

1 OREGON SOCIETY OF MEDICAL ASSISTANTS
2 OSMA Communications Team Report
3 Year End Report
4 For Period Ending Friday, April 17, 2020
5

6 The Communications Team Leader has attended the following OSMA meetings:
7 2019 OSMA Post Conference Board Meeting – Oregon Gardens – Silverton, OR – 4/12/19
8 2019 OSMA Summer Board Meeting – Sizzler – Springfield, OR – 6/22/19
9 2018 OSMA Fall Board Meeting – Santiam Hospital – Stayton, OR – 10/26/19
10 2019 OSMA Winter Board Meeting – River Bend Hospital, Springfield, OR – 1/25/20
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12 The duties of the OSMA Communications Team are:

13 To manage the OSMA website: www.onlineosma.org.
14

15 In addition to attending the OSMA meetings, the Team Leader also attended the 2019 AAMA
16 Conference in Greensboro, NC in September. The Oregon Society of Medical Assistants
17 received recognition for excellence in website design during the Welcome and Awards
18 Reception.
19

20 All updates to the OSMA website have been made in a timely manner. Registration forms and
21 other updates and fliers that have been submitted to the OSMA Communication Team have been
22 sent to Marie Cole for posting to the website. All updates have been made by Marie within 24 to
23 48 hours. Chapter Presidents have been encouraged to review their local Chapter pages and
24 keep the information current.
25

26 A new contract is being signed with Spinnest Marketing to continue working with Marie as our
27 webmaster. The Communications Team Leader is working with the OSMA Treasurer and Marie
28 to create a PayPal account and set it up in order for members to be able to register for events via
29 the website. After several discussions, it was determined that PayPal would be the easiest way
30 for our members to use the website for payments. This will be launching soon.
31

32 Inquiries that have been submitted through the website have been distributed and answered
33 appropriately. Most of the inquiries that are received through the website are questions
34 regarding credentials and scope of practice. These inquiries have all been answered by Paula
35 Purdy, CMA (AAMA), OSMA Public Affairs Liaison.
36

37 In addition to the website duties, the OSMA Communications Team's budget pays for
38 distribution of the OSMA Annual Postcard. Joyce Garibay, CMA (AAMA) created and
39 distributed the postcard to all OSMA members. The postcard contains all of the dates and
40 locations for all OSMA sponsored meetings for the upcoming year. The Team Leader wishes to
41 thank Joyce for taking on this task every year. The postcards have been mailed to all members.
42

43 This member wishes to thank all members that have contributed to the OSMA website. It is a
44 pleasure to serve OSMA in this way.
45

46 Kathy Puckett, CMA (AAMA)

47 2019-2020 OSMA Communications Team Leader
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