



FLORIDA SOCIETY OF MEDICAL ASSISTANTS
POST CONFERENCE EXECUTIVE COUNCIL MEETING
April 28, 2013

The Executive Council Meeting of the Florida Society of Medical Assistants was called to order at 9:55 AM by President Deniece Jozefiak, CMA (AAMA). The roll was called by Maria Wiegelmann, CMA (AAMA), FSMA Secretary, to establish a quorum.

ROLL CALL

President	Deniece Jozefiak, CMA (AAMA)	Present
President-Elect	Bonnie Chrimes, CMA (AAMA)	Present
Vice President	Patricia Allen, CMA (AAMA)	Absent
Secretary	Maria Wiegelmann, CMA (AAMA)	Present
Treasurer	Mary Lou Allison, CMA-C (AAMA)	Present
Speaker of the General Assembly	Mary Morris, CMA (AAMA)	Present
Vice Speaker of the G.A.	Ofelia Sunde, CMA (AAMA)	Present
Immediate Past President	Judy Seymour, CMA (AAMA)	Present

CHAPTER REPRESENTATIVES

Brevard	Linda Vitzthum, CMA (AAMA)	Absent
Central Gulf Coast	Patricia Allen, CMA (AAMA)	Absent
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

EXECUTIVE COMMITTEE CHAIRS

Budget & Finance	Mary Lou Allison, CMA-C (AAMA)	Present
Bylaws/Policy & Procedures	Judy Seymour, CMA (AAMA)	Present
Certification	Karin Applegate, CMA (AAMA)	Absent
Communication	Betty Springer, CMA-C (AAMA)	Present
Education	Heidi Fortin, CMA (AAMA) Chair	Present
Educators Forum	No chair at this time	
Leadership	Deniece Jozefiak, CMA (AAMA)	Present
Marketing	Betty Springer, CMA (AAMA)	Present
Meeting Coordinator	Marsha Benedict, CMA-A (AAMA)	Present
Membership	Patricia Allen, CMA (AAMA)	Absent
Nominating	Bonnie Chrimes, CMA (AAMA)	Present
Public Policy	Carol Francis, CMA (AAMA)	Present

PHYSICIAN LIAISON

Joel Martin, M.D.		Present
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SEATING OF THE PROXIES

The Central Florida Chapter wishes to seat Olive Devine, CMA (AAMA), as proxy for Maria Wiegelmann, CMA (AAMA). The Southwest Chapter wishes to seat Ruth Lapio, CMA (AAMA) as proxy for Deniece Jozefiak, CMA (AAMA). The Central Gulf Coast Chapter wishes to seat Kathryn Panagiotacos, CMA (AAMA) as proxy for Patricia Allen, CMA (AAMA). Carol Francis, CMA (AAMA) moved to seat the proxies. Judy Seymour, CMA (AAMA) seconded. No further discussion. **MOTION CARRIED.** The proxies were seated.

There was a quorum present.

The minutes to the Executive Board Meeting held April 26, 2013 will be available on line within thirty days of this meeting.

TREASURER REPORT

Checking: \$23, 847.75 Money Market: \$22,362.24 Balance: \$46,209.99
Mary Lou reported that \$454.00 was collected between Ways and Means (Country Store) and the 50/50 raffle. Thank you to Patricia Allen, CMA (AAMA) for a job well done.

OFFICER REPORTS

President	Deniece Jozefiak, CMA (AAMA)	No report
President-Elect	Bonnie Chrimes, CMA (AAMA)	No report
*As President-Elect, Bonnie is actively seeking officers to serve for 2014-2015. Please see her for Consent to Serve forms.		
Vice President	Patricia Allen, CMA (AAMA)	No report
Secretary	Maria Wiegelmann, CMA (AAMA)	No report
Treasurer	Mary Lou Allison, CMA-C (AAMA)	Report given
Speaker of the General Assembly	Mary Morris, CMA (AAMA)	No report
Vice Speaker of the G.A.	Ofelia Sunde, CMA (AAMA)	No report
*Ofelia thanked us for coming to the annual meeting which was held in her Brevard Chapter area. Mary Lou thanked Ofelia for all she did to make the meeting successful.		
Immediate Past President	Judy Seymour, CMA (AAMA)	No report

CHAPTER REPRESENTATIVE REPORTS

Brevard	Linda Vitzthum, CMA (AAMA)	No report
Central Gulf Coast	Kathryn Panagiotacos, CMA (AAMA) Proxy	No report
*The chapter will be holding a seminar in November – details will be on the FSMA website.		
Everglades	Christine Sanders, CMA (AAMA)	No report
Central Florida	Olive Devine, CMA (AAMA) Proxy	No report
*The chapter will be holding a seminar on November 16, 2013 and participate in the Sight and Sole walk sponsored by Lighthouse Central Florida on September 22, 2013. Details will be on the FSMA website.		
Mid-Gulf	Donna Heatley, CMA (AAMA)	No report

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North Florida	Gayle Bell, CMA (AAMA)	No report
Southeast	Joyce Baldwin, CMA (AAMA)	No report
Southwest	Ruth Lapio, CMA (AAMA) Proxy	No report
*The chapter will again be buying gifts at Christmas time for patients who live in an ALF who have no family; spring event for benefit of C.A.R.E., Inc; Relay for Life – American Cancer Society; Seminar on November 9, 2013.		
Treasure Coast	Theresa Errante-Parrino, CMA, (AAMA)	No report

EXECUTIVE COMMITTEE REPORTS

Budget & Finance	Mary Lou Allison, CMA-C (AAMA)	No report
*Mary Lou requested receipts be emailed to her when possible. If not, then mail them.		
Bylaws/Policy & Procedures	Judy Seymour, CMA (AAMA)	No report
*Judy requested that the committee members remain the same: Betty Springer, Theresa Errante-Parrino, Kathryn Panagiotacos, Marsha Benedict. References to a winter meeting need to be deleted since we are no longer having one. There is a conflict on one of the standing rules regarding payment of registration fee for the annual meeting and attendance at the General Assembly which will be addressed under New Business.		
*Julie Flaatten, AAMA representative, stated she has not received the by-laws from Florida. They must be received and approved by Julie in order for the delegates to be seated. They are due May 17, 2013. Julie will send out another email reminder with the due date.		
*Marsha stated we no longer have members-at-large.		
Certification	Karin Applegate, CMA (AAMA)	No report
Communication	Betty Springer, CMA-C (AAMA)	No report
*Betty had a question for Julie, AAMA representative, regarding ability to request chapter roster on the AAMA website and printing of labels- these are updates to the website which are not available yet. Chapters can still request labels from AAMA. Julie is not certain when the AAMA website will be updated with the new features.		
Education	Heidi Fortin, CMA (AAMA)	No report
*Committee members will be Deniece Jozefiak, Ofelia Sunde, and Maria Wiegelmann. Committee members will help in finding topics and speakers. Heidi, as chair, will send information to AAMA for approval.		
Educators Forum	no chair at this time	
*Deniece Jozefiak thanked Theresa Errante-Parrino for her hard work as previous chair and for bringing so many students to the seminars and board meetings.		
Leadership	Deniece Jozefiak, CMA (AAMA)	No report
*Deniece is looking for a different speaker for next year. She also asked for members to let her know what committees they would like to be part of - you may have skills that can be utilized in other areas.		
Marketing	Betty Springer, CMA-C (AAMA)	No report
Meeting Coordinator	Marsha Benedict, CMA-A (AAMA) Hotel	No report
	Ruth Lapio, CMA (AAMA) Registration	No report
*Marsha reported that 49 rooms were booked this weekend. Ruth's report was submitted on time but was not in the General Assembly packet. Maria Wiegelmann read the report. Mary Lou Allison requested that it be emailed to her and she will put it online. She reminded us that once a report is posted it cannot be changed. She also requested a uniform format for report titles: date – FSMA – officer, committee, or chapter --- e.g. 4.28.13 FSMA President 4.28.13 FSMA Budget and Finance 4.28.13 FSMA Southwest		

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Membership	Patricia Allen, CMA (AAMA)	No report
Nominating	Bonnie Chrimes, CMA (AAMA)	No report

*Bonnie requested that the first name on the name tags be larger. She gave Ruth Lapio a sample. Name tag will also have credential and chapter name. Mary Lou Allison thanked Ruth for her hard work.

Public Policy	Carol Francis, CMA (AAMA)	No report
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*Carol asked that Mary Lou Allison be a member of her committee and that members report to her any problems affecting FSMA.

PHYSICIAN LIAISON REPORTS

Joel Martin, M.D.	No report
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*Deniece thanked Dr Martin for his continued support.

CORRESPONDENCE

*Deniece read a letter from C.A.R.E. Inc (Center for Abuse and Rape Emergencies, Inc.) of Charlotte County thanking us for our donation in January and for the opportunity to speak with us about the organization.

UNFINISHED BUSINESS

***Excel Awards Web Site** – Judy Seymour, CMA (AAMA) will submit required information to AAMA.

***Individual Excel Awards now called Awards of Distinction** – Golden Apple Award, Medical Assistant of the Year Award, Leadership and Mentoring Award
Kathryn Panagiotacos, CMA (AAMA) will be the chair of the committee.
Heidi Fortin, CMA (AAMA), Mary Lou Allison, CMA (AAMA), and Elizabeth Sandoval, CMA (AAMA) are the committee members.

*Deniece Jozefiak encouraged all to look at the AAMA Volunteer forms and consider becoming involved.

NEW BUSINESS

* **Strategic Plan**-may not be an active committee due to agenda request from Betty Springer.

* **Agenda Request from Betty Springer, CMA (AAMA)** for a Planning Session for the FSMA to address change. The complete text is attached to these minutes. Regarding participants – it states Executive Council – but it should be open to all. Orlando was suggested as the location for this planning session. The agenda request by Betty Springer, CMA-C (AAMA) is the motion. Marsha Benedict, CMA (AAMA) seconded the motion. Discussion – it’s a great idea!

MOTION CARRIED

***Motion to revise standing rule #1** made by Marsha Benedict, CMA-A (AAMA)
“Standing rule #1 be revised to state: All members of the association who attend the annual meeting of the FSMA shall pay registration fee with the exception of those only attending the General Assembly and the President. The President’s registration fee and room rental shall be paid by the Convention Committee”.

Kathryn Panagiotacos, CMA (AAMA) seconded the motion. No further discussion.

MOTION CARRIED

ANNOUNCEMENTS

1. The minutes will be placed on the FSMA website for all to review. Secretary is requested to get the minutes to the President within 30 days of the meetings. The minutes will be made available on the FSMA website.
2. FSMA Board meeting-Fall Conference October 26, 2013 at the Holiday Isle Ocean Resort St. Augustine.
- 3) AAMA Annual Conference Atlanta GA. September 27-30, 2013. Delegates/Alternates were asked to see Deniece Jozefiak, CMA (AAMA) prior to departing this conference for a copy of their duties they were elected for, as reports will be due 30 days after the AAMA Conference.
- 4) Betty Springer, CMA-C (AAMA) asked how FSMA manages items coming up for discussion at the HOD meeting at the AAMA Annual Conference so that all members have the opportunity to comment. Julie Flaatten, AAMA representative, stated that AAMA is working on getting the HOD packet online 30 days prior to the meeting. FSMA will include it in an E-Blast if possible and make information available on our website and facebook page. AAMA will also place it on their facebook page. FSMA delegates and alternates at the AAMA conference do ask attendees from Florida for their comments.
- 5) Kathryn Panagiotacos, CMA (AAMA), asked if we are again making a donation to the Maxine Williams Scholarship Fund. Mary Lou Allison, CMA-C (AAMA) stated that we are and that is in honor of Vera Nesmith.

There being no further business to be brought before the FSMA Executive Council, the meeting was adjourned by President Deniece Jozefiak, CMA (AAMA) at 10:58 AM.

Minutes submitted by:

Maria Wiegelmann, CMA (AAMA)
FSMA Secretary 2013-2014