

FLORIDA SOCIETY OF MEDICAL ASSISTANTS
Executive Council Meeting
Holiday Inn Express, Orlando, Florida
Saturday, January 16, 2010

1 The Executive Council meeting of the Florida Society of Medical Assistants was called to order at 7:37
2 PM, by President Sandra Richardson-Brown, CMA (AAMA). President Richardson-Brown called for the
3 roll call to establish a quorum.

ROLL CALL

5	President	Sandra Richardson-Brown, CMA (AAMA)	Present
6	President-Elect	Jeanne Von Ohlsen, CMA-A (AAMA)	Not Present
7	Vice President	Marsha Benedict, CMA-A (AAMA)	Present
8	Secretary	Tamara Bruno, CMA (AAMA)	Excused
9	Treasurer	Mary Lou Allison, CMA-C (AAMA)	Present
10	Speaker GA	Judy Seymour, CMA (AAMA)	Present
11	Vice Speaker GA	Deniece Jozefiak, CMA (AAMA)	Excused
12	Immediate PP	Theresa Errante-Parrino, CMA (AAMA)	Present

CHAPTER REPRESENTATIVES

14	Brevard	Mary Pace Hill, CMA (AAMA)	Present
15	Central Gulf Coast	Patricia Allen, CMA (AAMA)	Present
16	Central Florida	Maria Weigelmann, CMA (AAMA)	Present
17	Everglades	Christine Sanders, CMA (AAMA)	Not Present
18	Southeast	Joyce Baldwin, CMA (AAMA)	Present
19	Treasure Coast	Pam Giannone, CMA (AAMA)	Present

COMMITTEE MEMBERS

21	Budget & Finance	Mary Lou Allison, CMA-C (AAMA)	Present
22	Bylaws/P & P	Christine Petsalis, CMA (AAMA)	Excused
23	Certification	Mary Keho, CMA (AAMA)	Present
24	Communication	Mary Lou Allison, CMA (AAMA)	Present
25		Virginia P. Halligan, CMA (AAMA)	Not Present
26	Education	Mary Morris, CMA (AAMA)	Present
27	Leadership	Jeanne Von Ohlsen, CMA-A (AAMA)	Not Present
28	Marketing	Betty Springer, CMA-A (AAMA)	Excused
29	Meeting Coordinator	Carol Francis, CMA(AAMA)	Present
30	Membership	Marsha Benedict, CMA-A (AAMA)	Present
31	Nominating	Jeanne Von Ohlsen, CMA-A (AAMA)	Not Present
32	Public Policy	Bonnie Chrimes, CMA (AAMA)	Present

PHYSICIAN LIAISON

34	Physician Liaison	Joel Martin, M.D.	Present
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SEATING OF THE PROXIES

36 Motion was made to accept the sitting of Agnes Foxall, CMA (AAMA) for Southwest.

37 Carol Francis, CMA (AAMA) Motion

38 Judy Seymour, CMA (AAMA) Seconded

39 MOTION CARRIED

40 There was a quorum present.

41 The minutes of the Executive Council meeting of Saturday, October 17, 2009 have been distributed.
42 President Richardson-Brown asked for any corrections, additions or deletions to these minutes. At,
43 which there were numerous corrections to be made to the minutes. Pro tem Secretary Panagiotacos
44 recommended not using this time for editing corrections, to please have those who have corrections to
45 write them down so they may be corrected at a later date.

46 Mary Lou Allison, CMA-C, (AAMA) made a motion to have the corrections made and minutes
47 redistributed. Seconded; Bonnie Chrimes, CMA (AAMA). MOTION CARRIED.

48

TREASURER REPORT

49 Checking: \$17,536.80 Money Market: \$22,317.16 Balance: \$39,853.96

50 The Treasurer's Report will be filed for audit. No bills over budget were presented.

51

CORRESPONDENCE

52 AAMA information:

53 1. AAMA membership information about website to members (CEU INFO).

54 2. AAMA Representative Assignment 2010 will be Lisa Lee, CMA (AAMA) Trustee.

55 3. AAMA nominations for 2010-2011 Officers and Trustees. Please solicit anyone qualifying and desires
56 to serve on the National level.

57 4. AAMA upcoming dates, BOT meeting February 6, 2010 at the Holiday Inn Select Orlando.

58

OFFICERS REPORTS

59 PRESIDENT Sandra Richardson-Brown, CMA (AAMA) Report online
60 Verbal addendum , President Brown expresses thanks to the FSMA members, for their support and also
61 throughout the rest of the year.

62 PRESIDENT-ELECT Jeanne Von Ohlsen, CMA-A (AAMA) Report online
63 VICE PRESIDENT Marsha Benedict, CMA-A (AAMA) Report online
64 SECRETARY Tamara Bruno, CMA (AAMA) Absent No Rep
65 TREASURER Mary Lou Allison, CMA-C (AAMA) Report online

- 66 Speaker GA Judy Seymour, CMA (AAMA) Report online
67 Verbal addendum: Volunteers are needed for credentials. Deadline for General Assembly reports are
68 due March 12th, written in Times Roman 12 Font.
- 69 Recommendation: The Policy & Procedures Chair review specifically the Policy & Procedures for the
70 Speaker of the General Assembly (GA). Membership packets are no longer printed and mailed out to the
71 members 30 days prior to the GA Meeting. All documents pertaining to the GA are printed and will be
72 made available on the FSMA website prior to the GA. It is agreed by the Executive Council to have the
73 Chair review the Policy & Procedures pertaining to this request.
- 74 VICE SPEAKER GA Deniece Jozefiak, CMA (AAMA) Report online
75 Immed. Past Pres. Theresa Errante-Parrino, CMA (AAMA) Report online
- 76 **CHAPTER REPRESENTATIVE REPORTS**
- 77 BREVARD Mary Hill Pace, CMA (AAMA) Report online
78 CENTRAL GULF COAST Patricia Allen, CMA (AAMA) Report online
79 CENTRAL FLORIDA Maria Weigelmann, CMA (AAMA) Report online
80 Verbal addendum: Meeting November 13, 2010 at Florida Technical College
81 EVERGLADES Christine Sanders, CMA (AAMA) Unknown
82 SOUTHWEST Ruth Lapio, CMA (AAMA) Report online
83 TREASURE COAST Pam Giannone, CMA (AAMA) Report online
- 84 **COMMITTEE REPORTS**
- 85 **BUDGET & FINANCE** Mary Lou Allison, CMA-C (AAMA) Deferred SPC
86 Addendum: Defer the budget presentation until Strategic Plan is presented.
- 87 **BYLAWS/P & P** Christine Petsalis, CMA (AAMA) Report online
88 Addendum E-mail report: Motion by Mary Lou Allison, CMA-C (AAMA) regarding submission of the
89 FSMA Bylaws is changed from 90 days to 30 days. Teresa Errante-Parrino, CMA (AAMA). MOTION
90 CARRIED. Bylaws change to be made by March 30, 2010.
- 91 **CERTIFICATION** Mary Keho, CMA (AAMA) Report online
92 Motion: For new CMAs to have a Certificate and traditional letters to recognize them at FSMA annual
93 CMA Luncheon (recognize new CMAs from May prior year to April present). Expenses need to be
94 allotted from special projects. Mary Keho, CMA (AAMA), seconded Bonnie Chrimes, CMA (AAMA).
95 MOTION CARRIED.
- 96 **COMMUNICATIONS** Mary Lou Allison, CMA-C (AAMA) Report online
97 Virginia P. Halligan, CMA (AAMA)

98 Addendum: This summer this Chair will be working on changing the look of the website. Every chapter
99 has the responsibility to keep the information up to date.

100 **EDUCATION** Mary Morris, CMA (AAMA) Report online

101 Addendum: Finalizing FSMA Annual meeting. Recommendation: Recommends keeping Education
102 records for no more than five (5) years. Discussion: FSMA to purchase a scanner and shredded to store
103 information from seminars for no more than five years. MOTION CARRIED.

104 **LEADERSHIP** Jeanne Von Ohlsen, CMA-A (AAMA) Report online

105 **MARKETING** Betty Springer, CMA-A(AAMA) Report online

106 **MEETING CO-ORD** Carol Francis, CMA (AAMA) Report online

107 CMA GIFTS – Southwest Chapter; Contact -Deniece Jozefiak, CMA(AAMA)

108 Door Prizes – Central Florida Chapter; Contact- Carol Francis, CMA (AAMA)

109 Education – Central Florida Chapter; Contact- Mary Morris, CMA (AAMA)

110 Exhibitors – Brevard Chapter; Contact-Mary Pace Hill, CMA (AAMA)

111 Program Ads – Contact-Virginia Halligan, CMA (AAMA)

112 Program Book – Southeast Chapter; Contact-Betty Springer, CMA-A (AAMA)

113 Mary Lou Allison, CMA-C (AAMA)

114 Registration – Central Florida Chapter; Contact-Maria Weigelmann, CMA (AAMA)

115 Welcome Party – Southeast Chapter; Contact – Judy Seymour, CMA (AAMA)

116 **MEMBERSHIP** Marsha Benedict, CMA-A (AAMA) Report online

117 Addendum: In addition to the report on line, this chair reported orally there are 120 new members, who
118 were communicated by a written letter. Secured a complete list of current members as well as a list of
119 non renewed members, letters were sent to encourage them to renew.

120 **NOMINATING** Jeanne Von Ohlsen, CMA-A (AAMA) Report online

121 **PUBLIC POLICY** Bonnie Chrimes, CMA (AAMA) Report online

122 **PHYSICIAN LIAISON** Joel Martin, M.D. No report

123 **ADHOC COMMITTEE**

124 Committee Members: Betty Springer, CMA-A(AAMA) Chair

125 Members: Mary Morris, CMA (AAMA), Theresa Errante-Parrino, CMA (AAMA),

126 Jeanne Von Ohlsen, CMA-A (AAMA), Kathryn Panagiotacos, CMA (AAMA)

127 Ex Officio: Sandra Richardson-Brown, CMA (AAMA)

128 Betty Springer, CMA-A (AAMA) was unable to be present, so Theresa Errante-Parrino, CMA (AAMA) and
129 Kathryn Panagiotacos, CMA (AAMA) presented the AD HOC committees presentation. Copies were
130 made available to the membership for the presentation.

131 Three major goals were presented to the members as what should be the main goals.

132 Goal (1): INCREASE ACTIVE MEMBERSHIP-

133 In response to rotating the location of the FSMA seminars, member Joyce Baldwin, CMA (AAMA)
134 suggested contacting Holiday Inn Corporate since the majority of our meetings are being held at Holiday
135 Inns. General consensus was to have Carol Francis, CMA (AAMA) Meeting Co coordinator to investigate.

136 Member Maria Weigelmann, CMA (AAMA) suggested the Winter Executive Council meeting and FSMA
137 Annual meeting be stationary at a central location (meaning Florida central west, central and central
138 east), and have the Fall meeting be rotating (floating) throughout the state.

139 Goal (2): INCREASE STUDENT MEMBERSHIP-

140 Contact Program Directors to inform them the FSMA wants to communicate directly to their students of
141 their Medical Assisting program, and inquire the protocol for their facility in communicating information
142 from us. Member Adie De La Guardia-Piz, CMA (AAMA) a Program Director stated the facility where she
143 works could take our information and disseminate our information to her students. When contacting
144 the other Medical Assisting programs we would then ask if they have this capability.

145 AD HOC COMMITTEE -TO CONTACT MEDICAL ASSISTING PROGRAMS TO PROMOTE FSMA
146 COMMUNICATING DIRECTLY TO STUDENTS.

147 Judy Seymour, CMA (AAMA) Chair

148 Members: Adie De La Guardia-Piz, CMA (AAMA), Marsha Benedict, CMA-A (AAMA)

149 GOAL (3): RECOGNITION OF THE CMA CREDENTIAL-

150 To promote various statewide events, this can be utilized by all members from each chapter to
151 participate. Examples are wearing a medical assisting T-shirt in a Blood screening at a health fair, walking
152 in a health event such as March of Dimes, or Breast cancer walk. This promotes who we are to the
153 community with relatively small budget. Each Chapter is to report their activities to this Recognition
154 CMA Committee to share the upcoming events. Anyone interested in seeking to promote the CMA in
155 their area can use the information for their CMA awareness.

156 Theresa Errante-Parrino, CMA (AAMA) Chair

157 Members: Mary Pace Hill, CMA (AAMA), Yvonne Brownlie.

158 **UNFINISHED BUSINESS**

159 We will continue to meet for FSMA meeting at the Holiday Inn Select, until October 10, 2010.

160 **NEW BUSINESS**

161 Mary Lou Allison, CMA-C (AAMA) AAMA National Conference Chair recommended the students
162 participate at the opening House of Delegates presentation of colors. A letter will be sent to the
163 students asking them to participate by wearing their school uniform colors during the ceremony. The
164 general consensus agreed with her recommendation.

165 Deniece Jozefiak, CMA (AAMA) made a request to have every available member work toward attaining
166 Exhibitors for the Annual meeting. Please forward interested parties to chair Jozefiak.

167 Country Store chair Pat Allen, CMA (AAMA) made a request for Country Store item donations. Chair
168 Allen presented to seminar badges for consideration. A motion by Chair Pat Allen, CMA (AAMA) for 100
169 to be made. Seconded Mary Pace Hill, CMA (AAMA) MOTION CARRIED.

170

171

ANNOUNCEMENTS

172 Next meeting will be April 29, 2010 at 7:30 PM at the Holiday Inn Select, Orlando, Florida.

173 Remember to send names for the Excel Awards, to Mary Keho, CMA (AAMA) Chair, copy members
174 Deniece Jozefiak, CMA (AAMA), Bonnie Chrimes, CMA (AAMA).

175 Members who are newly or recertified CMAs need to turn in their names to the Certification Chair, Mary
176 Keho, CMA (AAMA) in a timely fashion.

177

178 There being no further business to be brought before the FSMA Executive Council, this meeting is now
179 adjourned. Time 9:59 PM.

180

181 Respectfully Submitted by:
182 Kathryn J Panagiotacos, CMA (AAMA)
183 For Tamara Bruno, CMA (AAMA) FSMA Secretary