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| TOPIC | DISCUSSION | ACTION ITEMS |
| Welcome notes and Call to Order  President Susan Constable brought meeting to order at 1900 hrs. via the virtual media.  Attendees: Pamela Kriegel, Steve Stockford,  Carole Fecteau, Denny Arbour, and Eastern District Councilor Ivette Rivera.  Excused: Laura Gilbert Caret  Absent: Deserie O’Toole | Appears no one had any trouble getting into the meeting this time. |  |
| Secretary’s Report provided by President  Susan Constable | Sent via e-mail attachments for review  Fall 2019 Business Meeting minutes | Review of Fall 2019 Business Meeting Minutes: Minutes were reviewed by all. One correction was made, Corrected Yvette to Ivette.  Fall Business meeting Minutes for 16 Oct.2019 were accepted as revised with corrected spelling of Ivette’s name. All were in favor. |
| Treasures Report: Steve Stockford | Audit Waived for 2020  Budget needs: for 2021 were presented by Steve and submitted. | No action required |
| Scholarship Report: Presented by Pamela Kriegel | Scholarship packets were sent to the MT/MLT and MA schools.  Pam stated that there are issues with many of the schools web sites not being up to date with accurate contact information for the program directors. So not sure if the scholarship packets will reach the students.  She has heard back from the Medical Assistant program director in the Lewiston Auburn area and that they will be handing the packet out to their students immediately. | Packets due by:  1 March 2021 both RMA and MLS |
| Editor’s Report: Susan Constable | Spring Newsletter is currently on track for 2021. | Hopefully we will be able to have our Spring Business meeting in person and present scholarships, and kick of lab week for the newsletter. |
| Scientific Committee (NELC): Denny Arbour | Denny stated that they haven’t had their meeting yet and many things are dependent upon the current COVID health issues | NEL Committee will be meeting in Dec. More to come spring 2021. |
| Note | I have 3 $50 LL Bean Gift cards still.  No Awards at National Meeting this year |  |
| Upcoming:  Spring BOD’s Meeting in March TBD  Spring Business Meeting April  AMT Annual Meeting July 19-23rd in Norfolk, Va. | Most likely as the Go to Meeting platform  Hopefully in person so TBD in time. President Constable will monitor Covid restrictions and plan accordingly. All were in favor and hopeful that we will be able to have the meeting in person. All were in agreement that they would like it held at the Best Western in Waterville and host breakfast. | President Constable will secure the venue after the first of the year. |
| Other Business/Open Forum | EDC Ivette suggested we try having a meet and greet meeting on the GoTo Meeting site some time in Jan. Maybe once the Holidays are over and people have some free time, they might join us. | President Constable to arrange this and get email blast to general membership. |
| Adjournment: Meeting adjourned at 1930 hrs. |  |  |

Respectfully Submitted

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Deserie O’Toole RMA (AMT)

Secretary MNHSSAMT

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Susan Constable MT (AMT)

President MNHSSAMT

Cc: Kaye Tschop

Ivette Rivera Eastern District Councilor

Attachments: 2021 Budget