

**Florida Society of Medical Assistants  
General Assembly Minutes  
April 25, 2014**

Presiding:	Deniece Jozefiak, CMA (AAMA) FSMA President
Presentation of Colors	Commander Clarence Wood, Orlando VFW
Pledge of Allegiance	Commander Clarence Wood, Orlando VFW
National Anthem	Commander Clarence Wood, Orlando VFW
Invocation	Carol Francis, CMA (AAMA)
Welcome	Deniece Jozefiak, CMA (AAMA) FSMA President
	Patricia Allen, CMA (AAMA) FSMA Vice President
	Marsha Benedict, CMA-A (AAMA) FSMA Meeting Coordinator

First Session of the General Assembly was called to order by Mary Morris CMA (AAMA) Speaker of the General Assembly at 7:23 PM on Friday April 25, 2014 at the Holiday Inn Select Orlando, FL.

Introduction of the head table: Seated to the far left:

1. Secretary, Maria Wiegelmann, CMA (AAMA)
2. Treasurer, Mary Lou Allison, CMA-C (AAMA)
3. Meeting Coordinator, Marsha Benedict, CMA-A (AAMA)
4. Vice-Speaker, Ofelia Sunde, CMA (AAMA)

Seated to the far right:

1. Vice President, Patricia Allen, CMA (AAMA)
2. President Deniece Jozefiak, CMA (AAMA)
3. Representative for AAMA/Parliamentarian, Joyce Garibay, CMA (AAMA)
4. And I am Mary Morris, CMA, (AAMA) Speaker of the General Assembly

Introduction of Past Presidents

1. Mary Lou Allison, CMA-C (AAMA)1982-1983, Past President AAMA, FSMA & AAMA Life Member
2. Marilyn Gable, CMA (AAMA) 1991-1992
3. Deniece Jozefiak, CMA (AAMA) 2000-2001
4. Carol Francis, CMA (AAMA) 2005-2006
5. Mary Morris, CMA (AAMA) 2007-2008

6. Theresa Errante-Parrino, CMA (AAMA) 2008-2009
7. Marsha Benedict, CMA-A (AAMA) 2011-2012
8. Deniece Jozefiak, CMA (AAMA) 2013-2014
9. Betty Springer, CMA-A (AAMA) AAMA Past President 2010-2011

Speaker Mary Morris, CMA (AAMA) dismissed the officers to be seated in the General Assembly.

#### General Assembly Appointments:

Mary Morris, CMA (AAMA), FSMA Speaker of the General Assembly announced the following General Assembly appointments.

Credential Chair: Maria Wiegelmann, CMA (AAMA).

Reference Committee Chair: Deniece Jozefiak, CMA (AAMA).

Pages for the General Assembly are students from Indian River State College: Laura Fox, Vereasia Marshall, Brya Klause.

Timekeeper for the General Assembly: Carol Francis, CMA (AAMA).

Sergeant-At-Arms for the General Assembly: Maria Wiegelmann, CMA (AAMA)

Minutes Committee Chair: Deniece Jozefiak, CMA (AAMA)

Parliamentarian for the General Assembly is Joyce Garibay, CMA (AAMA) AAMA Representative.

#### Report of the Credential Chair

Credentials Maria Wiegelmann, CMA (AAMA) read the names of the voting members present. The voting power for the General Assembly was 20, 2/3 is 13 and the majority vote is 11.

A quorum was present.

The chair entertained a motion to accept the General Assembly agenda as printed in the General Assembly Packet on line. Kris Hardy, CMA moved to accept the agenda as printed. The motion was seconded by Deniece Jozefiak, CMA. No discussion, motion was carried.

#### Presentation of the Official Program:

Marsha Benedict, CMA-A (AAMA), Meeting Coordinator presented the official program. Deniece Jozefiak, CMA (AAMA) Education Chair stated the correct agenda was in the packets. The agenda online was incomplete with speaker information and times.

A motion has been made by Betty Springer, CMA-C (AAMA) and seconded by Kris Hardy, CMA (AAMA) to accept the official Program as corrected. No discussion, motion was carried.

#### Orientation of Voting Members and Adoption of Convention Rules

Ofelia Sunde, CMA (AAMA) FSMA Vice Speaker of the General Assembly held the orientation for the voting members of the General Assembly. The Rules were read. The Speaker entertained a motion to adopt the General Assembly rules as read. A motion was made by Maria Wiegelmann, CMA (AAMA) to adopt the convention rules as read, seconded by Patricia Allen, CMA (AAMA). No discussion, motion was carried.

The Speaker of the General Assembly announced the Tellers: Chair: Theresa Errante-Parrino, CMA (AAMA) and serving on her committee are:

Ballot Tellers:

Griselda Castillo

Heather MacDonald

Isabela Jose  
Katlyn Sweetan  
Hand Count Tellers are:  
Kaley Applebee  
Leslie Farias

## Nominating Committee Report

Nominating Chair Patricia Allen, CMA-A (AAMA) presented the nominees for the 2014-2015 FSMA officers. The following members were presented:

1. Patricia Allen, CMA (AAMA) President
2. Mary Morris, CMA (AAMA) Secretary
3. Maria Wiegelmann, CMA (AAMA) Speaker of the General Assembly
4. Joyce Baldwin, CMA (AAMA) Vice-Speaker of the General Assembly

The following names were presented as proposed Delegates/Alternates to AAMA National Conference 2014-2015 are:

1. Marsha Benedict, CMA-A (AAMA)
2. Carol Francis, CMA (AAMA)
3. Deniece Jozefiak, CMA (AAMA)
4. Mary Morris, CMA (AAMA)

Speaker of the General Assembly opened the nominations from the floor.

Kris Hardy, CMA (AAMA) was nominated by Mary Lou Allison, CMA-C (AAMA) for President Elect  
No Nominations were made for Vice President  
Mary Lou Allison, CMA-C (AAMA) was nominated by Betty Springer CMA-C (AAMA) for Treasurer  
No other nominations from the floor were presented for any other office.

The following were nominated from the floor for AAMA Delegate/Alternate for 2014-2015  
Mary Lou Allison, CMA-C (AAMA) by Betty Springer, CMA-C (AAMA)  
Kris Hardy, CMA (AAMA) by Betty Springer, CMA-C (AAMA)  
Maria Wiegelmann, CMA (AAMA) by Olive Devine, CMA-A (AAMA)  
Carolyn Barhold, CMA (AAMA) by Kris Hardy, CMA (AAMA)

Patricia Allen, CMA (AAMA) presented the candidates to the General Assembly.

A two minute speech was given by each candidate on why they wanted to be an FSMA Officer and or AAMA Delegate/Alternate.

Voting then took place in the General Assembly. After voting was finished a 15 minute break was given.

## Second Session of the General Assembly

The second session of the General Assembly was called to order by Speaker of the General Assembly at 8:45 PM. Maria Wiegelmann, CMA (AAMA) Credential Chair came forth and called roll. A quorum was present. The voting power of the General Assembly was 20, 2/3 vote 13 and majority vote 11.

## Reference Committee Reports:

Deniece Jozefiak, CMA (AAMA), Reference Committee Chair presented the Reference Committee Report. The following recommendations were made:

The Reference Committee recommended that the reports of the President, President Elect, Vice President, Secretary, Treasurer, Speaker of the General Assembly, Vice Speaker of the General Assembly and the Immediate Past President be accepted as printed in the General Assembly packet. Recommendation adopted.

The Reference Committee recommended that the reports from the Chairs of the Budget & Finance, Bylaws/Policy & Procedure, Certification, Communication, Education, Marketing, Membership, Nominating Committee and Public Policy be accepted as printed in the General Assembly Packet. Recommendation adopted.

The Reference Committee recommended that the report of the Meeting Coordinator be filed with the following changes: To hold the FSMA Fall meeting at Indian River State College and obtain a hotel in the area for members to stay during the conference.

The Reference Committee recommended that the reports from Brevard Chapter, Central Florida Chapter, Central Gulf Coast Chapter, Mid Gulf Coast, North Florida, Southeast Chapter, Southwest Chapter, and Treasure Coast Chapter to be accepted as printed in the General Assembly packet. Recommendation adopted.

The Reference Committee recommends that the Office of President Elect be eliminated in all sections of the Bylaws. Recommendation adopted.

The Reference Committee recommends that Article VI Section read as follows:  
A majority of the voting members present shall constitute a quorum. Recommendation adopted.

The Reference Committee recommends that Article VII: The Committees of FSMA be

- Budget/Finance
- Bylaws/Policy Procedures
- Certification/Membership
- Communication
- Continuing Education
- Educator Assembly
- Executive Committee
- Marketing and Community Outreach
- Meeting Coordinator
- Nominating

Delete the following committees;

- Convention Committee
- Membership
- Public Policy

Recommendation Adopted.

The Reference Committee recommends Article XII The Executive Council: Term of office/Vacancies in office/removal from office

Section 2. Vacancies in Office

A. In the event of a vacancy in the office of Vice President, the office shall remain vacant.

Recommendation Adopted.

The Reference Committee recommends that Article XIV Section 1 Nominations

A. There shall be a Nominating Committee consisting of at least three (3) members appointed by the Vice President, who will serve as chair.

Recommendation Adopted.

D. The name and qualifications for candidates meeting eligibility requirements shall be presented by the Nominating Chair in the General Assembly and available for posting on the FSMA Web Site As the official slate not less than thirty (30) days prior to the Annual Meeting.

Recommendation Adopted.

Report of the Tellers:

Theresa Errante-Parrino, CMA (AAMA), presented the results of the election to the Speaker.

The results are as follows:

Patricia Allen, CMA (AAMA) President  
Kris Hardy, CMA (AAMA) President Elect  
Mary Morris, CMA (AAMA) Secretary  
Mary Lou Allison, CMA-C (AAMA) Treasurer  
Maria Wiegelmann, CMA (AAMA) Speaker of the General Assembly  
Joyce Baldwin, CMA (AAMA) Vice-Speaker of the General Assembly

Delegates to AAMA:

Mary Morris, CMA (AAMA)  
Maria Wiegelmann, CMA (AAMA)  
Marsha Benedict, CMA-A (AAMA)  
Kris Hardy, CMA (AAMA)

Alternates to AAMA

Mary Lou Allison, CMA-C (AAMA)  
Carol Francis, CMA (AAMA)  
Deniece Jozefiak, CMA (AAMA)  
Carolyn Barhold, CMA (AAMA)

Speaker congratulated all newly elected officers, delegates and alternates.

Speaker requested the pleasure of the General Assembly regarding the ballots. A motion was made by Mary Lou Allison, CMA-C (AAMA) to destroy the ballots. Motion was seconded by Carol Francis, CMA (AAMA). No discussion. Motion was carried.

With the completion of the General Assembly business, the Speaker discharged the head teller and her committee of any further commitment to this General Assembly and thanked them for their time and service.

The speaker reminded the voting members that they would serve in that capacity for one year until the General Assembly convenes in 2015. Please keep the new speaker informed of any changes in your personal information.

It has been a long tradition of the FSMA that as we reach the closing of the Annual Meeting we be given a chance to express appreciation to the many people who have worked so hard to put this event together.

Speaker started with words of appreciation which was followed by a few members.

**Announcements:**

There is a food box in the back of the room for Indian River State College student food drive. Monetary donations will also be accepted.

There being no further business to be brought before the General Assembly, the meeting was adjourned at 9:55 PM.

Respectfully submitted:

Deniece Jozefiak, CMA (AAMA) Minutes Chair