

1 **OSMA Secretary: 2020 Year End Report**  
2 **Oregon Society of Medical Assistants**  
3 **Submitted: Feb 27, 2021**  
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5 The OSMA Secretary Duties are as follows:

- 6 1. record and transcribe the minutes of all regular and special meetings of the OSMA  
7 Board, OSMA Executive Board and the OSMA Annual General Assembly.
- 8 2. maintain the permanent records of all regular and special meetings of the OSMA  
9 Board, OSMA Executive Board and the OSMA Annual General Assembly.

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11 To date, these duties have been completed for 2020. Due to the COVID crisis in the United  
12 States, our meetings have been attended electronically, via Zoom. This has proven to be a  
13 rewarding experience in that we can be in our homes and do not need to utilize OSMA funds to  
14 attend these meetings in person. Eventually, it will be important to do face-to-face meetings,  
15 however, I would opt for Board Meetings to continue in a Zoom format.

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17 All documents are in a *Hard Copy* file that is secured with the Secretary. All documents are also  
18 secured in a OSMA 2020 digital file on the secretary's hard drive. A copy of said file can be  
19 produced easily.

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21 The Secretary thanks the OSMA Board and membership for their trust in her.  
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24 Jocelyn K. Willis  
25 OSMA Secretary