new and should be released in September. We hope the graphic designers and developers can stay on target for the September release.

The deadline for the national volunteers is May 1, but the earlier you can be-the better! Go to the website and download a volunteer form and submit the paperwork to become a national leader/volunteer! If you do not think you are ready, ask me about it. I would love to work with you on a national committee!

I am looking forward to the ISMA State Conference and the Super Regional conference!

Budget & Finance – Heidi Sisson, CMA (AAMA) 2023-2024 Will be under new business.

Bylaws & Standing Rules-Rita Michel, CMA (AAMA) – This has been sent in to AAMA and each district will need to update their By-laws also.

Certification – Jeni Begley, CMA (AAMA) – no report

Continuing Education – Paula Schubert, CMA (AAMA), CPT (IAPS) – Speaker: James. Ginder, MS, NREMT, PI, CHES, NCEE, PAI, CCHW
Health Education Specialist Hamilton County Health Department
TOPIC: Bullying, Death Education, & Suicide Prevention (3 CEUs A, C, G)
109 virtual, 1 Ohio member, 2 Idaho members, 1 Kentucky member, 1 Michigan

Council of Past Presidents – Karen Pershing, CMA (AAMA) – no report.

Eva I Irwin CMA (AAMA) Medical Assistant Support Fund- Sandy Johnson, CMA (AAMA), MS, CPC. No one applied for this last year, will be sending letter to colleges to get information out about this program.

Historian-Joyce Edds, CMA (AAMA), CPT (ASPT) – Working on book for president.

ISMA Liaison/Public Affairs- Tammy Daily, CMA (AAMA) The 174th Indiana State Medical Association Annual Convention was held, September 8-10, 2023, at the Embassy Suites in Plainfield, IN. Again, this year, I was unable to attend. In my absence two of our very valuable members represented our Society.

Jane Seelig, CMA-A (AAMA) and Paula Schubert, CMA (AAMA) CPT (IAPS) attended and did a wonderful job again. A big “Thank You” from me, for stepping in again for me! Hopefully I can make it next year. I am sure the ladies will have a full report.

In talking with Nick Peetz at ISMA, the attendance was good this year and all went well, and a lot of business was completed.

The House of Delegates considered 70 Resolutions this year. Twenty-two resolutions were adopted, thirty-three were adopted as amended, two were referred to the Board of Trustees for Study and two were referred to the Board of Trustees for Actions.

Indiana State Medical Association Officers were Elected for 2023-2024 at Convention. They are:

PRESIDENT: David Diaz, MD. Psychiatry, Indianapolis;
VICE-PRESIDENT: William Pond, MD Anesthesiology, Fort Wayne (Yes, one of our Physician Advisors).

SPEAKER OF THE HOUSE: Andrew Trobridge, MD Pain Management, Shelbyville
VICE SPEAKER: Alexander Choi, MD Anesthesiology, Indianapolis
TREASURER: Shalin Arnett, DO Obstetrics/Gynecology, Vincennes
ASSISTANT TREASURER: Seung Sim, MD Anesthesiology, Indianapolis
AMA Delegates and AMA Alternate Delegates were elected as well.

A Big Thanks to all the Convention Sponsors was given. ISMA was very grateful to all the Convention Sponsors, whose support helped make the Annual Convention possible. The Indiana Society was one of the “Gold Level” Sponsors again this year.

Thanks again for allowing me to be your Liaison and helping us keep updated with info from the Indiana State Medical Association.

Membership-Karen Pershing- Indiana has 986 members and 617 non-renewing members.

Procedural Manual – Joyce Edds, CMA (AAMA), - no changes

State Conference Guide – Joyce Edds, CMA (AAMA), CPT (ASPT), - no changes.

Ways & Means –Sandra Johnson, MS, CPC, CCS-P, CMA (AAMA) – Remember Raffle baskets for Conference and Chapter door prize after Business meeting.

Mentoring – Pam Neu, CMA (AAMA) MBA, BOT – I am waiting for the list of first-time attendees registered for the state ISMA meeting to contact them about the ins-and outs of the conference. I am looking for ideas from others to make the first-time attendees feel comfortable at the conference besides everyone chatting with them and being warm (we do that already).

1246 Does anyone have any ideas for an inexpensive gift that could be handed to them or sat at their
1247 table or in their room? Please reach out to me with any ideas.

1248 **Nominating Committee-** Joyce Edds, CMA (AAMA) CPT (ASPT) - The following officers
1249 have agreed to continue in their position for a second year
1250 President-Dianne Wimsett, CMA (AAMA)
1251 Vice President-Paula Schubert, CMA (AAMA) CPT (IAPS)
1252 Recording Secretary-Joyce Edds, CMA (AAMA) CPT (ASPT)
1253 Treasurer-Heidi Sisson, CMA (AAMA)
1254 Med-A-Scoop/Website-Pam Neu, CMA (AAMA) MBA
1255 All members are current with membership.

1256 **2024 State conference** – Karen Pershing, CMA (AAMA) – ISMA 2024 State Conference – The
1257 contract is signed. It is the **exact same contract** we had for the conference last year. Hopefully
1258 we can attract more members to attend. The overnight room rate is \$126.00, and the menu
1259 prices are the same as what we had last year! No charge for AV and Linda is still on staff (the
1260 lady who handled food and decorations).

1261 **2025 State Conference** – Rita Michel, CMA (AAMA), Pam Neu, CMA (AAMA), MBA, BOT
1262 –) Due to her and Rita Michel, CMA (AAMA) are the ones who would get ready for conference
1263 they are asking for it to be ISMA lead again and be at the Hilton Garden Inn, Edinburgh. The
1264 dates will be April 5-6, 2025.

1265 **East Central District** – La Tress Woodley, CMA (AAMA) East Central District - Our chapter
1266 had a virtual workshop and meeting on January 13, 2024, due to inclement weather. James
1267 Ginder provided education on Long Covid (2 CEUs) and Family Mental Health (1 CEU) to the
1268 137 attendees. Nominees for 2024-25 office are:
1269 President Katja (Kit) Stine, CMA (AAMA)
1270 Vice President Katharine (Katie) Largent Maccoux, CMA (AAMA)
1271 Secretary Karen Gaither, CMA (AAMA)
1272 Treasurer Jane Seelig, CMA-A (AAMA)

1273 The election of officers will be at the March meeting, installation at the May meeting. Our
1274 annual silent auction will be held in May instead of March because of questionable weather.
1275 We have 264 members.

1276 **First District** – Clara Poirot, CMA (AAMA) CN-BC, First District Medical Assistants meet at
1277 Ivy Tech Evansville on the second Tuesday of each month usually – we do adjust when Ivy
1278 Tech is on Winter break and Spring break.
1279 Please see our First District Facebook page to stay updated on meeting date, time, and location.
1280 We met at Christmas time for a catered meal from McAlister’s Deli and Crazy Santa ornament
1281 exchange.
1282 We met on Tuesday, January 16, 2024. Our speaker was Isaiah Kemper MSOT, OTR/L who
1283 spoke on Occupational Therapy Tolls for the Trade.
1284 We met on February 13, 2024. Our speaker was Sunday Martin, Respiratory Therapist. She
1285 discussed what respiratory therapists do and the increased opportunities available for respiratory
1286 therapist.
1287 Our next meeting will be on Tuesday, March 19, 2024, at 6PM at Ivy Tech Evansville (This is
1288 the third Tuesday due to Ivy Tech Spring break)
1289 We have 183 members

1290 **St. Joseph District** – Brandi Gaumer, CMA (AAMA) – no report.

1291 **Southeast District** – Joyce Edds, CMA (AAMA), CPT (ASPT)- We have met “unofficially,
1292 Sandy had a fall and had surgery unexpectedly. Things are on hold for now.

1293 **Twelfth District** – Pam Neu, CMA (AAMA), MBA, BOT – Due to her and Rita Michel, CMA
1294 (AAMA) are the ones who would get ready for conference they are asking for it to be ISMA
1295 lead again and be at the Hilton Garden Inn, Edinburgh. Dates will be April 5-6, 2025

1296 **West Central District** Jeni Begley, CMA (AAMA) – West Central District Chapter – No
1297 report. This district is going inactive for now and we will look at again in one year.

1298 **Unfinished business –Super Regional Leadership Report** - Please get your registration into Jane Seelig, and you can pay
1299 next year after the holidays. The conference room can hold 60 people and want to make sure your
1300 registration is in and you are counted. ISMA will meet on Saturday July 13 for a Board Meeting
1301 following the conference.

1302 **Bylaws Amendments** - Sharon Flynn of AAMA requested we submit a revised ISMA Bylaws copy with
1303 the mandatory changes from the 2023 AAMA HOD. I have made the revisions and today I submitted the
1304 updated Bylaws document to Sharon.

1305 **Old Sound system-** This will be brought to the conference and Joyce Edds, CMA (AAMA) CPT (ASPT)
1306 and Paula Schubert, CMA (AAMA) CPT (IAPS) will look at system and if not working dispose of it.
1307
1308 **New Business - Honorary Members** – State Conference - Paula Schubert, CMA (AAMA) CPT (IAPS) –
1309 We have four Honorary members and want to see if we can pay registration and half of
1310 the room for them when they attend the conference. All four have gone above and beyond for
1311 ISMA and this is a way to truly honor our Honorary members. Motion to pay conference registration for
1312 the Honorary Members, which will cover all meals and workshop if they wish. We may revisit this and
1313 look at later time on, adding half of the hotel cost. This was discussed and motion carried.
1314 AAMA Representative - Aimee Quinn will be our AAMA representative for the April Conference.
1315 **Delegates** – 2024 National Conference – We will find out later this month or in March how many we are
1316 able to have.
1317 **West Central District** – Jane Seelig, CMA-A (AAMA) Five members of the West Central District and
1318 three members of ISMA will be meeting on March 3, 2024, at Christos Restaurant 1018 Sagamore
1319 Parkway West in West Lafayette IN at 1:30 pm. The purpose of the meeting is to educate the local
1320 members on the guidelines for chapter reorganization and help in the process. Molly Fields is the main
1321 contact for the chapter. ISMA members attending the meeting are Paula Schubert, Karen Pershing, and
1322 Jane Seelig. Other ISMA members are welcome to attend the meeting.
1323
1324 **Scanning Presidents ‘Documents** - Paula has all the old President documents and we need to go
1325 through and see what we need to keep. We will get a hard drive and Jane Seelig CMA-A (AAMA) will
1326 scan in the documents with help from Pam Neu, CMA (AAMA).
1327 **Super Regional- Members attending- Recommendation** - Members attending – Paul Schubert, CMA
1328 (AAMA) CPT (IAPS) Recommendation that we help board member with the cost of the Super Regional.
1329 We would like to pay registration of \$100 and half of the room at \$159, Karen Pershing second, motion
1330 carried. This is a recommendation from the Executive Board, motion carried.
1331 **2024 Tri-State Healthcare Leaders conference** – Jane Seelig, CMA-A - Jane Seelig, CMA-A (AAMA)
1332 MGMA Conference is September 18-20, 2024, this will be during AAMA National and we will see if
1333 someone not going to National to possibly set up table for ISMA.
1334 **2024-2025 Proposed Budget** – Heidi Sisson, CMA (AAMA) Budget was sent by email and went over,
1335 and budget was approved and will now go to business meeting for final approval
1336 **Announcements** - Report for 2024 conference Book due March 1, 2024
1337 Med-A-Scoop Deadline is February 24, 2024
1338 Next Meeting is State Conference April 12-14, 2024
1339 **Adjournment** Dianne Wimsett, CMA (AAMA), President
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1342 The meeting was adjourned at 4:24 p.m.
1343 Joyce Edds, CMA (AAMA) CPT (ASPT)
1344 Recording Secretary
1345

TREASURER

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1348 It is the duty of the Treasurer to keep accurate records of all members of this Society. The
1349 Treasurer shall receive all dues payments from AAMA, have charge of all funds of the Society
1350 and shall deposit all said funds in Chase bank (or board approved financial institution) within
1351 one week of receipt, approved by the Board of Directors. All disbursements shall be made by
1352 check as specified in the bylaws. The Treasurer and the President shall sign the bank signature
1353 card as authorized signers on the account. Joyce Edds, CMA (AAMA), CPT (ASPT), bank
1354 account administrator, can add and delete authorized signers. The treasurer's duties transfer
1355 after check signing authorizations are completed. Society shall furnish a bond for the
1356 Treasurer, conditioned upon the faithful performance of her duties, in the amount which the
1357 Board of Directors shall determine from time to time. The Treasurer's books shall not be
1358 closed until three (3) weeks prior to the Annual Meeting each year. Financial records shall be
1359 audited at that time by the Auditing Committee and the interim report provided to the
1360 President of the Indiana Society of Medical Assistants. The treasurer shall make a final report
1361 of receipts and expenditures from the above closing date of the Annual Report through the
1362 final Board meeting. This report shall also be audited by the Audit Committee and presented
1363 to the newly elected Treasurer with the Treasurer's books. A copy of this report is to be given
1364 to all the officers and read to the Board members. The Treasurer, only upon receiving an
1365 authorized and itemized voucher with receipt will pay all budgeted expenses within two weeks
1366 of receipt.

1367

1368 The Treasurer shall be chair of the Budget and Finance Committee.

1369

1370 The Treasurer shall file the Business Entity Report bi-annually with INBiz online at
1371 inbiz.in.gov.

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1373 The treasurer or a designated member is to maintain a supply of the state pins. The die cast is
1374 kept at Max's Jewelers.

1375 The treasurer or a designated member is to maintain a supply of the gold backings and gavels
1376 for the Past President's pin and the engraved gold discs presented to the Medical Assistant of
1377 the Year by the President.

1378

1379 **Procedures to Follow**

1380 1. Only issue a check after presentation of a completed voucher (see sample) with a paid
1381 receipt or bill from the vendor.

1382 The meeting notice is an appropriate receipt for the speaker honorarium of \$50.00 per
1383 hour.

1384 Registration forms for state and national conference registration may be used. The
1385 hotel bill is an appropriate receipt for state and national room charges.

1386 2. There must be a voucher completed for every check written and attached to the receipt.
1387 Complete each voucher with the check number and issue date.

1388 A voucher should be completed for voided checks indicating why the check was
1389 voided.

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8. At least two weeks prior to each meeting contact Rita Michel, CMA (AAMA) for information regarding interest earned from the last meeting and the current balances for the IMMA and Certificates of Deposit. This information is included in the Treasurer's report. Each certificate of deposit is identified by its number and expiration date within the report. Attach a copy of the bank report to the original copy of your treasurer's report. The report at the end of the business year should indicate the total interest earned during the past 12 months.
 9. Copy checks included in each deposit with the deposit slip.
 10. The verbal report presented to the membership is to follow Roberts Rules of Order reporting four amounts for the checking account as follows:
 - a. The balance on hand as of the previous report
 - b. The total income received from the previous report.
 - c. The total expenses paid since the previous report.
 - d. The current on hand balance.
 11. The verbal report presented to the membership concludes with information regarding the certificates of deposit as follows:
 - a. The certificate of deposit number, expiration date and balance as of the previous report
 - b. The certificate of deposit interest was received.
 - c. The certificate of deposit balance

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TREASURER REPORT EXAMPLE

INDIANA SOCIETY OF MEDICAL ASSISTANTS

TREASURER'S REPORT April 12, 2024

Balance on Hand as of February 17, 2024			\$13,092.55
Income	Description	Amount	
	Dues		
	Ways & Means		
	Square		
	Education	\$95.00	
	Annual Conference		
	Donations		
	Total Income		\$95.00 \$13,187.55
Budgeted Expenses			
	President	\$49.59	
	Vice President		
	Secretary		
	Treasurer		
	AAMA President's Gift		
	Awards	\$242.11	
	Bylaws Procedure Manual		
	Certification		
	Computer support		
	Donations		
	Flowers/Memorials		
	Historian		
	Installation Service		
	Insurance		
	Med-A-Scoop		
	Membership	\$309.19	
	Miscellaneous		
	National Conference		
	Nominating Committee		
	Public Relations		
	State Conference	\$2,100.00	
	State Workshop/Speakers	\$96.75	
	Ways & Means Exp		
	Website		
Unbudgeted/Other Approved Expenses			
	Total Expenses		\$2,797.64
Checking Acct Total as of April 12, 2024			\$10,389.91
IMMA (Money Market as of March 31, 2024)		\$92,263.73	
Certificate of Deposit #408 as of March 31, 2024		\$16,292.55	\$108,556.28
Eva I. Irwin CMA (AAMA) Med Asst Support Fund		\$4,021.61	
Student Support Fund		\$1,998.00	

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1460

- 1461 Prepare a proposed budget for next year for presentation at the February/March Board of
1462 Directors meeting.
- 1463 d. Include the previous year's budget, current expenses to date and line-item
1464 available balance.
 - 1465 e. The proposed total income must agree with the proposed total expenses.
 - 1466 f. Solicit information from officers and committee chairs regarding possible
1467 changes in expenses during the coming year before preparing the proposed
1468 budget.
 - 1469

ISMA BUDGET 2024-2025 EXAMPLE

	Category	Budget 2023-24	Actual As of 1/31/24	Approved 2024-25
INCOME	Dues	\$22,000.00	\$19357.50	\$19,000.00
	Ways & Means	\$ 2,000.00	\$ 1,646.00	\$ 3,000.00
	Super Regional Conference	\$ 00.00	\$ 00.00	\$ 6,500.00
	Education	\$ 500.00	\$ 710.00	\$ 800.00
	Annual State Conference	\$ 500.00	\$ 7,300.80	\$ 8,000.00
	Donations – PIPS	\$ 700.00	\$ 75.00	\$ 300.00
	Savings Transfer	\$ 00.00	\$ 5,000.00	\$ 6,110.00
	Total	\$ 25,700.00	\$34,089.30	\$ 43,710.00
EXPENSES	President	\$ 200.00	\$ 64.20	\$ 200.00
	Vice President	\$ 100.00	\$ 00.00	\$ 100.00
	Recording Secretary	\$ 25.00	\$ 00.00	\$ 25.00
	Treasurer	\$ 100.00	\$ 158.49	\$ 175.00
	AAMA President’s Gift	\$ 60.00	\$ 00.00	\$ 60.00
	Awards	\$ 150.00	\$ 1,079.62	\$ 300.00
	BOT Campaign	\$ 2,865.00	\$ 1,000.00	\$ 1,000.00
	Bylaws & Procedure Manual	\$ 00.00	\$ 00.00	\$ 00.00
	Certification	\$ 100.00	\$ 89.76	\$ 100.00
	Computer Support	\$ 250.00	\$ 1,043.20	\$ 1,000.00
	Donations	\$ 500.00	\$ 800.00	\$ 850.00
	Flowers/Memorials	\$ 150.00	\$ 00.00	\$ 150.00
	Historian	\$ 100.00	\$ 00.00	\$ 100.00
	Installation Service	\$ 100.00	\$ 00.00	\$ 100.00
	Insurance	\$ 200.00	\$ 187.00	\$ 200.00
	Med-A-Scoop	\$ 00.00	\$ 00.00	\$ 00.00
	Membership	\$ 500.00	\$ 291.00	\$ 500.00
	Miscellaneous	\$ 00.00	\$ 224.80	\$ 00.00
	National Conference	\$ 10,500.00	\$ 9,191.64	\$ 10,500.00
	Nominating Committee	\$ 00.00	\$ 00.00	\$ 00.00
	Public Relations	\$ 3,500.00	\$ 6,871.54	\$ 6,000.00
	State Conference	\$ 2,500.00	\$14,261.36	\$ 15,000.00
	State Workshop/Speakers	\$ 200.00	\$ 38.50	\$ 200.00
	Super Regional Conference	\$ 00.00	\$ 00.00	\$ 4,000.00
	Ways & Means	\$ 500.00	\$ 135.00	\$ 500.00
	Website	\$ 3,000.00	\$ 3,179.87	\$ 3,000.00
	Total	\$ 25,700.00	\$37,815.98	\$ 43,710.00
IMMA (Money Market)	Balance on Hand as of 3/31/2023		\$97,334.26	
CD	Balance on Hand as of 3/31/2023		\$16,195.68	
IRWIN SUPPORT FUND			\$ 4,021.61	
STUDENT SUPPORT FUND			\$ 1,998.00	

1472 **Schedule for Payments**

1473

1474 Each Workshop Speaker Honorarium \$50.00 per Hour

1475

1476 April Audit prior to conference

1477 Update voucher form for member use when appropriate

1478 May Donation to the Eva I Irwin Support Fund

1479 Complete Indiana Business Entity report every other year.

1480 June Treasurer's Bond Insurance

1481 Payment to AAMA Delegates for Conference Registration

1482 August Indiana State Medical Association vendor expenses

1483 HOSA vendor expenses

1484 September AAMA President's Gift

1485 Donation to Maxine Williams Scholarship & Ivy Reade Relkin Funds

1486 Payments to Life Members for membership dues

1487 Tammy Daily, June Brown, Marjorie Mikesell, Rita Michel

1488 October Refund payments to AAMA Delegates after receiving receipts and vouchers
1489 supporting approved expenses.

1490

1491

1492

MED-A-SCOOP WEBSITE MANAGER

1493

- 1494 1. Elected by membership for a term of two (2) years, without term limitations
- 1495 2. Prepare materials for publication and distribution to society members to be received at least
- 1496 30 days prior to each Board of Directors meeting.
- 1497 3. Work with the Vice President to establish a list of publication deadlines for the entire year
- 1498 prior to the post conference Board of Directors meeting.
- 1499 4. Deadline for receipt of materials will be at least six weeks prior to the next ISMA board
- 1500 meeting.
- 1501 5. CONTRIBUTORS: Observe publication guidelines and deadlines. All submissions must
- 1502 be in Microsoft Word.
- 1503 6. DISTRICTS WITH WORKSHOPS: Please allow sufficient deadline time for your
- 1504 registrations to be included in Med-A-Scoop.
- 1505 7. BYLAWS COMMITTEE: Materials that require a vote at the ISMA Annual Meeting must
- 1506 appear in the issue prior to the January/February ISMA meeting, or they will need to be
- 1507 distributed by the committee separately to the membership.
- 1508 8. Information regarding the State Conference(s) should appear in both January/February and
- 1509 March/April issues to include registration form, hotel information, map, programs, etc. (as
- 1510 needed or desired by the conference committee).
- 1511 9. Website posted materials must be current and placed on the website in PDF format.
- 1512 A. Bylaws
- 1513 B. Procedure Manual
- 1514 C Med-A-Scoop
- 1515 D. District map and zip code/county/city listing
- 1516 E. Workshop/Meeting information
- 1517 F. ISMA Conference Guide

- 1518 10. Provide the treasurer with vouchers and bills in a timely manner for Med-A-Scoop
 1519 publication and mailing as well as Website maintenance.
 1520 11. Obtain written permission from all Board of Director members and committee chairs to
 1521 publish contact information in the Med-A-Scoop and post it on the website.

1522 **MED-A-SCOOP/WEBSITE PERMISSION FORM EXAMPLE**

1523 **Indiana Society of Medical Assistants**

1524 An Affiliate of the American Association of Medical Assistants

1525 **ROSTER INFORMATION REQUEST FORM**

1526
 1527 Position(s) Held: _____
 1528

1529 Name: _____
 1530

1531 Credential(s): _____
 1532

1533 Mailing Address: _____
 1534

1535 Home Phone: _____
 1536

1537 Cell Phone: _____
 1538

1539 Email: _____
 1540

1541 Authorization to publish the above information: Please indicate the information you wish to be
 1542 published in the Med-A-Scoop and the Website.

1543 Place a check on the line that you wish to indicate permission to publish the information:
 1544

1546 Med-A-Scoop		Website
1547 _____	Mailing Address	_____
1548 _____	Home Phone	_____
1549 _____	Cell Phone	_____
1550 _____	Email	_____

1551
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 1556 Signature: _____
 1557

1558 District: _____
 1559

1560 Date: _____
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 1563

CORRESPONDING SECRETARY

1564

1565

1566 1. Appointed by the President for a term of one (1) year.

1567 2. ROSTER

1568 A. Obtain from officers, directors, committee chairs and districts officer names,
1569 addresses, and telephone numbers. A sample questionnaire can be found in the
1570 appendix.

1571 B. Prepare the roster for distribution at the June Board of Directors meeting to all
1572 officers, directors, and committee chairs. A roster with limited contact
1573 information is posted on the ISMA website.

1574 3. PREPARATION FOR MEETINGS

1575 A. Obtain the agenda from the President

1576 B. Review of the minutes of the last meeting

1577 C. Review correspondence and, if appropriate, prepare a summary to read to the Board
1578 of Directors

1579 4. Answer correspondence as directed by the President

1580 5. The President will provide relevant correspondence received since the last meeting to be
1581 read at the Board of Directors meeting. Read slowly, clearly and project your voice.

1582 6. Provide the recording secretary with copies of the correspondence read.

1583 7. Order and maintain official society stationary supply as directed by the Board of Directors.

1584 8. Serves as a member of the Board of Directors with a voice in all procedures but does not
1585 have a vote.

1586

1587

PARLIAMENTARY ADVISOR

1588

1589 1. Appointed by the President for a term of one (1) year.

1590 2. Serve as Parliamentary Advisor to the President, and resource for the society. Adhere to
1591 the ISMA Bylaws and the most recent edition of Roberts Rules of Order, Newly Revised.

1592 3. Attend each meeting with a copy of Roberts Rules of Order, Newly Revised, the AAMA
1593 Bylaws and the ISMA bylaws.

1594 4. Serves as a member of the Board of Directors with a voice in all procedures but does not
1595 have a vote.

1596 5. Use parliamentary authority to facilitate, not hinder, the meeting process.

1597 6. Annual business meeting

1598 A. Read the rules of the meeting

1599

1600

ANNUAL MEETING RULES EXAMPLE

1601

1602

Members of the conference should be in their seats at least ten (10) minutes before the scheduled time
1603 of the meeting.

1604

1605

1. The chair shall always be addressed as "Madame President."

1606

2. All remarks shall be addressed to the chair ONLY.

1607

3. Only those members active, associate, student, and life members who qualify for and hold active
1608 membership and whose state dues were paid by the December 31, 2023, deadline shall be eligible
1609 to vote.

1610

4. Any active, associate, student or life member shall be allowed the privilege of making a motion and
1611 debate.

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5. A quorum shall consist of at least fifty percent (50%) of all voting members who are registered for the conference.
 6. All members must first obtain the floor by rising, receiving recognition from the Chair, addressing the presiding officer, and, in a distinct voice, give his or her own name and that of his or her local chapter/district. If a microphone is available, use it.
 7. When making a motion, the statement shall begin, "I move that..."
 8. When a member has been assigned the floor, he or she shall be interrupted ONLY for parliamentary cause.
 9. It is out of order to be standing when another member has the floor.
 10. When two (2) or more rise about the same time to obtain the floor, all things being equal, the member who rises first after the floor has been yielded and addresses the Chair, is entitled to the floor.
 11. An active, associate, student, or life member, first giving his or her own name and that of his or her chapter/district, can second a motion by stating "I second that motion".
 12. Every member shall have the right to debate (on debatable motions).
 13. A member has the right to speak twice on the same question on the same day but cannot make a second speech on that question as long as any member who has not spoken on the question desires the floor.
 14. Speaking is limited to two (2) minutes. The Chair may grant an extension of time.
 15. Committee reports with recommendations shall be limited to three (3) minutes.
 16. By consent of the General Assembly, reports not pertinent to the conduct of this meeting may not have to be given, if they are printed in this book.
 17. All main motions should be written and signed by the mover then given to the recording secretary by a page at the time the motion is made. The President shall have appointed pages for the convenience of the membership.
 18. These rules shall automatically be resolved at the end of April 13, 2024, Annual Meeting.

B. Instructions to tellers

Instructions to Tellers

Voting by Ballot

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1. Numbered ballots are distributed by tellers only to voting members.
 2. Ballots are collected by tellers.
 3. Tellers retire to count the votes.
 4. The Chair of the Tellers provides a written report to the President. The Chair reads the result of the vote to include:
 - Number of eligible votes
 - Number of legal votes cast
 - Number of rejected votes
 - Number of votes required for election
 - Number received by each candidate
 The President declares the election of each position.
 5. The Chair of the Tellers retains possession of the ballots until authorized to destroy them.

Voting by Standing or Show of Hands

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1. Members stand (or raise hands) until counted by the tellers then are seated (or lower hand).
 2. The President announces the results.
 3. Monitor the ballot count
- C. Instructions to Pages

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Instructions to Pages

1. Stand or sit quietly in the assigned position around the room.
2. Watch the members for a sign that a message needs to be retrieved for delivery.
3. Quietly move to the exterior of the room to deliver the message with minimal disturbance of the meeting proceedings.
4. If a response is requested, kneel until it is provided.
5. Deliver the response to the sender with minimal disturbance of the meeting proceedings,
6. WEAR COMFORTABLE SHOES!

D. Instructions to Timekeeper:

Instructions to Timekeeper

1. Speaking is limited to two (2) minutes.
2. Timekeeper will hold up a card advising the speaker when one (1) minute remains.
3. Timekeeper will hold up a card advising the speaker when 30 seconds remain.
4. Timekeeper will hold up a card advising the speaker when ten (10) seconds remain. Timekeeper will activate noisemaker advising the speaker that time has expired.

FORMS TO BE PREPARED PRIOR TO THE MEETING:

MOTION FORM EXAMPLE

Proposed Motion Form

Clearly write down the motion.

I move that

Motion made by: _____

Second: _____

PASSED

FAILED

After the motion has been moved and seconded, the form must be sent to the Parliamentary Advisor.

1709
1710
1711
1712

BALLOT EXAMPLE

1713

BALLOT

- 1714 1. _____
- 1715 2. _____
- 1716 3. _____
- 1717 4. _____

1718

BALLOT

- 1719
- 1720 1. _____
- 1721 2. _____
- 1722 3. _____
- 1723 4. _____

1724

BALLOT

- 1725
- 1726 1. _____
- 1727 2. _____
- 1728 3. _____
- 1729 4. _____

1730

1731
1732

HISTORIAN

1733

1734

1735

1. Appointed by the President for a term of one (1) year.

1736

2. Take or obtain photographs and collect materials of historical significance, such as awards received during the year within budget.

1737

1738

3. Prepare a book containing the collected materials for presentation to the President at the May/June Board of Directors meeting.

1739

1740

4. If unable to attend a meeting, delegate duties to another member and advise President.

1741

1742

MEMBERS OF THE BOARD OF DIRECTORS

1743

1744

The Board of Directors shall consist of

1745

1. All elected officers with full voting privileges

1746

2. The Immediate Past President who shall have full voting privileges

1747

3. The appointed Parliamentarian who shall serve as an ex-officio member without vote.

1748

4. The appointed Corresponding Secretary who shall serve as an ex-officio member without vote.

1749

1750

5. One director from each district elected by that district and seated at the post conference meeting for a term of two years.

1751

1752

6. The two Past Presidents elected to the Executive Board at the post conference meeting.

1753

7. Any ISMA member elected to serve on the AAMA Board of Trustees shall have full voting privileges for the term of national office.

1754

1755

1756

Each component district is permitted to send an alternate director to the ISMA Board of Directors meeting. When serving in place of the district director, the alternate is to have a voice and vote providing sufficient notification was submitted to the Board of Directors via the President.

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The duties of the Board of Directors are:

1762

1. Conducting the business of the Society between annual meetings

1763

2. Seeking the advice of the Physician advisory board when necessary

1764

3. Voting to fill vacancies occurring in office unless otherwise stipulated in the Bylaws.

1765

1766

Meetings of the Board of Directors shall be on dates fixed by the Vice President. The dates, place and time are announced no later than the pre-conference Board of Directors Meeting

1767

1768

1. Post Conference

1769

2. May or June

1770

3. August or September (no less than 30 days prior to the AAMA National Conference)

1771

4. November or December

1772

5. February or March (at least 45 days prior to the state conference)

1773

6. Pre-conference

1774

1775

Special meetings may be called by the President, or by any three (3) members of the Board of Directors. This must be done in writing and shall state the purpose for calling a special meeting. Written notices of regular meetings shall be published in the Med-A-Scoop and sent to all members at least 30 days before the time of the meeting. This notice must state the place

1776

1777

1778

1779 where the meeting is to be held, the time and an agenda for the meeting. Written notices of
1780 special meetings shall be sent by email or US mail to all members of the board by the
1781 corresponding secretary at least fourteen (14) days before the meeting. In addition to the time
1782 and place, the notice shall state the purpose of the meeting.

1783
1784 A quorum for any ISMA board meeting shall be fifty-one percent (51%) of the elected officers
1785 and directors or duly authorized alternates.

1786 ISMA DIRECTOR

1787
1788
1789 Your primary responsibility is to serve as communication liaison between your district and the
1790 ISMA. You represent your district members so your dress, communications and actions
1791 should always reflect professionalism and impartial diplomacy. Be on time and register for
1792 each meeting. Be attentive to the proceeding of the meeting, restrain from socializing during
1793 the meeting or distracting behavior.

- 1794
1795 1. A brief written report is prepared and presented at the ISMA Board of Directors
1796 meeting.
- 1797 A. Information regarding your chapter’s activities since the last ISMA meeting.
 - 1798 B. The number of current members. This can be obtained from the AAMA website.
 - 1799 C. The president will advise you as to how many copies to bring. They should be
1800 punched three-hole.
 - 1801 D. Sign the report as, CMA (AAMA). It is not appropriate to indicate
1802 “submitted by” or “respectfully submitted”.
- 1803

1804 **DIRECTOR REPORT EXAMPLE**

1805 EAST CENTRAL DISTRICT CHAPTER

1806 February 17, 2024

1807
1808 Our chapter had a virtual workshop and meeting on January 13, 2024, due to inclement weather. James Ginder provided
1809 education on Long Covid (2 CEUs) and Family Mental Health (1 CEU) to the 137 attendees. Nominees for 2024-25 office
1810 are:

1811	President	Katja (Kit) Stine, CMA (AAMA)
1812	Vice President	Katharine (Katie) Largent Maccoux, CMA (AAMA)
1813	Secretary	Karen Gaither, CMA (AAMA)
1814	Treasurer	Jane Seelig, CMA-A (AAMA)

1815 The election of officers will be at the March meeting, installation at the May meeting. Our annual silent auction will be
1816 held in May instead of March because of questionable weather.

1817 We have 264 members.
1818 LaTress Woodley, CMA (AAMA)
1819 Director

- 1820
1821 2. Familiarize yourself with Parliamentary Procedure.
- 1822 A. Wait to be recognized by the presiding officer before speaking.
 - 1823 B. Always identify yourself by Name, Credential and District.
 - 1824 C. When making a motion the correct wording is “I move”, not “I make the motion”.
1825 Write the motion for the President to repeat and provide to the recording secretary.
 - 1826 D. Provide the Recording Secretary with your motion in writing for accurate recording
1827 in the meeting minutes.
- 1828

- 1829 3. Contribute to the discussion at the appropriate moment.
1830 A. Speak after being recognized by the President.
1831 B. You represent all the members of your District, so always consider what is best for
1832 all members, not individual concerns.
1833 C. Do not hesitate to speak up but keep your comments direct and on the subject.
1834 D. Speak up during the meeting. Post-meeting comments and discussions are not
1835 productive or supportive of ISMA.
1836 4. Report to your District membership the information presented, discussed and decisions
1837 made during the Board of Directors meeting.
1838 5. Encourage your District membership to attend and participate in ISMA activities and
1839 meetings.
1840 6. A written report is prepared for the President's Annual Meeting Book summarizing the
1841 chapter's activities during the year since the last ISMA annual meeting by the deadline
1842 set by the President.
1843

1844 **ANNUAL BOOK DIRECTOR REPORT EXAMPLE**

1845
1846 East Central hosted 5 workshops along with chapter meetings over the past year. All the workshop/meetings
1847 were offered hybrid (in person and virtually via WebEx) except for January. There was no charge for members
1848 attending in person and a small charge for members attending virtually. Non-members were charged an
1849 increased amount for attendance. This has worked very well. These were held in May, August, October, and
1850 March. Due to inclement weather the January workshop and meeting were virtual at no charge to all member
1851 attendees. Three (3) CEU's were offered for each workshop for a total of 15 CEU's for the year. In addition to
1852 hosting workshops the chapter accomplished the following this year:

- 1853 • In September three (3) members of the chapter attended the National conference in Orlando
1854 Florida.
- 1855 • We recognized Mouna Mahmoud with an engraved clock for her contributions to the chapter prior to
1856 her moving to Turkey.

1857 The next workshop/meeting is set for May 18, 2024.

1858
1859 We have 273 members as of February 25, 2024.

1860
1861 LaTress Woodley, CMA (AAMA)
1862 2023-2025 Director

1863 **ELECTED COMMITTEES**

1864 1865 1866 1. PHYSICIAN ADVISORY BOARD

1867 This board shall consist of no more than four (4) physicians. Three (3) physicians shall be
1868 elected by the ISMA Board of Directors. Members of the advisory board shall be elected from
1869 candidates submitted by component districts at the first board meeting of each calendar year
1870 (Feb or March). If no names are placed in nomination, the position will be filled when a
1871 candidate becomes available. Each district may submit no more than one name, and each
1872 entry must be accompanied by a curriculum vitae. The Chair of the Advisory Board shall be
1873 the outgoing Physician Advisor. In the event of death or resignation of a member of the
1874 Advisory Board, the unexpired term shall be filled by the appointee named by the President of
1875 the ISMA, with the approval of the Board of Directors. Board members judge nominations
1876 submitted for Medical Assistant of the Year and are encouraged to attend ISMA board
1877 meetings.
1878

1879 2. EXECUTIVE COMMITTEE

1880 This committee was established to function in emergency situations between the stated Board
1881 of Directors meetings. It shall consist of the President, Vice President, Recording Secretary,
1882 Treasurer, Immediate Past President, Med-A-Scoop Editor/Website Development, two active
1883 Past ISMA Presidents and an ex-officio physician advisor. The Past ISMA Presidents and the
1884 ex-officio physician advisor shall be elected at the post conference Board of Directors
1885 Meeting. A quorum shall consist of five (5) of these committee members, one of whom shall
1886 be either the ex-officio physician advisor or a past state president. Minutes are to be kept, and
1887 all communication must be in writing. These committee members shall serve a term of one (1)
1888 year.

1889 The President shall be chair of the Executive Committee. The Parliamentary Advisor shall
1890 serve as ex-officio member without vote. The Executive committee shall meet prior to each
1891 Board of Directors (BOD) meeting and make recommendations to the BOD regarding issues
1892 presented to them.

1893

1894 3. NOMINATING COMMITTEE

1895 The Board of Directors shall elect a nominating chair and committee of four (4) members,
1896 with no more than one (1) member from any component district. A slate of nominees shall be
1897 presented to the Board of Directors no later than the February/March meeting. This committee
1898 shall present a slate of one or more nominees for each office, to be published in the Med-A-
1899 Scoop or mailed to each of the districts at least thirty (30) days prior to the Annual Meeting.
1900 Additional nominations may be made from the floor, in accordance with Article VII, at the
1901 Annual Meeting. This committee shall be authorized to act at any time it is necessary to
1902 present nominees for an elected office between Annual Meetings.

1903

1904

NOMINATING COMMITTEE REPORT EXAMPLE

1905

Nominating Committee Report
February 15, 2025

1906

1907

1908

1909 The following are candidates for the 2025-2026 ISMA Board of Directors as Elected Officers.

1910

1911	President	Paula Schubert, CMA (AAMA)
1912	Vice President	Heidi Sisson, CMA (AAMA)
1913	Recording Secretary	Katja (Kit) Stine, CMA (AAMA)
1914	Treasurer	Brandi Gaumer, CMA (AAMA)
1915	Med-A-Scoop/Website	Pam Neu, CMA (AAMA), MBA
1916	Immediate Past President	Dianne Wimsett, CMA (AAMA)

1917

1918 All candidates have renewed their membership and are current until December 2025.

1919

- 1920 Jane Seelig, CMA-A (AAMA) Chair
- 1921 June Brown, RMA
- 1922 Joyce Edds, CMA (AAMA) CPT (ASPT)
- 1923 Pam Neu, CMA (AAMA) MBA
- 1924 Karen Pershing, CMA (AAMA)

1925

1926 4. SPECIAL COMMITTEES

1927

1928 Special committees may be created by the action of the members of the Board of Directors.
 1929 Membership in such special committees shall be appointed by the President, unless otherwise
 1930 provided for in the motion of resolution creating such special committees. The President shall
 1931 also have the power to create such special committees as she deems advisable and to appoint
 1932 the members thereof.

1933

1934 STANDING COMMITTEES

1935

1936 1. The Budget and Finance committee is chaired by the ISMA Treasurer. A proposed budget
 1937 is prepared and presented to the Board of Directors at the February/March Board of
 1938 Directors meeting. The proposed budget is approved by the membership at the Annual
 1939 meeting.

1940

ISMA PROPOSED BUDGET 2024-2025 EXAMPLE

	Category	Budget 2023-24	Actual As of 1/31/24	Proposed 2024-25
INCOME	Dues	\$22,000.00	\$19357.50	\$19,000.00
	Ways & Means	\$ 2,000.00	\$ 1,646.00	\$ 3,000.00
	Super Regional Conference	\$ 00.00	\$ 00.00	\$ 6,500.00
	Education	\$ 500.00	\$ 710.00	\$ 800.00
	Annual State Conference	\$ 500.00	\$ 7,300.80	\$ 8,000.00
	Donations – PIPS	\$ 700.00	\$ 75.00	\$ 300.00
	Savings Transfer	\$ 00.00	\$ 5,000.00	\$ 6,110.00
	Total	\$ 25,700.00	\$34,089.30	\$ 43,710.00
EXPENSES	President	\$ 200.00	\$ 64.20	\$ 200.00
	Vice President	\$ 100.00	\$ 00.00	\$ 100.00
	Recording Secretary	\$ 25.00	\$ 00.00	\$ 25.00
	Treasurer	\$ 100.00	\$ 158.49	\$ 175.00
	AAMA President's Gift	\$ 60.00	\$ 00.00	\$ 60.00
	Awards	\$ 150.00	\$ 1,079.62	\$ 300.00
	BOT Campaign	\$ 2,865.00	\$ 1,000.00	\$ 1,000.00
	Bylaws & Procedure Manual	\$ 00.00	\$ 00.00	\$ 00.00
	Certification	\$ 100.00	\$ 89.76	\$ 100.00
	Computer Support	\$ 250.00	\$ 1,043.20	\$ 1,000.00
	Donations	\$ 500.00	\$ 800.00	\$ 850.00
	Flowers/Memorials	\$ 150.00	\$ 00.00	\$ 150.00
	Historian	\$ 100.00	\$ 00.00	\$ 100.00
	Installation Service	\$ 100.00	\$ 00.00	\$ 100.00
	Insurance	\$ 200.00	\$ 187.00	\$ 200.00
	Med-A-Scoop	\$ 00.00	\$ 00.00	\$ 00.00
	Membership	\$ 500.00	\$ 291.00	\$ 500.00
	Miscellaneous	\$ 00.00	\$ 224.80	\$ 00.00
	National Conference	\$ 10,500.00	\$ 9,191.64	\$ 10,500.00
	Nominating Committee	\$ 00.00	\$ 00.00	\$ 00.00

	Public Relations	\$ 3,500.00	\$ 6,871.54	\$ 6,000.00
	State Conference	\$ 2,500.00	\$14,261.36	\$ 15,000.00
	State Workshop/Speakers	\$ 200.00	\$ 38.50	\$ 200.00
	Super Regional Conference	\$ 00.00	\$ 00.00	\$ 4,000.00
	Ways & Means	\$ 500.00	\$ 135.00	\$ 500.00
	Website	\$ 3,000.00	\$ 3,179.87	\$ 3,000.00
	Total	\$ 25,700.00	\$37,815.98	\$ 43,710.00
IMMA (Money Market)	Balance on Hand as of 3/31/2023		\$97,334.26	
CD	Balance on Hand as of 3/31/2023		\$16,195.68	
IRWIN SUPPORT FUND			\$ 4,021.61	
STUDENT SUPPORT FUND			\$ 1,998.00	

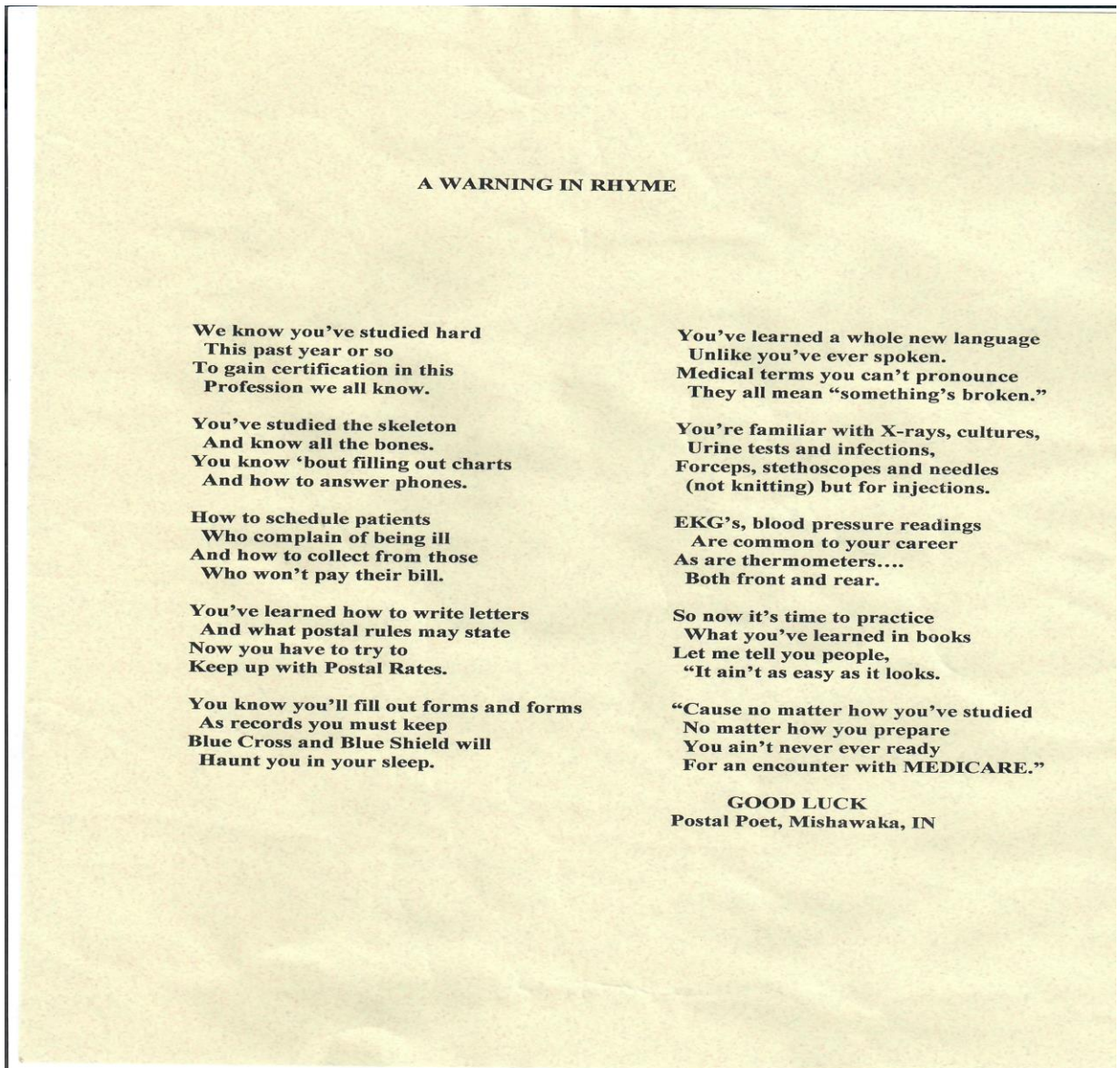
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2. Bylaws and Standing Rules chair is appointed by the president. The committee shall consist of the Past Indiana Presidents (PIPS). Bylaw amendments are proposed to the Board of Directors at the November meeting and voted upon by the membership at the Annual meeting. They must be published in the Med-A-Scoop or mailed to each member no later than 60 days prior to the Annual meeting. Standing rule changes may be approved by the Board of Directors and presented at any time. Copies of the current bylaws must be presented to the AAMA Executive Office upon request or whenever amended. All active Past Indiana Presidents shall be committee members. The Bylaws should be provided to the Med-A-Scoop Editor/Website Development Chair for posting on the website.
3. Certification Committee chair is appointed by the President. The committee is to recognize all new and recertified members throughout the year. The chair is to conduct a recognition ceremony for all new and members recertified since the last conference during the banquet at the annual meeting. The budget includes an amount to be used for gift items presented during the ceremony.

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CERTIFICATION POEM EXAMPLE

Courtesy of St Joseph District member Marlena Parmeley, CMA (AAMA)



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5. Continuing Education chair is the elected Vice President who is responsible for arranging for CEU speakers and workshops prior to the Board of Director meetings. An honorarium of \$50.00 per hour is provided to each speaker or the charity of their choice.

1971 **WORKSHOP PREPARATION**

1972

1973

SPEAKER REQUEST EXAMPLE

1974 The Indiana Society of Medical Assistants is requesting that you present a **three-hour** educational session on **New**
1975 **Advances in Dementia Identification and Treatment** to our membership on **June 12, 2025** from **Noon to 3:00 pm**. We
1976 meet at IU North at 11700 N Meridian St, Carmel, IN 46032 in Building B, rooms A-D. We expect approximately 50
1977 members to attend our meeting and provide AAMA approved continuing education credits for the education provided.
1978 Certification is a requirement of membership; however, all medical assistants and students are welcome to attend the
1979 meeting. Please provide your CV and three to five statements of what you will cover in your presentation. These can
1980 complete the statement “As a result of attending this workshop the attendees will be able to.....”.

1981 We an affiliate of the American Association of Medical Assistants (aama-ntl.org). Our website is insocmedasst.org where
1982 you can find information about our society as well as all of our meeting dates.

1983 Thank you for your consideration of and prompt response to our request.

1984 Jane Seelig, CMA-A (AAMA)

1985 Conference Co-chair

1986 janeselig@att.net

1987 812 603 1886

1988

1989 Speakers should be consulted regarding any needs they may have to present their
1990 program. Needs may include, but are not limited to duplication of handouts,
1991 podium, type of preferred microphone, and any audiovisual equipment needed.
1992 ISMA has audio/visual equipment available for use. The Vice President is
1993 responsible for speaker introduction citing the information provided for obtaining
1994 CEUs. Request the speaker’s choice of charity for honorarium payment.

1995

1996 Things to remember for each workshop.

1997 • Topic should have been published before meeting time

1998 • Obtain CEU approval

1999 o Aama-ntl.org

2000 o Sign in

2001 o My account

2002 o Program approval (at least 30 days prior to event)

2003 ▪ Title

2004 ▪ State or Chapter

2005 ▪ Subject category

2006 ▪ Length (one half hour increments, enter 1 or 1.5 only)

2007 ▪ Date

2008 ▪ Content

2009 • Description

2010 • Learning objectives (3-5)

2011 ▪ Speaker Name and Credentials

2012 ▪ Attach speaker’s qualifications

2013 Prepare a registration form to be included in the Med-A-Scoop issue preceding the
2014 meeting.

REGISTRATION FORM EXAMPLE

ISMA WORKSHOP

3 CEUs FREE TO AAMA MEMBERS IN PERSON

IU North, Entrance B, 11700 N Meridian St Carmel IN 46032

November 16, 2024

12:00 Noon to 3:00 p.m. (Eastern Time)

Speakers: Brandon Shirley, Julie Rosenwinkel and Shelley Jackson from Krieg and Devault LLP

Topic: Emerging Issues in Compliance and Risk Management

If you do not get a response, registration request was not received.

The link will be emailed to you by 10:00 PM November 15, 2024, after the registration deadline.

PLEASE EMAIL THE FOLLOWING INFORMATION

(same as the AAMA Attendance Form).

Please do not complete and attach form to email or text information.

AAMA Member: ID number (maximum 6 digits). NOT YOUR AAMA CERTIFICATION NUMBER!

Credential: CMA (AAMA), CMA, RMA, CCMA, MA, Other

Full Name: First Name, Middle Initial, Last Name

Home Mailing Address: City, State, Zip Code

Home Email Address: Work email may block information sent to multiple people as spam.

Cell phone number with area code: So, we can reach you if there is an email problem. Members must pay in advance to obtain link if attending virtually. \$25.00 by check (issue to ISMA), mail to Heidi Sisson 1007 Amesbury Court Indianapolis, IN 46217

\$25.00 by Venmo, use @Heidi-Sisson-4 Non-members must pay in advance to obtain the link. \$40.00 by check (issue to ISMA), mail to Heidi Sisson 1007 Amesbury Court Indianapolis, IN 46217 \$40.00 by Venmo, use @Heidi-Sisson-4 EMAIL

THE REQUESTED INFORMATION TO hsisson@encompassworld.org no later than Noon, Wednesday, November 13, 2024 to receive 3 CEUs DEADLINE IS FIRM! NO EXCEPTIONS!

WORKSHOP REGISTRATION

Create a spreadsheet with column headings matching the requirements for AAMA CEU submission.

Mbr # Non Mbr # First Name MI Last Name Address City St Zip Code Email Address

Use the email address column to communicate with registrants with reminders about the upcoming workshop, when CEU submission is completed and information about future meetings.

CEU SUBMISSION

After registration is complete add three columns after the last name for the approval number, program title, date.

Submit the spreadsheet to AAMA within 10 days of the workshop to programattendance@aama-ntl.org as an attachment. The credits should appear on the member's transcript within a few days.

Submit a voucher to the treasurer for payment of the honorarium to the speaker's charity choice.

5. Financial Audit Committee chair is appointed by the President and should be a member of the ISMA Treasurer's district. The committee is to review the treasurer's books and other financial records for accuracy. A report is presented to the pre-conference Board of Directors and the membership at the Annual Meeting.

FINANCIAL AUDIT PROCEDURES

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Items to have available for audit:

1. Check register
2. Vouchers with attached receipts
3. Deposit slips attached to page with copies of deposited checks and electronic payments
4. Reconciled bank statements
5. Reports presented at each ISMA meeting

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The committee compares each voucher and deposit slip with the check register and the bank statement. Bank statement balances are verified in the check register. ISMA report contents are verified.

To determine total expenses and deposits while verifying the bank book balances create a spreadsheet with the headings Beginning Balance, Expenses, Income, Balance and a formula in the balance of column d-b+c.

FINANCIAL AUDIT SUPPORT SPREADSHEET

Beginning Balance	Income	Expenses	Bank Balance
12345			@sum(A1+b1-c1)
			@sum(D2+b2-c2)
			@sum (d3+b3-c3)
Total			

2081
2082

FINANCIAL AUDIT REPORT EXAMPLE

FINANCIAL AUDIT OF THE TREASURER’S BOOKS REPORT 2023-2024

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Audit Report of the Treasurer’s Books for 2023-2024

Audit Date: May 25, 2024

General Fund 2023-2024 INCOME and EXPENSES

Checking Balance as of April 12, 2023: **\$10,389.91**

Total Income: \$2,236.05

Total Expenses: \$11,413.79

Checking Balance as of May 25, 2024: **\$1,212.17**

Checkbook register, bank statements, expense vouchers, and deposit slips all verified the general fund account activity and balance on May 25, 2024.

Audited by: Jane B. Seelig, CMA-A (AAMA)

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6. Audit of the Minutes of the Annual Meeting Chair is appointed by the President and should be a member of the ISMA Recording Secretary’s district. The committee is to review the minutes from the ISMA Annual Business Meeting and the auditory tape for accuracy. A report is presented to the Board of Directors at the May/June meeting.

ANNUAL MEETING MINUTES AUDIT REPORT EXAMPLE

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The minutes have been audited with only minor spelling changes made.
Sandra Johnson, CMA (AAMA), MS, CPC
Southeast District

- 2111 7. Membership Committee chair is the Immediate Past President. A voluntary member from
2112 each district is solicited to become a member of this committee. This committee is
2113 responsible for the recruitment and retention of members and formation of new districts. A
2114 report is given at each board meeting noting the committee's activities since the last
2115 meeting and the number of ISMA members. An annual year end report is printed in the
2116 Conference book.
- 2117 8. Procedure Manual chair is appointed by the President. This committee is responsible for
2118 keeping the information contained in the procedure manual current. The committee shall
2119 consist of the Past Indiana Presidents (PIPS). All active Past Indiana Presidents shall be
2120 committee members. The Procedure Manual should be provided to the Med-A-Scoop
2121 Editor/Website Development Chair for posting on the website.
- 2122 9. ISMA Liaison and Public Policy/Affairs Chair is appointed by the President. A voluntary
2123 member from each district is solicited to become a member of this committee. This
2124 committee is to review legislation presented to the Indiana Legislators for issues which are
2125 relevant to the profession of medical assisting. The chair completes the Indiana State
2126 Medical Association vendor registration form for ISMA to have an exhibit table at their
2127 annual conference, advertising in their conference program book and sponsorship of the
2128 conference lanyards. The ISMA Liaison and ISMA President attend the conference to staff
2129 the exhibit table. One more member may be appointed to attend the conference as
2130 necessary. These are budgeted expenses.
- 2131 10. The Eva I. Irwin CMA (AAMA) Medical Assistant Support Fund Committee Chair is
2132 appointed by the President. The members are past Golden Apple award recipients. This
2133 committee is responsible for distribution of monies to member students for the purpose of
2134 recognizing their pursuit of medical assisting certification. This committee reports to the
2135 Indiana Society Past Presidents.

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SUPPORT FUND INFORMATION LETTER EXAMPLE

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The Eva I. Irwin, CMA (AAMA) Medical Assistant Support Fund is to reflect the honors of those that had the privilege of knowing Eva I. Irwin, CMA (AAMA) and the value of being a Certified Medical Assistant (CMA-AAMA), a Medical Assistant Educator, and an accreditation surveyor of medical assistant programs for the American Association of Medical Assistants (AAMA).

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The ISMA will award up to \$500 to an AAMA-accredited medical assistant to help with the financial stresses of managing education and family obligations. Consideration for this award is based on the following criteria:

- 2147 • Submission of the Eva I. Irwin, CMA (AAMA) Medical Assistant Support Fund application by students enrolled
2148 in and having completed a minimum of one quarter or semester at a postsecondary medical assisting program
2149 accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) or the
2150 Accrediting Bureau of Health Education Schools (ABHES) and having a grade point average of 3.0 or higher.
2151
- 2152 • Application must be submitted with all needed information.
2153 • Application may be submitted by email or postal mail.

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2227

CREDENTIALS CALCULATOR FORM

CREDENTIALS COMMITTEE MEETING
CALCULATOR

VOTE	MAJORITY	2/3	VOTE	MAJORITY	2/3	VOTE	MAJORITY	2/3	VOTE	MAJORITY	2/3
5	3	3	35	18	23	67	34	45	98	50	65
6	4	4	36	19	24	68	35	45	99	50	66
7	4	5	37	19	25	69	35	46	100	51	67
8	5	5	38	20	25	70	36	47	101	51	67
9	5	6	39	20	26	71	36	47	102	52	68
10	6	7	40	21	27	72	37	48	103	52	69
11	6	7	41	21	27	73	37	49	104	53	69
12	7	8	42	44	28	74	38	49	105	53	70
13	7	9	43	22	29	75	38	50	106	54	71
14	8	9	44	23	29	76	39	51	107	54	71
15	8	10	45	23	30	77	39	51	108	55	72
16	9	11	46	24	31	78	40	52	109	55	73
17	9	11	47	24	31	79	40	53	110	56	73
18	10	12	48	25	32	80	41	53	111	56	74
19	10	13	49	25	33	81	41	54	112	57	75
20	11	13	50	26	33	82	42	55	113	57	75
21	11	14	51	26	34	83	42	55	114	58	76
22	12	15	53	27	35	84	43	56	115	58	77
23	12	15	54	28	36	85	43	57	116	59	77
24	13	16	56	29	37	86	44	57	117	59	78
25	13	17	57	29	38	87	44	58	118	60	79
26	14	17	58	30	39	88	45	59	119	60	79
27	14	18	59	30	39	89	45	59	120	61	80
28	15	19	60	31	40	90	46	60	121	61	81
29	15	19	61	31	41	91	46	61	122	62	81
30	16	20	62	32	41	93	47	62	123	62	82
31	16	21	63	32	42	94	48	63	124	63	83
32	17	21	64	33	43	95	48	63	125	63	83
33	17	22	65	33	43	96	49	64	126	64	84
34	18	23	66	34	44	97	49	65	127	64	85

2228
2229

2230 13. There shall be four (4) award committees: Medical Assistant of the Year, Leon Levi,
2231 Golden Apple and The Eva I. Irwin, CMA (AAMA) Medical Assistant Support Fund.

2232

2233

A. MEDICAL ASSISTANT OF THE YEAR

2234

Each year each district may submit a written summary of qualifications for their
2235 chosen nominee for this honor without mention of individual district name.

2236

Elected state officers are not eligible for nomination, all other members are

2237 eligible for this honor. Criteria are based on individual contributions to ISMA,
2238 profession, physician, or work-related and civic activities. The selection is made
2239 by the ISMA Physician Advisors with the award presented at the Annual
2240 Conference Awards Banquet. This award shall be presented during the Annual
2241 Conference Awards Banquet. The sponsor of this award is The Indiana State
2242 Medical Association Insurance Agency. Tom Martens, Director of Insurance,
2243 ISMA Insurance Agency 322 Canal Walk • Indianapolis, IN 46202-3268 Direct:
2244 (317) 454-7734 • Fax: (317) 261-2238
2245

2246 B. LEON LEVI AWARD

2247 Whereas the Medical Assistant of the Year Award is presented to a Medical
2248 Assistant for contributions to the society, physician, patients and civic activities,
2249 The Leon Levi Award shall be given whenever a member is considered eligible,
2250 for outstanding contributions to the Indiana Society of Medical Assistants. This
2251 award does not have to be given annually. The recipients should be members in
2252 good standing of the ISMA for at least five (5) years. They need not be
2253 nominated by their district but can be nominated by any member of ISMA. The
2254 recipient shall be awarded a plaque stating these achievements. The committee
2255 shall be comprised of past award recipients and the ISMA President. The Chair
2256 of this committee shall be the most recent active Award Recipient. This award
2257 shall be presented during the Annual Conference Awards Banquet.
2258

2259 C. GOLDEN APPLE

2260 Presented to an outstanding ISMA member medical assisting educator because
2261 of the nominee's outstanding dedication to and accomplishments in the field of
2262 Medical Assisting Education. This award does not have to be presented annually.
2263 The recipients should be members in good standing of the ISMA for at least five
2264 (5) years and an active participant in district activities. They need not be
2265 nominated by their district but may be nominated by any member of ISMA. The
2266 recipient shall be awarded a golden apple charm. The committee shall be
2267 comprised of the ISMA President and past award recipients. The Chair of this
2268 committee shall be the most recent award recipient. This award shall be
2269 presented during the Annual Conference Awards Banquet.
2270

2271 D. EVA I. IRWIN CMA (AAMA) MEDICAL ASSISTANT SUPPORT FUND

2272 The Eva I. Irwin, CMA (AAMA) Medical Assistant Support Fund is to reflect the
2273 honors of those that had the privilege of knowing Eva I. Irwin, CMA (AAMA) and the
2274 value of being a Certified Medical Assistant (CMA-AAMA), a Medical Assistant
2275 Educator, and an accreditation surveyor of medical assistant programs for the American
2276 Association of Medical Assistants (AAMA).
2277
2278

- 2279 14. Life Member
2280 A life member shall be an active member who has had life membership conferred, for
2281 having made an outstanding contribution to the Indiana Society of Medical Assistants.
2282 Any member of the Board of Directors and any component district may submit to the
2283 Board for its consideration the name of a candidate for life membership. The individual's
2284 name and a statement outlining contributions shall accompany the nomination.
2285 Nomination must be made ninety (90) days prior to the Annual Business Meeting. The
2286 nominee's candidacy shall be voted on at the February/March Board of Directors meeting.
2287 Award of Life membership requires a two-thirds (2/3) vote by ballot of the Board of
2288 Directors. There shall be no more than one life membership conferred in one year. A life
2289 member shall not pay state dues and shall continue to enjoy all the rights and privileges of
2290 active membership. The President must notify AAMA membership department when Life
2291 Membership is bestowed.
2292
- 2293 15. Honorary Member
2294 An honorary member shall be one who is not eligible for another category of membership
2295 but has made an outstanding contribution to the Indiana Society of Medical Assistants.
2296 Any member of the Board of Directors or any component district may submit to the Board
2297 of Directors for its consideration the name of a candidate for honorary membership. The
2298 individual's name and a statement outlining contributions must be submitted at least ninety
2299 (90) days prior to the Annual Business Meeting. The nominee's candidacy must be voted
2300 on at the February/March Board of Directors meeting. Conferral of honorary membership
2301 shall require a two-thirds (2/3) vote by ballot of the Board of Directors. The presentation
2302 shall be made at the Annual Conference. There shall be no more than two honorary
2303 memberships conferred in one year. An honorary member shall not pay state dues, vote,
2304 hold office or chair a committee.
2305
- 2306 16. Each standing committee shall consist of a chair and at least four (4) other members, all of
2307 whom shall be appointed by the President, unless otherwise specified or delegated. The
2308 President may appoint the chair of the committees and have the chair select the other
2309 members. The appointments to these standing committees shall be announced before the
2310 end of the annual state conference. Duties of each committee are specified by the
2311 committee's name.
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AWARD PLAQUES AND CERTIFICATES

Hoosier Sporting Goods, Jennifer Shuter, Trophy Specialist jennie@hoosiersportinggoods.com
812 376 3418 611 Washington St, Columbus IN 47201

Award	Certificate	Plaque	Framed Letter	Charm
Medical Assistant of the Year		X	x	x
Leon Levi Award	X	X	X	
Life Membership	X	X	X	
Golden Apple Award		X	X	x
Eva I. Irwin CMA (AAMA) Medical Assistant Student Support Fund Award	X		X	

2319
2320

ANYTHING PRINTED IN ITALICS IS A VARIABLE (NAME, DATE OR YEAR)

2322

Medical Assistant of the Year Plaque *Metal Plate on Wood*
Wording:
Indiana Society
Of Medical Assistants
Recognizes
_____ CMA (AAMA)
For Being Selected As The
MEDICAL ASSISTANT
OF THE YEAR
YEAR

2323
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SPONSORED BY
Indiana State Medical Association Insurance Agency

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2336

Leon Levi Plaque *Metal plate with etched Indiana State Outline
Medical Caducei on wood*
Wording:
Leon S. Levi, M.D.
Memorial Award
Year

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_____ CMA (AAMA)
For Outstanding Contributions, Devotion,
And Dedication
To The
INDIANA SOCIETY OF MEDICAL ASSISTANTS

2347
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2355

Presented by the
XXXX-XXXX Board of Directors

*AAMA Emblem
An affiliate of the
American Association
Of Medical Assistants*

2356 Certificate wording: *Medical Caducei*
 2357 LEON LEVI, M.D.
 2358 MEMORIAL AWARD
 2359 Presented to
 2360 _____ CMA (AAMA)
 2361 On *DATE*
 2362 For outstanding contributions, devotion, and dedication to
 2363 THE INDIANA SOCIETY OF MEDICAL ASSISTANTS
 2364 BY THE *YEAR* ISMA BOARD OF DIRECTORS
 2365 Signed by *ISMA President and most recent previous recipient*
 2366
 2367

2368 **Life Membership**

Plaque *Metal plate on wood*

2369 Wording: _____ CMA (AAMA)
 2370 Is awarded
 2371 LIFE MEMBERSHIP
 2372 IN RECOGNITION OF YOUR
 2373 OUTSTANDING CONTRIBUTIONS
 2374 TO THE
 2375 INDIANA SOCIETY OF MEDICAL ASSISTANTS
 2376 *DATE, YEAR*
 2377
 2378

2379 Certificate wording: *Medical Caducei*
 2380 CERTIFICATE OF LIFE MEMBERSHIP
 2381 Presented to
 2382 _____ CMA (AAMA)
 2383 FOR OUTSTANDING CONTRIBUTIONS TO THE MEDICAL ASSISTING PROFESSION
 2384 AND THE
 2385 INDIANA SOCIETY OF MEDICAL ASSISTANTS
 2386 by the
 2387 *year* ISMA BOARD OF DIRECTORS
 2388 signed and dated by the *ISMA President*
 2389
 2390

2391 **Golden Apple**

Metal plate on wood with etched apple

2392 Plaque wording: GOLDEN APPLE AWARD
 2393 Presented to
 2394 _____ CMA (AAMA)
 2395 For Outstanding Dedication and
 2396 Accomplishments in the Field of
 2397 Medical Assisting Education
 2398 *Date, Year*
 2399 INDIANA SOCIETY OF
 2400 MEDICAL ASSISTANTS
 2401
 2402

2403 **Eva I Irwin CMA (AAMA)**
2404 **Medical Assistant Support Fund Award**

2405
2406 Certificate Wording: Eva I Irwin CMA (AAMA)
2407 Medical Assistant Fund Award
2408 *YEAR*
2409 Presented to
2410 *SCHOOL NAME*
2411 IN RECOGNITION OF DEDICATION AND
2412 COMMITMENT TO STUDENTS
2413 BY
2414 THE INDIANA SOCIETY OF MEDICAL ASSISTANTS

2415
2416
2417 **ANNUAL STATE CONFERENCE**
2418 **REFER TO THE STATE CONFERENCE GUIDE**
2419

2420
2421 **ANNUAL BUSINESS MEETING**
2422

2423 The annual meeting of the members shall be held in April unless another date is designated by
2424 the Board of Directors. The place is to be announced each year by the Board of Directors no
2425 later than the first board meeting following the conference.

2426
2427 At the annual meeting, the Society will hear and act on reports of officers, special and standing
2428 committees, elect new officers, and transact whatever business may come before this meeting.
2429 Each committee chair and member of the Board of Directors is responsible for submitting a
2430 report summarizing activities during the year. This is published in the Annual Meeting Book
2431 distributed prior to the Annual Business Meeting.

2432
2433 The credentials committee chair shall obtain from the AAMA website a list of members
2434 eligible to vote (dues paid by December 31). Members eligible to vote are given a card for
2435 identification purposes. The tellers distribute a numbered ballot during the meeting for voting
2436 purposes.

2437 The Chaplain shall conduct a memorial service during the meeting, if appropriate.
2438 If the president desires, special seating will be provided for district directors.
2439 At the conclusion of the business meeting there will be a drawing for chapter door prizes.

2440
2441 **AAMA CONFERENCE AND HOUSE OF DELEGATES**
2442

2443 **DELEGATES AND ALTERNATES DUTIES**
2444

2445 Delegates must review the delegates packet very carefully so that they are informed on all
2446 issues to be presented in the AAMA House of Delegates.
2447 Delegates are expected to attend all virtual and in-person activities associated with the House
2448 of Delegates (HOD) and leadership. All ISMA delegates must check-in at the credentials desk
2449 together prior to the opening of each session of the HOD.

2450

2451 DELEGATE PREPARATION TIPS

2452 Webster defines a delegate as “A person given power or authority to act for others”. This is a
2453 serious responsibility - ARE YOU PREPARED?????

2454

2455 TEST YOURSELF WITH THESE QUESTIONS:

- 2456 1. Have you STUDIED all the material contained in your delegate’s packet?
2457 2. Have you discussed all items in your delegate’s packet with your state officers
2458 and as many members as possible?
2459 3. Do you know how the Reference Committee works?
2460 4. Do you know how to present a motion properly? You must write it out exactly
2461 as you present it and give it to the Speaker and Parliamentary Advisor as quickly as
2462 possible.

2463

2464 ADDITIONAL TIPS

2465

- 2466 1. To LISTEN and THINK OBJECTIVELY are the most important duties you have as a
2467 delegate. Consider all issues for the good of the entire association, not just from the
2468 standpoint of one individual, district or state. You were elected to represent the Indiana
2469 Society of Medical Assistants. It is your duty to report back to your members. At the same
2470 time, you should remember to keep an open mind. Base your decisions on the
2471 deliberations of the House, not on a preconceived opinion.
2472 2. Parliamentary procedure is designed to let a majority accomplish its goal within a
2473 reasonable time. Be prepared to express your views and then be gracious if your opinion
2474 does not prevail. Learn to abide by majority rule. This is the basis of our democracy.
2475 3. Reference committees are for EVERYONE. These committees provide an opportunity
2476 for members to express opinions and hear the opinions of others. Everyone is urged to
2477 attend these meetings, but you, as a delegate, are obligated to do so.
2478 4. BE PROMPT. Attend all sessions, but feel free to move about the room if necessary.

2479

2480 The Society, through its Board of Directors, shall provide full representation through delegates
2481 or their alternates or proxy at all national meetings of the American Association of Medical
2482 Assistants. These delegates are to be announced at the annual meeting.

2483

2484 Two of the delegates shall be the President and Vice President of ISMA. The remaining
2485 delegates shall be elected by the Board of Directors and maybe directors or other members of
2486 ISMA where necessary to complete the full representation of the association at the AAMA
2487 House of Delegates. ISMA reimburses the following expenses when a voucher and receipt are
2488 presented to the ISMA treasurer. A specified allowance is budgeted for each delegate for
2489 conference registration, one-half of lodging for five nights, mileage, airfare, and meal
2490 expenses.

2491

RECERTIFICATION INFORMATION

2492

2493

2494 Effective January 1, 2010, all newly certified or recertifying CMAs (AAMA) will be current
2495 for 60 months (5 years) from the end of the calendar month of initial certification or most
2496 recent recertification. Current status is required in order to use the credential.

2497

2498 Recertification can be accomplished by examination or proof of continuing education.

2499 1. Examination: Pass the AAMA Certification/Recertification Examination.

2500 2. Continuing Education:

2501 A total of 60 hours of continuing education units (CEU's) in the 60 months (5 years) is
2502 necessary to recertify the CMA (AAMA) credential. A minimum of 10 points are required
2503 in each of the administrative, clinical and clinical areas. The remaining 30 points may be
2504 accumulated in any of the three (3) content areas.

2505 • 10 Administrative

2506 • 10 Clinical

2507 • 10 General

2508 • 30 points from any combination of the above three categories

2509 • A minimum of 30 hours must be AAMA approved CEUs.

2510 For recertificants by continuing education, the recertification date will be the first day of the
2511 month of the application postmark. All newly certified and recertifying CMAs (AAMA) will
2512 be current through the end of the calendar month of initial certification or most recent
2513 recertification for 60 months after initial certification or most recent recertification.

2514 YEAR CERTIFIED RECERTIFY BY

2515 2021 the calendar month of initial or most recent recertification 2026

2516 2024 the calendar month of initial or most recent recertification 2029

2517

2518 For information regarding certification/recertification, contact Director of Certification,
2519 AAMA Executive Office, 20 N Wacker Dr, Ste 3720, Chicago IL 60606-2903, telephone 1-
2520 800-ACT-AAMA or 312 228 2262 or e-mail ContinuingEducation@aama-ntl.org. You may
2521 also review the CMA (AAMA) Recertification by Continuing Education Application at
2522 www.aama-ntl.org.

2523

Virtual Workshop Registration/CEU submission process

- 2524
2525
2526 Registration: Form or email information must include needed information to submit CEUs to
2527 AAMA. It is best to ask for the registration information to be provided in an email instead of
2528 completion of the form. It is easy to misinterpret handwritten information.
2529 Name and credential.
2530 AAMA member number (maximum 6 digits)
2531 OR last four digits of SS# for non-members
2532 Home email address
2533 Complete home address
2534 Cell Phone number
2535 Who to respond to and how to submit response.
2536 The deadline (which is rarely observed or enforced) should be at least
2537 three days prior to the workshop to allow enough time for link
2538 distribution.
2539 Reminder to print legibly or to email information.
2540 If there is a charge for attendance, cost, where and how to make payment.
2541 Do not process any request for registration which is not complete. It is helpful to send a
2542 reminder that the information needed is the same as what is needed to complete the AAMA
2543 Program Attendance form. Do not make any exceptions to the deadline. You need two days
2544 to get the prep work done before the workshop.
2545 Advertising: Provide a registration form to state/chapter membership, hospital physician
2546 networks, past workshop attendees, AAMA Facebook Event Page via AAMA
2547 website, local and state websites, and Facebook pages with link to access the
2548 registration form or registration requirements. Keep a separate list of email
2549 addresses of workshop attendees. It is a great marketing tool to send information
2550 about upcoming workshops to past participants. Update the list following each
2551 workshop.
2552 Response: Print each registration form or email with information and note the date it is
2553 received on the paper. Keep the papers in alphabetical order. It is best to reply
2554 to each registrant, so they know how and when they will receive the workshop
2555 link. Review each registration to make sure it is complete. The AAMA member
2556 number has a maximum of 6 digits, and the AAMA Certification number has 7
2557 digits. People often forget to complete their full name, address with city, state
2558 and zip code or provide home email address. If the handwriting is not clear,
2559 reply in an email to confirm the information provided. If provided with a work
2560 or school email address, request a home email address. Place each registration
2561 into a “workshop” email folder as a “just in case” file to double check
2562 registration numbers and email addresses.
2563 Link distribution: Copy and paste about 50 of the email addresses into the bcc field on the
2564 email. If you send too many at a time, you may have them rejected as spam.
2565 Also, if too many are returned by mail demon, you will have the same problem.
2566 To clear the spam denial, delete the rejected emails notices (after making notes
2567 of the address), log out of your email, empty your draft folder, then restart the
2568 computer. Continue sending from the last successful batch end point. Save your
2569 link page in word so you can easily copy it into email. Preface the link

2570 instructions with specific instructions for the day, such as time zone, sign in
2571 time, to mute after logging in, need to text if on a cell phone. Attendance can be
2572 taken from the participants list during the workshop.

2573 Tracking Registrations

2574 Build a spreadsheet with columns titled based upon the AAMA CEU submission
2575 spreadsheet. Make a column to place a “1” next to each line for accurate
2576 enrollment numbers.

2577 Last 4 Soc Sec # AAMA Member # First Name Initial Last Name Credential Address City
2578 St Zip Code email address

2579 Preparing information for AAMA CEU submission

2580 Save the registration spreadsheet under the first program title. Delete the rows of those who
2581 did not attend the workshop. Insert three columns for the course approval number, course
2582 name and course date between the AAMA member number and first name columns. The
2583 email address column will be removed or hidden prior to submission to AAMA. Insert the
2584 workshop information and copy & paste it for all attendees. To prevent duplicate work, email
2585 the certificates of attendance and authorized power point presentations to each attendee. After
2586 three days, save the spreadsheet for each workshop. Email the spreadsheets separately to
2587 programattendance@aama-ntl.org as an attachment. The CEUs should appear on transcripts
2588 within a week. My last electronic submission for CEUs was posted to the transcripts on the
2589 same day!

2590 Certificate of Attendance

2591 Must include the Course name, date, workshop title, number of CEUs awarded, total
2592 hours, category (A, G, C), approval number, start and end time, presenter’s name,
2593 credential and professional job title, objective and name of hosting chapter & state and
2594 national affiliation.

2595 Taking Attendance

2596 Attendees’ names should show up in the participants list. The list also indicates the
2597 number of individuals in attendance. It will fluctuate due to connection issues, but it is
2598 easy to see when individuals log out and do not return. Use this for the purpose of
2599 taking attendance. If they are on a cell phone, request that they text confirmation of
2600 attendance before the workshop begins or when they join the meeting. During the
2601 workshops mark off attendee names on the registration spreadsheet from the
2602 participants list and cell phone check in. Your attention to the participants list will
2603 identify those who are not present.

2604 Confirming Attendance

2605 This is how to avoid notification from attendees that they did not receive their
2606 certificate of attendance which delays the submission of CEUs to AAMA. Following
2607 the workshop send an email to everyone who you show as absent from the workshop,
2608 requesting confirmation that they were not in attendance. I just started doing this and it
2609 prevents late notices to AAMA.

2610

2611 At the conclusion of each of the workshops announce that 90% of the workshop must be
2612 attended to receive any CEUs. Certificates of Attendance will be emailed to all registrants and
2613 if one is not received, to notify them by email that they were in attendance by a specific date.
2614 Then announce the date the CEUs will be submitted to AAMA, and they should see the credits
2615 on their transcript within a week of submission.

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APPENDIX

Proclamation Request

WHEREAS, The Indiana Society of Medical Assistants is an organization comprised of dedicated professionals employed as assistants to physicians and other health care providers in the field of medicine, and WHEREAS, Medical assistants provide a vital health service to the citizens of Indiana through both administrative and clinical skills, and WHEREAS, By continually striving to upgrade medical standards, medical assistants help improve health care services for all citizens, and WHEREAS, The Indiana Society of Medical Assistants encourages and promotes professionalism among those individuals within this field and endeavors to increase the knowledge and skill of medical assistants, and WHEREAS, The Indiana Society of Medical Assistants stimulates a feeling of fellowship and cooperation within the medical profession by improving public relations,

ROSTER CONTENTS

- DATES TO REMEMBER
- ADDITIONAL DEADLINES
- FUTURE MEETING DATES
- ELECTED OFFICERS WITH CONTACT INFORMATION
- APPOINTED OFFICERS WITH THEIR CONTACT INFORMATION
- COMMITTEE CHAIRS
- CHAPTER DIRECTORS
- ISMA PHYSICIAN ADVISORS WITH REMAINING TERM INDICATED
- HONORARY MEMBERS
- LIFE MEMBERS
- AWARD CRITERIA
- ISMA MEDICAL ASSISTANT OF THE YEAR RECIPIENTS
- LEON LEVI AWARD RECIPIENTS
- GOLDEN APPLE AWARD RECIPIENTS
- ISMA PRESIDENTS
- EVA I. IRWIN CMA (AAMA) MEDICAL ASSISTANT SUPPORT FUND
- EVA I. IRWIN CMA (AAMA) MEDICAL ASSISTANT PROGRAM FUND AWARD RECIPIENTS
- BOARD OF DIRECTORS TIPS
- ISMA DIRECTOR GUIDELINES
- PARLIAMENTARY TIPS
- THE MEDICAL ASSISTANTS' CREED

INSTALLATION OF OFFICER'S SCRIPT EXAMPLE

Indiana Society of Medical Assistants
Affiliated with the American Association of Medical Assistants
Officer Installation 2024-2025
Saturday, April 13, 2024

I am Jane Seelig, CMA-A (AAMA) and I am honored to conduct the installation service for the 2024-2025 Indiana Society of Medical Assistants. We are here today with dual purposes. Continuing education is the primary purpose in being together, but with no less importance is development of a connection between us often referred to as networking and mentoring. All such events require leadership and support in the form of membership. The ISMA is very fortunate to have a membership base filled with current and future leaders.

Will the current officers please stand? We want to express deep appreciation for giving so much of yourselves and your time this past year. Your focus and energy have given the ISMA membership the greatest gift possible, a future. Thank you for the contribution of your time and energy. (applause)

It is now time for us to welcome the members who have accepted the responsibility of leadership for ISMA for the coming year.

Paula has chosen Pay It Forward as her theme. Sharing the benefits of education and experience by mentoring others is the foundation of our profession and organization. This allows us to provide support and strength, target goals, form new relationships, and reach broad horizons of knowledge for the Medical Assistant to become a contributing professional and member.

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The Gift of Time has been realized as far back as Alexander the Great. On his death bed he summoned his army generals and told them his three ultimate wishes:

1. The best doctors carry his coffin.
2. His wealth be scattered along the procession to the cemetery.
3. His hands should be loose, so they hang outside of the coffin for all to see.

When asked why these requests were made, he explained.

1. "I want the best doctors to carry my coffin to demonstrate that in the face of death, even the best doctors in the world have no power to heal."
2. "I want the road to be covered with my treasure so that everybody sees that material wealth acquired on earth, will stay on earth."
3. I want my hands to swing in the wind, so that people understand that we come to this world empty handed and we leave this world empty handed after the most precious treasure of all is exhausted, and that is: TIME."

When we give someone our time, we actually give a portion of our life that we will never take back. Our time is our life. Therefore, the best present that you can give to your family and friends is your TIME.

For this reason, Paula has chosen to use the Hourglass as a symbol for her theme "Pay It Forward".

Boston and Silas Watkins, will you please come forward and place your hourglasses on the table? This signifies the importance of the family support Paula has as she assumes the leadership of our society.

I invite all 2024-2025 Board of Director members, honorary members, and Trustee Quinn to come forward: (In alphabetical order)

Jack Begley	Honorary Member
June Brown	First District Director
Tammy Daily	ISMA Liaison/Public Policy
Joyce Edds	Historian
Brandi Gaumer	Treasurer
	Budget & Finance
James Ginder	Honorary Member
Kathy Heck	Honorary Member
Bruce Johnson	Honorary Member
Sandra Johnson	Eva I Irwin CMA(AAMA) Medical Assistant Program Fund Ways and Means Southeast District Director
Katherine (Katie) Maccoux	Certification
	Procedure Manual
Rita Michel	Parliamentary Advisor 2025 Conference Chair Twelfth District Director
Pam Neu	Med-A-Scoop Manager Website Manager AAMA Trustee
Karen Pershing	Financial Reports Audit Conference Guide St Joseph District Director
Aimee Quinn	AAMA Trustee
Paula Schubert	President
Jane Seelig	Corresponding Secretary Minutes – Audit
Heidi Sisson	Vice President Continuing Education
Katja (Kit) Stine	Recording Secretary
Josephine Taylor	Credentials
Dianne Wimsett	Immediate Past President Council of Past Presidents Membership Student Support
LaTress Woodley	Chaplain East Central Director

2742 As I call your name, please pick up your glass vessel and pour some of the sand into the open hourglass. Then you may
2743 be seated.

2744
2745 Jack Begley Honorary Member **white**
2746 James Ginder Honorary Member **blue**
2747 Kathy Heck Honorary Member **orange**
2748 Bruce Johnson Honorary Member **red/black/white**
2749 June Brown First District Director **purple**
2750 Tammy Daily ISMA Liaison/Public Policy **red**
2751 Joyce Edds Historian **white**
2752 Sandra Johnson Eva I Irwin CMA(AAMA) Medical Assistant Program Fund
2753 Ways and Means
2754 Southeast District Director **grey**
2755 Katherine (Katie)Maccoux Certification
2756 Procedure Manual **yellow**
2757 Rita Michel Parliamentary Advisor
2758 2025 Conference Chair
2759 Twelfth District Director **gold**
2760 Karen Pershing Financial Reports Audit
2761 Conference Guide
2762 St Joseph District Director **brown**
2763 Aimee Quinn AAMA Trustee **navy blue**
2764 Jane Seelig Corresponding Secretary **pink**
2765 Josephine Taylor Credentials **light blue**
2766 LaTress Woodley Chaplain
2767 East Central Director **green**
2768

2769 **Please come forward as I call you name**

2770 **PAM yellow/black**

2771
2772 As Med-A-Scoop and Website Manager it is your responsibility to ensure all electronic visitors have access to current and
2773 important information regarding our society. You have an additional obligation to use your many years of experience as a
2774 seasoned member of the ISMA Board to Pay It Forward or mentor your fellow board members. If you accept the
2775 responsibilities of all the duties related to the position of Med-A-Scoop and Website Manager as specified in the Bylaws
2776 of this Society, please pour some of the sand from your vessel into the hourglass and say "I will".

2777
2778 **KATJA (KIT) black**

2779
2780 As Recording Secretary it is your responsibility to keep the minutes of all the regular and special meetings of the Society,
2781 distribute them to the officers and to perform all other duties that pertain to this office. If you accept the responsibilities
2782 of all the duties related to the position of Secretary as specified in the Bylaws of this Society, please pour some of the
2783 sand from your vessel into the hourglass and say "I will".

2784
2785 **BRANDI green**

2786
2787 As Treasurer it is your duty to keep accurate financial records. You oversee all funds of the Society and must deposit
2788 them promptly into a bank approved by the Board of Directors. All disbursements must be made as specified in the
2789 bylaws. If you accept the responsibilities of all the duties related to the position of Treasurer as specified in the Bylaws
2790 of this Society, please pour some of the sand from your vessel into the hourglass and say "I will".

2791
2792 **HEIDI purple**

2793
2794 As Vice President you will assist and support the objectives of the President throughout the year. You will plan quality
2795 educational workshops and arrange for appropriate continuing education credits. You will encourage certification and
2796 AAMA membership whenever the opportunity presents itself. You will automatically assume the duties of the President
2797 in the officer's absence and shall succeed to the office of President in the case of a vacancy.

2798
2799 If you accept the responsibilities of all the duties related to the position of Vice President as specified in the Bylaws of
2800 this Society, please pour some of the sand from your vessel into the hourglass and say "I will".

2801
2802 **DIANNE light blue**

2803
2804 As Immediate Past President it is your responsibility to use the experience you gained as ISMA President to assist and
2805 guide Paula as she serves the Indiana Society of Medical Assistants as President. You will continue to make yourself
2806 available to the membership using your experience and knowledge to provide guidance. If you will accept the

2807 responsibilities and all of the duties related to the position of Immediate Past President as specified in our bylaws, please
2808 pour some of the sand from your vessel into the hourglass and say "I will".

2809
2810 **PAULA red**

2811
2812 As President it is your duty to preside over all meetings of the district membership. Your duties are numerous and shall
2813 be carried out promptly as listed in the guidelines of office and in accordance with the bylaws and parliamentary
2814 procedure. You must be the professional person who your Society membership elected to represent them. You must
2815 strive to keep all the officers and members apprised of Society business and activities. You must give assistance and
2816 advice to committee chairs and members as needed. This year you will encourage all members to Pay it Forward using
2817 their precious time to explore the unknown, share knowledge, both professional and personal, while setting their focus on
2818 new objectives, goals, and dreams.

2819
2820 If you will accept the responsibilities of all the duties related to the position of President as specified in the Bylaws of
2821 this Society, please accept your support filled hourglass and say "I will".

2822
2823 **OFFICERS RECITE TOGETHER**

2824
2825 **Medical Assistants Creed**
2826 I believe in the principles and purposes of Medical Assisting
2827 I endeavor to become more effective
2828 I aspire to render greater service
2829 I protect the confidence entrusted to me
2830 I am dedicated to the care and well being of all people
2831 I am loyal to my employer
2832 I am true to the ethics of my profession
2833 I am strengthened by compassion, courage and faith.

2834
2835
2836 I present to you the 2024-2025 Indiana Society of Medical Assistants elected officers.
2837