

**FLORIDA SOCIETY OF MEDICAL ASSISTANTS  
PRECONFERENCE EXECUTIVE COUNCIL MEETING  
APRIL 26, 2013**

The Executive Council meeting of the Florida Society of Medical Assistants was called to order at 4:20 PM, by President Judy Seymour, CMA (AAMA). The roll was called by Mary Morris, CMA (AAMA), FSMA Secretary, to establish a quorum.

**ROLL CALL**

President	Judy Seymour, CMA (AAMA)	Present
President Elect	Deniece Jozefiak, CMA (AAMA)	Present
Vice President	Heidi Fortin, CMA (AAMA)	Present
Secretary	Mary Morris, CMA (AAMA)	Present
Treasurer	Mary Lou Allison, CMA-C (AAMA)	Present
Speaker GA	Patricia Allen, CMA (AAMA)	Present
Vice Speaker GA	Joyce Baldwin, CMA (AAMA)	Present
Immediate Past President	Marsha Benedict, CMA-A (AAMA)	Present

**CHAPTER REPRESENTATIVES**

Brevard	Linda Vitzthum, CMA (AAMA)	Absent
Central Gulf Coast	Patricia Allen, CMA (AAMA)	Present
Everglades	Deborah Murray, CMA (AAMA)	Absent
Central Florida	Maria Wiegelmann, CMA (AAMA)	Present
Mid-Gulf	Donna Heatley, CMA (AAMA)	Absent
North Florida	Gayle Bell, CMA (AAMA)	Absent
Southeast	Joyce Baldwin, CMA (AAMA)	Present
Southwest	Deniece Jozefiak, CMA (AAMA)	Present
Treasure Coast	Theresa Errante-Parrino, CMA (AAMA)	Present

**COMMITTEE CHAIRS**

Budget/Finance	Mary Lou Allison, CMA-C, (AAMA)	Present
Bylaws/P & P	Christine Petsalis, CMA (AAMA)	Present
Certification	Deniece Jozefiak, CMA (AAMA)	Present
Communications	Betty Springer, CMA-C, (AAMA)	Present
Education	Heidi Fortin, CMA (AAMA)	Present
Educators Forum	Theresa Errante-Parrino, CMA (AAMA)	Present
Leadership	Deniece Jozefiak, CMA (AAMA)	Present
Marketing	Betty Springer, CMA-C (AAMA)	Present
Meeting Coordinator	Marsha Benedict, CMA-A (AAMA)	Present
Membership	Heidi Fortin, CMA (AAMA)	Present
Nominating	Deniece Jozefiak, CMA (AAMA)	Present
Public Policy	Carol Francis, CMA (AAMA)	Present

Physician Liaison	Joel Martin, MD	Absent
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**SEATING OF THE PROXIES**

The Central Gulf Coast chapter wishes to seat Kathryn Panagiotacos, CMA (AAMA) as proxy for Patricia Allen, CMA (AAMA). The Southwest chapter wishes to seat Ruth Lapio, CMA (AAMA) as proxy for Deniece Jozefiak, CMA (AAMA). Deniece Jozefiak, CMA (AAMA) moved to seat the proxies. Marsha Benedict, CMA-A (AAMA) seconded. No further discussion. **MOTION CARRIED.** The proxies were seated.

There was a quorum present.

The minutes of the Executive board meeting held on January 26, 2013 were made available on line. A motion was made by Marsha Benedict, CMA-A (AAMA) to accept the minutes as written. Deniece Jozefiak, CMA (AAMA) seconded the motion. There was no further discussion. **MOTION CARRIED.** These minutes will be placed on file as written and can be found on the FSMA web site.

**TREASURER REPORT**

Checking: \$23,847.75                      Savings: \$22,362.24                      Balance: \$46,209.99

The treasurer's report will be filed for audit. No bills over budget were presented. Mary Lou has made the budget report easier to understand and more concise so that profit and losses can be seen easier.

**OFFICER REPORTS**

<b>President</b>	Judy Seymour, CMA (AAMA)	On file
*Judy sent out an email several weeks ago to all, requesting any additional reports etc. for today's meeting, none were received.		
<b>President Elect</b>	Deniece Jozefiak, CMA (AAMA)	On file
<b>Vice President</b>	Heidi Fortin, CMA (AAMA)	On file
<b>Secretary</b>	Mary Morris, CMA (AAMA)	On file
<b>Treasurer</b>	Mary Lou Allison, CMA-C, (AAMA)	On file
<b>Speaker of GA</b>	Patricia Allen, CMA (AAMA)	On file
<b>Vice Speaker of GA</b>	Joyce Baldwin, CMA (AAMA)	On file
<b>Immediate Past President</b>	Marsha Benedict, CMA-A (AAMA)	No report

**CHAPTER REPRESENTATIVE REPORTS**

<b>Brevard</b>	Linda Vitzthum, CMA (AAMA)	No report
<b>Central Gulf Coast</b>	Kathryn Panagiotacos, CMA (AAMA) Proxy	On file
<b>Everglades</b>	Deborah Murray, CMA (AAMA)	No report
<b>Central Florida</b>	Maria Wiegelmann, CMA (AAMA)	On file
<b>Mid-Gulf</b>	Donna Heatley, CMA (AAMA)	No report
<b>North Florida</b>	Gayle Bell, CMA (AAMA)	On file

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<b>Southeast</b>	Joyce Baldwin, CMA (AAMA)	On file
<b>Southwest</b>	Ruth Lapio, CMA (AAMA) Proxy	On file
<b>Treasure Coast</b>	Theresa Errante-Parrino, CMA (AAMA)	On file

### EXECUTIVE COMMITTEE REPORTS

<b>Budget &amp; Finance</b>	Mary Lou Allison, CMA-C, (AAMA)	On file
<b>Bylaws/P&amp;P</b>	Christine Petsalis, CMA (AAMA)	On file
<b>Certification</b>	Deniece Jozefiak, CMA (AAMA)	On file

\*Verbal addendum: As of February 21, 2013, new CMA'S 22, 372 new for the year since January 2012 to February 2013. 131 members and 241 nonmembers. For those recertifying, all were members with only one recert for the entire year was a nonmember. The important point being is that we need to get students to join and stay on as members! The next report will be out the end of May.

<b>Communications</b>	Betty Springer, CMA-C, (AAMA)	On file
<b>Education</b>	Heidi Fortin, CMA (AAMA)	On file
<b>Educators Forum</b>	Theresa Errante-Parrino, CMA (AAMA)	On file
<b>Leadership</b>	Deniece Jozefiak, CMA (AAMA)	On file
<b>Marketing</b>	Betty Springer, CMA-C (AAMA)	On file

<b>Meeting Coordinator</b>	Marsha Benedict, CMA-A (AAMA)	On file
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\*Recommendation that the hotel coordinator investigate hotels at sites where local chapters are offering seminars and work hand in hand with the local chapters putting on seminars to attract more attendees and possibly hold the FSMA business meeting on the same day as the chapter seminar since the winter FSMA seminar has been cancelled. Maria Wiegelmann, CMA (AAMA) would like to see chapter seminars on the FSMA home page with a link to the chapter page for ease of members finding this information. Betty Springer, CMA-C (AAMA) suggested that Marsha withdraw her recommendation due to a planning session that will be brought up later in the agenda that could possibly incorporate Marsha's ideas. After further discussion, Marsha withdrew the recommendation in her report.

**Registration:** Ruth Lapio, CMA (AAMA), reported that there are 44 registered for this annual conference.

<b>Membership</b>	Heidi Fortin, CMA (AAMA)	On file
<b>Nominating</b>	Deniece Jozefiak, CMA (AAMA)	On file

\*An incorrect ballot was sent to Mary Lou for posting on the web site so the corrected version will be given out at the GA.

<b>Public Policy</b>	Carol Francis, CMA (AAMA)	On file
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<b>Physician Liaison</b>	Joel Martin, MD	No report
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**CORRESPONDENCE**

\*Memorandum received from Christine Hollander, CMA (AAMA), AAMA President, with deadline dates for state societies: **May 17, 2013** for proposed bylaws, amendments, and resolutions; **June 1, 2013** for delegate/alternate submissions, dues verification, and nominations and supporting documentation for AAMA life member; **July 1, 2013** postmark deadline for Excel Awards competition entries and ads for conference onsite program; **August 1, 2013** deadline for AAMA volunteer leadership forms submission (forms available on the AAMA website and in the March/April CMA Today)

\*Memorandum received from Paula Purdy, CMA (AAMA), AAMA Speaker of the House. Florida is entitled to seat 4 delegates in the 2013 AAMA House of Delegates at the 57<sup>th</sup> Annual Conference in Atlanta, GA, September 27-30, 2013.

\*Highlights received from the February 2013 BOT/Endowment meetings (available on the AAMA website)

**UNFINISHED BUSINESS**

\*None.

**NEW BUSINESS**

\*Excel Awards for National Conference – publication, marketing, membership retention, Golden Apple, Website Development, Leadership and Medical Assistant of the Year. Mary Lou recommends that Florida submit for all Excel Awards that Florida is excelling in. An Ad Hoc committee consisting of Kathryn Panagiotacos (chair), Mary Lou Allison, and Heidi Fortin was formed to oversee submission for the Excel Awards for the National AAMA conference in Atlanta in September.

\*2015 AAMA Annual Conference, is Florida interested in hosting? Yes. Judy will let AAMA know.

\*Raffling a free registration for the FSMA annual meeting in 2014: Yes, unanimous vote.

**ANNOUNCEMENTS**

\*The minutes will be placed on the FSMA web site for all to review. The minutes are due to the President by 30 days post meeting and will be posted on the web after review by the President.

\*FSMA Post conference board meeting is Sunday, April 28, 2013 at 10:00 AM.

\*The AAMA Annual Conference will be held in Atlanta, GA, September 27-30, 2013.

\*The FSMA fall conference will be held at the Holiday Isle Oceanfront Resort in St. Augustine on October 26, 2013.

\*Betty Springer, CMA-C (AAMA), thank President Seymour for a great year and showing her good leadership qualities.

There being no further business to be brought before the FSMA Executive Council, the meeting was adjourned by President Judy Seymour, CMA (AAMA) at 5:10 PM.

Minutes submitted by:

Mary Morris, CMA (AAMA)  
FSMA Secretary 2012-2013