

1 **FLORIDA SOCIETY OF MEDICAL ASSISTANTS**  
2 **62<sup>nd</sup> ANNUAL GENERAL ASSEMBLY**  
3 **MINUTES**

4 **APRIL 24, 2015**

5 Friday, April 24, 2015 – Welcome Pre General Session

6 General Session begins at 7:30 pm.

7 Presiding Patricia K. Allen, CMA (AAMA)  
8 FSMA President

9 Presentation of Colors Commander Clarence Wood, Orlando VFW

10 Pledge of Allegiance Commander Clarence Wood, Orlando VFW

11 National Anthem Commander Clarence Wood, Orlando VFW

12 Invocation Carol Francis, CMA (AAMA)

13 Welcome Patricia K. Allen, CMA (AAMA)  
14 FSMA President

15

16 FIRST SESSION OF THE GENERAL ASSEMBLY – Open to all Members

17 First Session of the General Assembly was called to order by Maria Wiegelmann,  
18 CMA (AAMA) Speaker of the General Assembly at 8:00 PM on Friday April 24,  
19 2015 at the Renaissance Orlando Airport Hotel, FL.

20 Introduction of the Head table: Seated to the Speaker's left:

- 21 1. FSMA President, Patricia Allen, CMA (AAMA)  
22 2. Secretary, Mary Morris, CMA (AAMA)  
23 3. Immediate Past President, Deniece Jozefiak, CMA (AAMA)  
24 4. AAMA Representative, Paula Purdy, CMA (AAMA) Vice President of  
25 AAMA  
26 5. Parliamentarian, Betty Springer, CMA-C (AAMA)

27 And I am Maria Wiegelmann, CMA (AAMA) Speaker of the General Assembly.

28

29 Introduction of Past Presidents:

30 Marilyn Gable Redfield, CMA (AAMA) 1991-1992

31 Kathryn J. Panagiotacos, CMA (AAMA) 1994-1995, 1995-1996

32 AAMA Past President 2008-2009

33 Carol Francis, CMA (AAMA) 2005-2006

34 Mary Morris, CMA (AAMA) 2007-2008

35 Theresa Errante-Parrino, CMA (AAMA) AAMA 2008-2009

36 Betty Springer, CMA-C (AAMA) AAMA Past President 2010-2011

37 Deniece Jozefiak, CMA (AAMA) 2013-2014

38 Speaker Maria Wiegelmann, CMA, (AAMA) dismissed the officers to be seated in  
39 the General Assembly.

40 General Assembly Appointments:

41 Maria Wiegelmann, CMA (AAMA), FSMA Speaker of the General Assembly  
42 announced the following General Assembly appointments.

43 Credential Chair: Deniece Jozefiak, CMA (AAMA)

44 Reference Committee Chair, Mary Morris, CMA (AAMA)

45 Pages for the General Assembly are students from Indian River State College:

46 Ebony Dennis, Nicole La Martina, Chrissy Lincoln

47 Timekeeper for the General Assembly, Crescent Kleckner, CMA (AAMA)

48 Sergeant-At-Arms for the General Assembly, Charles Cleary, CMA (AAMA)

49 Minutes Committee Chair, Kathryn Panagiotacos, CMA (AAMA)

50 Parliamentarian for the General Assembly, Betty Springer, CMA-C (AAMA)

51 Special welcome was made to Joel Martin, M.D. – Physician Liaison

52

53 Report of the Credential Chair

54 Credentials Chair Deniece Jozefiak, CMA (AAMA) read the names of the voting  
55 members present. The Total voting power for the General Assembly is 21, 2/3 vote  
56 is 14 and the majority vote is 11. A quorum present.

57 The chair entertained a motion to accept the General Assembly agenda as printed  
58 in the General Assembly Packet on line.

59 Christine Petsalis, CMA (AAMA), Gulf Coast Chapter made a motion to accept  
60 agenda. The motion was seconded by Deniece Jozefiak, CMA (AAMA)

61 No discussion, motion carried.

62 Presentation of the Official Program:

63 Maria Wiegelmann, CMA (AAMA) Education Chair presented the official  
64 program. Chair stated the correct agenda was in the packets. The agenda online  
65 was incomplete with speaker information and CEU designation.

66 Rangini S. Kandasamy, CMA (AAMA) made a motion to accept the corrected  
67 agenda, the motion was seconded by Norma Lopez, CMA (AAMA).

68 No discussion, motion carried.

69 Orientation of Voting Members and Adoption of Convention Rules

70 Maria Wiegelmann, CMA (AAMA) FSMA Speaker of the General Assembly held  
71 the orientation for the voting members of the General Assembly. The Rules were  
72 read. The Speaker entertained a motion to adopt.

73 Carol Francis, CMA (AAMA) made a motion to accept Convention Rules

74 The motion was seconded by Gayle Bell, CMA (AAMA)

75 No discussion, motion carried.

76 The Speaker of the General Assembly announced the Tellers:

77 Chair: Theresa Errante-Parrino, CMA (AAMA)

78 Committee members:

79 Ballot Teller: Kathleen Cosgrove, Ashlee Duncan, Kaley Applebee,  
80 Rhonda Ray

81 Hand Count Tellers: Jasmine Agnew, Chrissy Alford, Sandra Velasquez

82

83 Nominating Committee Report:

84 Patricia Allen, CMA (AAMA) Nominating Chair, presented the nominees for the  
85 2015-2016 FSMA officers. The following members were presented:

86 1. Kathryn J Panagiotacos, CMA (AAMA) President

87 2. Maria Wiegelmann, CMA (AAMA) Vice President

- 88 3. Mary Lou Allison, CMA (AAMA) Treasurer  
89 4. Marilyn Gable Redfield, CMA (AAMA) Vice Speaker of the General  
90 Assembly

91 The following names were presented as proposed Delegates/Alternates to AAMA  
92 National Conference 2015-2016 are:

- 93 Marsha Benedict, CMA (AAMA)  
94 Deniece Jozefiak, CMA (AAMA)  
95 Mary Morris, CMA (AAMA)  
96 Mary Lou Allison, CMA-C (AAMA)  
97 Maria Wiegelmann, CMA (AAMA)

98 The Speaker of the general Assembly opened the nominations from the floor.

99 For the office of:

- 100 President- no nominations office closed  
101 Vice President- no nominations office closed  
102 Secretary- Nominated by Deniece Jozefiak, CMA (AAMA)  
103 Tamara Bruno, CMA (AAMA) for Secretary no further nominations office  
104 closed  
105 Treasurer-no nominations office closed  
106 Speaker of General Assembly-Nominated by Ruth Lapio, CMA (AAMA)  
107 Deniece Jozefiak, CMA (AAMA) No further nominations office closed  
108 Vice Speaker of General Assembly-no nominations office closed

109 The following were nominated from the floor for AAMA Delegate/Alternate for  
110 2015-2016.

- 111 Carol Francis, CMA (AAMA)  
112 Christine Petsalis, CMA (AAMA)  
113 Kathryn J. Panagiotacos, CMA (AAMA)

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

115 A two minute speech was given by each candidate on why they desire to be an  
116 FSMA Officer and or AAMA Delegate/Alternate. New ballots prepared for voting,  
117 voting took place in the General Assembly. Following vote a 15 minute break was  
118 given.

119

120

121 Second Session of the General Assembly

122 The second session of the General Assembly was called to order by Maria  
123 Wiegelmann, CMA (AAMA) Speaker of the General Assembly at 9:19 pm.  
124 Deniece Jozefiak, CMA (AAMA) Credential Chair came forth and called roll. A  
125 quorum was present. The Total Voting Power of the General Assembly is 21, the  
126 2/3 vote 14, and Majority vote 11 for the 2015-2016 General Assembly.

127 Reference Committee Reports:

128 Mary Morris, CMA (AAMA), Reference Chair presented the Reference  
129 Committee Report. The following recommendations were made:

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

134 The Reference Committee recommended that the reports from the Chairs of the  
135 Budget & Finance, Bylaws/Policy & Procedure, Certification and Membership,  
136 Communication and Community Outreach, Meeting Coordinator, and Education,  
137 be adopted as printed in the General Assembly Packet. Recommendation adopted.

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

143

144 The Reference Committee recommends that Article II – Purpose read as  
145 follows:

146 The purpose of the Florida Society of Medical Assistants is to enable  
147 medical assisting professionals to enhance and demonstrate the  
148 knowledge, skills and professionalism required by employers and patients;  
149 protect medical assistants' right to practice; and promote effective, efficient  
150 health care delivery through optimal use of multi-skilled Certified Medical  
151 Assistants (CMA) AAMA.

152 Recommendation Adopted.

153

154 The Reference Committee recommends that Article VI – Executive Council  
155 and their Qualifications Section 3 read as follows:

156 The Members and Officers of the Executive Council shall be active  
157 members. Officers shall have previously served as an FSMA Committee  
158 Chair and/or Chapter Officer.

159 Recommendation Adopted.

160

161 The Reference Committee recommends the Article VII – General Assembly  
162 – Section 2 read as follows:

163 All members in good standing to include membership classes of Active,  
164 Active Life, Student CMAs (AAMA) and Active Member at Large whose  
165 dues have been paid in full as of December 31 of the year preceding the  
166 General Assembly shall make up the composition of the General Assembly  
167 and have the right to vote. The Majority vote of the General Assembly shall  
168 be determined by the total eligible number of voting members present.

169 Recommendation Adopted.

170 The Reference Committee recommends that Article VII – General  
171 Assembly – Section 3A read as follows:

172 The Credentials Committee shall verify credentials and establish that a  
173 quorum is present. A quorum shall be determined by the total eligible  
174 number of voting members present. The Chair shall announce the voting  
175 power of the Assembly prior to each session and shall be confirmed by the  
176 Speaker who will announce the majority number of votes and 2/3 number  
177 of votes.

178

179 Recommendation Adopted.

180

181 The Reference Committee recommends that Article VII – General  
182 Assembly – Section 3C be added:

183 The Credentials Chair shall determine the voting power of the Assembly  
184 and provides it to the Speaker who then confirms and announces the  
185 majority number of votes and 2/3 number of votes to the Assembly.

186

187 Recommendation Adopted.

188

189 The Reference Committee recommends that article VII – General  
190 Assembly – section 3C be renumbered to 3D and read as follows:  
191 Reference Committees shall be composed of Active members of FSMA.  
192 They shall hold hearings to consider all reports, proposed bylaw changes  
193 and resolutions that are scheduled for presentation to the General  
194 Assembly and report to the General Assembly with recommendations  
195 based upon the consensus of opinions expressed by those attending the  
196 hearings.

197 Recommendation Adopted.

198 The Reference Committee recommends that Article VII – General  
199 Assembly – section 7 read as follows:

200 A quorum shall be determined by the total eligible number of voting  
201 members present.

202 Recommendation Adopted.

203

204 The Reference Committee recommends the Article VIII – Committees – be  
205 moved to Standing Rules

206 Recommendation Adopted.

207

208 The Reference Committee recommends the Article IX – Finances/ Fiscal  
209 Year/Dues section 2 Dues read as follows:

210 Annual dues for all classes of members shall be established by the AAMA  
211 House of Delegates upon recommendation by the Board of Trustees.  
212 FSMA dues shall be established by the General Assembly. Dues shall  
213 become due and payable November 1 and shall be delinquent if not  
214 postmarked or submitted electronically to the AAMA Executive Office by  
215 December 31 (the controlling time is that of sending, not that of receiving).

216

217 Recommendation Adopted.

218

219 The Reference Committee recommends that Article XI – Executive Council  
220 Duties – section 1 read as follows:

221 Plan / manage / evaluate the business of the FSMA. May conduct  
222 business electronically.

223 Recommendation Adopted.

224

225 The Reference Committee recommends that Article XI – Executive Council  
226 Duties – section 2 read as follows:

227 A majority of the members present at the Executive Council meeting shall  
228 constitute a quorum.

229

230 Recommendation Adopted.

231

232 The Reference Committee recommends that Article XIV – Nominations and  
233 Elections – section 2A – Elections read as follows:

234 The Officers shall be elected by ballot and a majority as determined by the  
235 total eligible number of voting members present.

236

237 Recommendation Adopted.

238

239 The Reference Committee recommends that Article XIV – Nominations and  
240 Elections – section 2D be renumbered section 2B and read as follows:

241 If there is a tie between candidates receiving the highest number of votes,  
242 another ballot shall be taken of the tied candidates to determine the  
243 successful candidate.

244

245 Recommendation Adopted.

246

247 The Reference Committee recommends that Article XIV – Nominations and  
248 Elections – section 2 C read as follows:

249 Delegates and Alternates to AAMA shall be elected at the FSMA Annual  
250 Meeting of the General Assembly by a plurality vote.

251 1. Delegates and Alternates to AAMA shall be active members of FSMA.



252 2. To serve as a Delegate or Alternate to AAMA candidates' dues shall be  
253 postmarked to the AAMA Executive Office by December 31.

254  
255 Recommendation Adopted.

256  
257 The Reference Committee recommends that Article XIV – Nominations and  
258 Elections – section 2 E be renumbered 2D and read as follows:  
259 The number of AAMA delegates shall be determined by AAMA Guidelines.

260  
261 Recommendation Adopted.

262 The Reference Committee recommends that Article XVIII be deleted.

263  
264 Recommendation Adopted.

265  
266 Report of the Tellers:

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

269 **The results for 2015-2016 FSMA Officers are as follows:**

270 Kathryn J. Panagiotacos, CMA (AAMA) President  
271 Maria Wiegelmann, CMA (AAMA) Vice President  
272 Tamara Bruno, CMA (AAMA) Secretary  
273 Mary Lou Allison, CMA-C (AAMA) Treasurer  
274 Deniece Jozefiak, CMA (AAMA) Speaker of the General Assembly  
275 Marilyn Gable Redfield, CMA (AAMA) Vice Speaker of the General Assembly

276 **Elected Delegates to AAMA Conference:**

277 1 Mary Morris, CMA (AAMA) Central Florida Chapter  
278 2 Kathryn J Panagiotacos, CMA (AAMA) Central Gulf Coast Chapter  
279 3 Maria Wiegelmann, CMA (AAMA) Central Florida Chapter  
280 4 Carol Francis, CMA (AAMA) Central Florida Chapter

281 **Elected Alternates to AAMA Conference:**

282 1 Deniece Jozefiak, CMA (AAMA) Southwest Chapter  
283 2 Christine Petsalis, CMA (AAMA) Central Gulf Coast Chapter

284 3 Mary Lou Allison, CMA-C (AAMA) Southeast Chapter  
285 4 Marsha Benedict, CMA (AAMA) Treasure Coast Chapter

286 Speaker congratulated all newly elected officers, delegates/alternates. Speaker  
287 requested the pleasure of the General Assembly regarding the ballots. Carol  
288 Francis, CMA (AAMA) made a motion to destroy the ballots. Motion was  
289 seconded by Olive Devine, CMA (AAMA). No discussion. Motion was carried.

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

293 The speaker reminded the voting members that they would serve in that capacity  
294 for one year until the General Assembly convenes in 2016. Please keep the new  
295 Speaker informed of any changes in your personal information.

296 It has been a long tradition of the FSMA that as we reach the closing of the Annual  
297 Meeting we be given a chance to express appreciation to the many people who  
298 have worked so hard to put this event together. Speaker started with words of  
299 appreciation which was followed by several members.

300 **Announcements:**

301 Post Executive Meeting, Sunday, April 26, 2015 at 7:00 AM.

302 There being no further business to be brought before the General Assembly, the  
303 meeting was adjourned at 10:11 pm.

304 Respectfully submitted:

305 Kathryn J. Panagiotacos, CMA (AAMA) Chair

306 Charmain Staley CMA (AAMA) Member

307 Judi Donellan, CMA (AAMA) Member

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