1	Oregon Society of Medical Assistants
2	OSMA Secretary
3	2019-2020 Year End Secretary Report
4	February 1, 2020
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7	The duties of the OSMA Secretary are as follows:
8 9	A Record and transcribe the minutes of all meetings held by the OSMA Executive Board and the OSMA Board for a permanent record of business.
10	B Maintain permanent records of all meetings held by the OSMA Executive Board
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11	and the OSMA Board for a permanent record of business.
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13	The OSMA Secretary has completed the duties of this office to date.
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15	The OSMA Secretary attended the Winter Board Meeting, however was not able to attend the
16	2019 Summer and Fall Board Meetings. The OSMA President assigned the duties to Secretary
17	Pro Tem Joyce Garibay. Minutes from those meeting were recorded and distributed in a timely
18	manner.
19	
20	Thank you for allowing me to serve as your Secretary during this year.
21	Thank you for anowing me to serve as your secretary during this year.
	Despectfully Submitted
22	Respectfully Submitted
23	Linda Webb, CMA(AAMA)
24	OSMA Secretary 2019-2020