

**FLORIDA SOCIETY OF MEDICAL ASSISTANTS
EXECUTIVE COUNCIL MEETING
October 13, 2012**

The Executive Council meeting of the Florida Society of Medical Assistants was called to order at 7:30 PM, by President Elect Deniece Jozefiak, CMA (AAMA) in the absence of 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)	Absent
President Elect	Deniece Jozefiak, CMA (AAMA)	Present
Vice President	Heidi Fortin, CMA (AAMA)	Absent
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)	Present
Central Gulf Coast	Patricia Allen, CMA (AAMA)	Present
Everglades	Christine Sanders, 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)	Absent
Certification	Deniece Jozefiak, CMA (AAMA)	Present
Communications	Mary Lou Allison, CMA-C, (AAMA)	Present
Education	Heidi Fortin, CMA (AAMA)	Absent
Educators Forum	Theresa Errante-Parrino, CMA (AAMA)	Present
Leadership	Deniece Jozefiak, CMA (AAMA)	Present
Marketing	Betty Springer, CMA (AAMA)	Present
Meeting Coordinator	Marsha Benedict, CMA-A (AAMA)	Present
Membership	Heidi Fortin, CMA (AAMA)	Absent
Nominating	Deniece Jozefiak, CMA (AAMA)	Present
Public Policy	Carol Francis, CMA (AAMA)	Present
Strategic Plan	Theresa Errante-Parrino, CMA (AAMA)	Present

Physician Liaison	Joel Martin, MD	Absent
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SEATING OF THE PROXIES

Carol Francis, CMA (AAMA) made a motion to approve the seating of Pam Giannone, CMA (AAMA) for the Treasure Coast Chapter in place of Theresa Errante-Parrino, CMA (AAMA) and Ruth Lapio, CMA (AAMA) for the Southwest Chapter in place of Deniece Jozefiak, CMA (AAMA). Maria Wiegelmann, CMA (AAMA) seconded. No further discussion. **MOTION CARRIED.** The proxies were seated.

There was a quorum present.

The minutes of the Pre conference board meeting (4/20/12) and the Post Conference board meeting (4/22/12) were unanimously approved as written. These minutes will be placed on file and can be found on the FSMA web site.

TREASURER REPORT

Checking: \$23,828.81 Money Market: \$22,360.01 Balance: \$46,188.82
The speaker's checks for this meeting do not appear in these figures.
The treasurer's report will be filed for audit. No bills over budget were presented.

OFFICER REPORTS

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

*Marsha reports "no activity."

CHAPTER REPRESENTATIVE REPORTS

Brevard	Linda Vitzthum, CMA (AAMA)	On file
Central Gulf Coast	Patricia Allen, CMA (AAMA)	On file
Everglades	Christine Sanders, CMA (AAMA)	On file
Central Florida	Maria Wiegelmann, CMA (AAMA)	On file
Mid-Gulf	Donna Heatley, CMA (AAMA)	No report

*No representative present at the meeting. Barbara Feeney passed away last week. Deniece reports that she keeps in touch with members of the chapter and they are still holding meetings. Marsha believes that a representative from the chapter should be in attendance at the January meeting.

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North Florida	Gayle Bell, CMA (AAMA)	On file
*Marsha reports that the chapter is doing well with great attendance at their meetings, but no representative is present at the meeting tonight due to the distance and cost of attending.		
Southeast	Joyce Baldwin, CMA (AAMA)	On file
Southwest	Ruth Lapio, CMA (AAMA) Proxy	On file
Treasure Coast	Pam Giannone, CMA (AAMA) Proxy	On file

EXECUTIVE COMMITTEE REPORTS

Budget & Finance Mary Lou Allison, CMA-C, (AAMA) On file
*Mary Lou showed a comparison of meeting expenses for the last five years which show overall that we have not come out in the hole. Money was lost at the Orlando (date change), Jacksonville and Tampa seminar last year. After much discussion and ideas tossed around it was decided a committee needs to be appointed to see if moving our meetings around the state is beneficial for us. Committee members appointed are: Mary Lou Allison, CMA-C, (AAMA), Carol Francis, CMA (AAMA), Deniece Jozefiak, CMA (AAMA), and Judy Seymour, CMA (AAMA), and Betty Springer, CMA-C, (AAMA) as chair. Maria Wiegelmann, CMA (AAMA) and Ruth Lapio, CMA (AAMA) will submit attendee lists and any other pertinent figures to the committee.

Bylaws/P&P Christine Petsalis, CMA (AAMA) Received late
This report was not read but will be submitted as an addendum to the minutes.

Certification Deniece Jozefiak, CMA (AAMA) On file
Communications Betty Springer, CMA-C, (AAMA) On file
*See addendum report. Betty will be attending the PCMH meeting in Orlando. It was a unanimous decision by the board to have Betty use 75.00 in the marketing budget for expenses.

Education Heidi Fortin, CMA (AAMA) On file
Report recommendation: It's important to make sure that the CEU'S submitted match the time slots. If the program was used at the chapter level it needs to be submitted to AAMA under FSMA not the chapter. If a chapter is helping to get speakers all information needs to go to the FSMA education chair for submission to AAMA in order to make sure everything is in order and submitted properly.

Educators Forum Theresa Errante-Parrino, CMA (AAMA) On file
*The 10/12/12 educator's seminar was cancelled again due to low registration numbers despite heavy marketing to ABHES and CAAHEP accredited schools. There was little to no response by educators. It is unclear at this time, whether or not the educator's forum should be dissolved.

Leadership Deniece Jozefiak, CMA (AAMA) On file
Marketing Betty Springer, CMA-C (AAMA) On file

*See addendum report.

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Meeting Coordinator Marsha Benedict, CMA-A (AAMA) On file

*Recommendations are as follows: Fall conference 2013 in Tampa/St Pete area, Christine to research and help with hotel selection. Winter conference 2014 at the Hilton Garden Inn in Port St Lucie, Marsha will verify if we can get the same room rate as we currently got this time. The annual conference for 2014 in Orlando at the Holiday Inn and fall conference 2014 in the Daytona Beach area are being considered. Betty has been in contact with students from Daytona State College, so it would be nice to see if there is interest in that area for a FSMA meeting.

Membership Heidi Fortin, CMA (AAMA) On file

Nominating Deniece Jozefiak, CMA (AAMA) On file

*Deniece has consent to serve forms for anyone interested in running for office.

Public Policy Carol Francis, CMA (AAMA) On file

Strategic Plan Theresa Errante-Parrino, CMA (AAMA) On file

*Judy missed sending in Theresa's strategic plan report and her delegates report to Mary Lou but these reports were submitted on time. These reports will be placed as an addendum to the minutes.

Physician Liaison Joel Martin, MD No report

CORRESPONDENCE

*Letter received from Betty Springer, CMA-C (AAMA) thanking FSMA for their support and understanding to her commitments while she served on the board of AAMA.

*Highlights of the June 2012 BOT and Endowment meetings are available on the AAMA web site for all to read.

UNFINISHED BUSINESS

*Country store at the annual meeting – after discussion, it was decided that what was done last year worked out well with the posting of the winning tickets on Sunday morning. As an addition, everyone will be asked to put their names on the back of each ticket so the winning name can be posted to make things easier. Pat Allen, CMA (AAMA) has asked that monetary donations from chapters be brought to the January meeting so that she can have plenty of time to shop for the items for the country store. The Southeast Chapter and Central Florida chapter have agreed to send 100.00 each for the country store gift purchases.

*Low attendance at the annual meeting – it was decided that this topic was discussed enough during budget and finance reports earlier in the meeting so no further discussion is needed.

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NEW BUSINESS

*The AAMA representative choice for the FSMA annual meeting in 2013 is due on 10/31/12. After discussion, Julie Flaaten will be first choice and Paula Purdy will be second choice to attend the FSMA annual meeting. These two names will be submitted to AAMA.

*Members at large list (dated August 1st) –Judy needs to send a letter to AAMA to assign these at large members (approximately 60 members) to the appropriate chapters. Maria Wiegelmann, CMA (AAMA) will look at the list and see where these members should be assigned and will send them to Judy.

ANNOUNCEMENTS

*Medical Assistants Recognition Week is October 15-19, 2012.

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

*The FSMA Winter seminar will be in Punta Gorda on January 26, 2013. Go to the FSMA web site for registration and agenda form.

There being no further business to be brought before the FSMA Executive Council, the meeting was adjourned by President Elect Deniece Jozefiak, CMA (AAMA) at 9:05 PM.

Minutes submitted by:

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