

Oregon Society of Medical Assistants  
OSMA Secretary  
2024 - 2025 Year End Report  
Submitted February 28, 2025

The Oregon Society of Medical Assistants (OSMA) Secretary shall:

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

As OSMA Secretary, I have completed and submitted the minutes of the OSMA Executive Board meetings and have kept electronic and paper copies of each meeting. All minutes have been posted online for members to review.

In the past year, I have participated in all board meetings, attended the 2024 OSMA Annual Conference, and attended the 2024 Annual AAMA Conference in Grand Rapids, MI as OSMA National Delegate.

Thank you for the opportunity to serve and contribute as secretary to the OSMA. It has been a pleasure to serve with the OSMA Board.

Shawn Molnar, CMA(AAMA)  
OSMA Secretary  
2024 - 2025