# WAMSS Annual Board Meeting Minutes

**DATE:** April 27, 2017  
**Start Time:** 12:00pm  
**End Time:** 1:00pm  
**Location:** Marcus Whitman Hotel & Conference Center, Walla Walla, WA

**RECORDER:** Korrine Gonzales, 2017-2018 EWAMSS President-Elect

**BOARD MEMBER PRESENT:** Heidi Martinez – President, Michele Sobol – Past President, Amy Tagonan – President Elect, Michelle Lyski – Bylaws Chair, Allison Chapman – Education Chair, Shannon Rochon – Communication Chair, Aviana Jupiter – Scholarship Chair, Stephanie Fox – Western Chapter President, Diane Witsil – Eastern Chapter President, WAMSS Membership, as indicated by Annual Conference attendance Roster, Speaker, and Vendors.

**Absent:** Molly Nagel – Treasurer, Lori Hellestre – Secretary, Vikki Gore – Strategic Planning Chair

## MEETING

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DISCUSSION</th>
<th>PROPOSED ACTION / RECOMMENDATION/CONCLUSION</th>
<th>FOLLOW-UP</th>
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<tbody>
<tr>
<td><strong>CALL TO ORDER:</strong></td>
<td>Heidi Martinez Called the meeting to order at 12:19pm</td>
<td>Informational</td>
<td>None</td>
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<td>President’s Report:</td>
<td>Heidi Martinez thanked everyone for attending, support and participation in the annual conference. She encouraged participation in volunteer opportunities. Signup sheets were placed in the room for those who have interest.</td>
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<td>REVIEW OF PREVIOUS MINUTES:</td>
<td>Reviewed of Minutes – 2016 Annual Meeting at Semiahmoo Resort, Blaine, WA</td>
<td>Approved</td>
<td>None</td>
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| TREASURER REPORT      | Heidi Martinez reported for Molly Nagel:  
After a review at the board meeting on April 25th, some of the items listed have changed, due to input from the board. We have chosen not to reprint the proposed budget to save money on printing costs.  
The following have changed:  
- 430 - Decrease to 2000.00. This is the average over the last 3 years of conference vendor fees.  
- 490-e - Decrease to 2,500.00 as this more accurately reflects previous | Approved and attached with minutes | None               |
year’s expenses for chapter use of the teleconference line and the chapter breakfast at the annual conference.

- 500.4 - decrease to have just annual expenses.
- 510.11 - increase to allow for additional funds for the increasing cost of items as well as shipping.

If the website revision is approved it will be expenses as a capital expense for WAMSS and is not included into the annual budget.

Currently WAMSS has about $50 thousand in our account that can be used for such capital improvement expenses that benefit our membership such as a website overhaul would provide.

<table>
<thead>
<tr>
<th>Chapter Reports:</th>
<th>Eastern Chapter – Diane Witsil</th>
<th>Informational</th>
<th>None</th>
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<tbody>
<tr>
<td>The Eastern Chapter met on October 7, 2016, January 20, 2017, and on March 24, 2017. We provided a total of 3 NAMSS continuing education credit hours. Audio education offered was as follows:</td>
<td><strong>Eastern Chapter – Diane Witsil</strong> The Eastern Chapter met on October 7, 2016, January 20, 2017, and on March 24, 2017. We provided a total of 3 NAMSS continuing education credit hours. Audio education offered was as follows:</td>
<td>Informational</td>
<td>None</td>
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<td>Host sites were Pacific Northwest University in Yakima, Othello Community Hospital, Cascade Hospital, Leavenworth and today at The Marcus Whitman Hotel and Conference Center. We have reached out and encouraged WAMSS membership. Korrine Gonzales reported for Shannon Carlson, Secretary/Treasurer and noted our current balance $2896.24. In an effort to promote professional certification and continuing education, the Eastern Chapter holds an annual drawing for a WAMSS Annual Conference registration fee. Those eligible for the drawing are EWAMSS members who have obtained CPCS, or CPMSM certification by January 1, 2017. The winner this year was Erin Correia, CPCS of Samaritan Healthcare. Korrine Gonzales, CPCS, CPMSM, Samaritan Healthcare, is our 2017 – 2018 Eastern Chapter President and Rita Keller, CPCS, CPMSM, Toppenish</td>
<td>Informational</td>
<td>None</td>
<td></td>
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</table>
Community Hospital is our 2018-2019 EWAMSS President Elect.

Thank you to Katie Lucas and Josephine Johnson for volunteering for the Nominating Committee and Cheryle Whisenhunt and Jo Johnson again for the Scholarship Committee.

We continue to reach out and invite guests who may benefit from the education and resources WAMSS has to offer.

**Western Chapter – Stephanie Fox**

The Western Chapter met on September 23, 2016 and December 2, 2016 at NWPU in Tacoma and on February 10, 2017 at NW Hospital and Medical Center in Seattle.

The current account balance is $8627.06.

Thank you to Barbra York for her service as the Secretary/Treasurer. Barbara’s term ends in June. Amy Carroll of Sound Family Medicine will be stepping in at that time.

Amy Carroll and Christine Campbell have volunteered for the 2017-2018 Scholarship Committee and Kristin Pilkington and Denise Schulz have volunteered for the Nominating Committee. Thank you all!

Job descriptions for the President-Elect and Secretary/Treasurer are on the website.

**Conference Planning Committee - Barbi Donovan**

- CE 16 CEU's for the conference
- 5/3 Cred 101 - 6.5 CEU's
- 5/3 Study Group – 6.5 CEU's
- Survey monkey is ready to be sent out at the end of the conference
- Total of 80 attending the full conference. 5 are registered for 1 day, 2 for 2 days and 6 Pre-Conference sessions only.
- 11 were registered for the Credentialing 101.

Michele acknowledged and thanked everyone who was on the Conference Planning Committee and Heidi Martinez for her support.

**Bylaws Committee – Michelle Lyski**

Proposed Action: Western Chapter is looking for 2018-19 President Elect and Secretary/Treasurer positions.
An e-blast will be sent out to membership for vote on the bylaws change in the wording and dates for WAMSS registration. Notifications will be sent out in October and dues are due by January 1st. If dues are not received by January 31st, membership will expire.

**Strategic Planning – Heidi Martinez reported for Vikki Gore.**

In 2014 we created a SWAT with the membership. From that SWAT a five year plan was created. The 2016-2020 Strategic Plan – Year 1 report was distributed and shared with all members present.

If members are interested in joining the committee, contact Vikki Gore or Heidi Martinez.

**Communications Committee – Shannon Rochon**

It takes all of us to stay updated and informed, so continue to send information and resources to the Committee for posting on the website.

We extend appreciation to Gisela Mejia, our webmaster and Kim Stewart as the backup.

Cheryl Whisenhunt continues to do a great job as the PI publisher. The distribution schedule and Article due dates are as follows so if you have something you would like to share or be published in the PI, you are encouraged to do so.

<table>
<thead>
<tr>
<th>Distribution Date</th>
<th>Article Due Date</th>
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<tbody>
<tr>
<td>Special Annual WAMSS Conference Edition May 25</td>
<td>No later than May 15</td>
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<tr>
<td>Summer PI July 28</td>
<td>No later than July 24</td>
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<tr>
<td>Fall PI October 13</td>
<td>No later than Oct. 9</td>
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<tr>
<td>Winter PI January 12</td>
<td>No later than Jan. 5</td>
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The Strategic plan was shared with the Communications Committee. We are focused on making updates to the website for flow and additional documents/resources as well as technology updates.

Thank you to Derick McQuerry who will be the new Communications Committee Chair as of June 1, 2017.

**Proposed action:** Communications is looking for volunteers to help maintain rules and standards information and someone with technical experience who can assist in building the webpage.
Education Committee - Allison Chapman

Allison introduced the following newly certified since last conference and presented each with a gift card:

- Amy Hoffman – CPCS
- Christine Campbell – CPMSM
- Erin Correia – CPCS
- Kathy Duff – CPCS
- Shannon Klein – CPCS
- Ismat Rajabali – CPCS
- Debbie Pickett, CPMSM

Thank you to Shannon Rochon who will be the new Lending Library Coordinator

Thank you to Elizabeth Witte, Bettina Acosta, Rene Hamshar and Phillip Iverson as part of the Speaker’s Bureau Work Group for ensuring quality speakers.

Thank you to Phillip Iverson, Vikki Gore, Cheryle Whisenhunt, Kurth Luther, Nicole Keller and Colleen McDonald for their work on the Technology SubCommittee.

Thank you to Carrianne Dockter, Kristina Bustamante, Aviana Jupiter, Lisa Cole, Phillip Iverson, Michelle Hyland, Melissa DeRoode, Scott Loveless, Naomi Paul and Derick McQuerry for their work on the Certification Subcommittee. These committees continue to work with Strategic Planning.

Membership Committee – Amy Tangonan

Current Membership Count:

- Western Chapter – 196
- Eastern Chapter – 79
- Total – 275

New Membership:

- Western – 41
- Eastern – 15
- Total – 56

This is a 14% growth since 2015 and our goal is 300 by January 2018
Amy acknowledged Heidi Martinez. In 2006 Heidi joined WAMSS and worked for Yakima Valley Farmworkers. She then began her Credentialing career at Yakima Regional then left to join Vikki Gore at the Central Washington Residency Program. She has been the EWAMSS Secretary/Treasurer and President and now serves as the WAMSS president. Thank you Heidi for your service and commitment to our organization.

Heidi also acknowledged:
- Cheryl Whisenhunt for her work on the PI.
- Barbi Donovan and Vikki Gore for their service and mentoring.
- Michele Sabol as the Conference Planning Chair.

### Scholarship Committee – Aviana Jupiter

In 2016:
- 3 Certification Scholarships were awarded
- 2 Annual Conference Scholarships were given
- 1 Margaret Geering Award was given

### Committee Leader Volunteers for 2017-18

**Nominating Committee:** Katie Lucas, Josephine Johnston, Kristen Pilkington, Denise Schulz  
**Scholarship Committee:** Cheryl Whisenhunt, Josephine Johnston, Amy Carroll, Christine Campbell

### Installation of New Officers:

Heidi Martinez installed the new Officers:
- President – Amy Tangonan, CPCS, CPMSM
- President Elect/Membership Chair - Sally Rowland, CPCS, CPMSM
- Treasurer – Molly Nagel, CPMSM
- Bylaws Chair – Elsa Kassa CPMSM, CPCS
- Education Chair – Michelle Hyland, CPCS, CPMSM
- Communications Chair – not present
- Eastern Chapter President – Korrine Gonzales, CPCS, CPMSM

### Margaret Geering Award – Heidi Martinez and Irene Torres, presented the 2017 Award Winner

The Margaret Geering Award was presented to Michelle Hacker, CPCS, CPMSM of PNWU/FMRN.

### New Business:

Heidi Martinez reported the 2018 and 2019 save the date post cards are located at the WAMSS table. 2018 will be at The Heathman, Vancouver, WA 4-17 to 4-20, 2018 and 2019 at the Three Rivers Convention Center, TriCities, WA 4-23 to 4-26, 2019.
<table>
<thead>
<tr>
<th>Adjournment of Business:</th>
<th>1:16 pm</th>
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