

Oregon Society of Medical Assistants
OSMA Secretary
2025 - 2026 Year End Report
Submitted March 6, 2026

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 2025 OSMA Annual Conference, and attended the 2025 Annual AAMA Conference in Arlington, VA 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
2025 - 2026