Report of the Secretary
OSMA General Assembly
May 13, 2022

The Oregon Society of Medical Assistants Secretary shall:

1. Record and transcribe the minutes of all regular and special meetings of the Board, Executive Board, and the General Assembly.
2. Maintain the permanent records of all regular and special meetings of the OSMA Board, Executive Board, and the General Assembly.

The Secretary has completed the minutes of said meetings and has keep paper copies of each meeting, as well as posted the documents during her term of office to the OSMA Dropbox 2021-2022.

The Secretary thanks the OSMA Board Members for their assistance in correct information within the documents. The Secretary thanks the OSMA members for their support as well.

Thank you for allowing the Secretary to serve OSMA in this capacity.

Jocelyn K. Willis
OSMA Secretary
2021-2022