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2 **Florida Society of Medical Assistants**
3 **Executive Council Meeting**
4 **Hilton Daytona Beach Resort/Ocean Walk Village, Daytona Beach, FL**
5 **November 4, 2017**
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7 The Executive Council Meeting of the Florida Society of Medical Assistants was
8 called to order by Judy Seymour at 5:22 pm this date of November 4, 2017 at the
9 Hilton Daytona Beach Resort/Ocean Walk Village, Daytona Beach, FL.

10 Kathryn Panagiotacos, CMA (AAMA) was requested to take minutes for Secretary
11 Mary Morris, CMA (AAMA) who was absent/excused.

12 **ROLL CALL**

13 **OFFICERS**

14 President Judy Seymour, CMA (AAMA) Present
15 Vice President Vacant
16 Secretary Mary Morris, CMA (AAMA) Excused
17 Treasurer Mary Lou Allison, CMA-C (AAMA) Present
18 Speaker of the GA Patricia Allen, CMA (AAMA) Excused
19 Vice Speaker of the GA Kathryn Panagiotacos, CMA (AAMA) Present
20 Immediate Past President Maria Wiegelmann, CMA (AAMA) Present

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22 **CHAPTER REPRESENTATIVES**

23 Brevard Jeannette Smith, CMA (AAMA) Excused
24 Central Gulf Coast Patricia Allen, CMA (AAMA) Excused
25 Central Florida Maria Wiegelmann, CMA (AAMA) Present
26 Mid-Gulf Debra K. Hancock, CMA (AAMA) Present
27 North Florida Gayle Bell, CMA (AAMA) Present
28 Southeast Joyce Baldwin, CMA (AAMA) Present
29 Southwest Deniece Jozfiak, CMA (AAMA) Present
30 Treasure Coast Theresa Errante-Parrino, CMA (AAMA) Excused

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COMMITTEE CHAIRS

Mary Lou Allison, CMA-C (AAMA) Present
Carol Francis, CMA (AAMA) Present
Carol Francis, CMA (AAMA) Present
Marie Wiegelmann, CMA (AAMA) Present
Betty Springer, CMA-C (AAMA) Present
Marsha Benedict, CMA-A (AAMA) Present
Christine Giri, CMA (AAMA) Present
Marsha Benedict, CMA-A (AAMA) Present
Co-Chair: Christine Giri, CMA (AAMA) Present

PHYSICIAN LIAISON

Joel Martin, M.D.

Seating of the Proxies

Proxies were presented to Executive Council
Pam Giannone, CMA (AAMA) Treasure Coast Chapter
Kathleen Quinn, CMA (AAMA) Brevard Chapter
What is the pleasure of the Executive Council regarding the seating of the proxies?
Motion made and carried, proxies were seated.
A quorum is present.
The minutes of the May 5, 2017, Pre-Annual Executive Council meeting were posted online. Are there any corrections to the minutes? There being none the minutes are filed as presented.
The minutes of the May 6, 2017, Post-Annual Executive Council meeting were posted online. Are there any corrections to the minutes? There being none the minutes are file as presented.

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FSMA OFFICER REPORTS

64 President Judy Seymour, CMA (AAMA) Report online Madam President Seymour
 65 states the information regarding Crissy Taylor, CMA (AAMA) South Carolina
 66 Society Medical Assistants at the AAMA Annual Conference was included with
 67 her report on file. President Seymour brings to the meeting the question to deposit
 68 the check presented to the to the South Carolina Medical Assistants thanking them
 69 for their kind thoughts and prayers. Betty Springer, CMA-C (AAMA) made the
 70 motion approve President’s request, Marsha Benedict, CMA-A (AAMA)
 71 seconded. Motion carried. Betty Springer, CMA-C (AAMA) was requested to
 72 present the official check to the Red Cross and she accepted.

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74 Vice President	Vacant
75 Secretary	Mary Morris, CMA (AAMA) Report online
76 Treasurer	Mary Lou Allison, CMA-C Report online In
77 addition to her report online she reports the Quicken software is no longer	
78 functioning. Treasurer Allison briefly shares from the AAMA Annual meeting the	
79 report from Don Balasa, JD, Executive Director regarding State Societies	
80 maintaining monies in Checking Account balances no more than 2-3 years	
81 expenses. FSMA is well within recommended balance therefore FSMA in is	
82 compliance. Treasurer reports Checking and Savings current balance as follows:	

83 FSMA Checking	\$25,784.01
84 FSMA Savings	\$22,382.80
85 Total:	\$48,166.81

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87 Speaker of the GA	Patricia Allen, CMA (AAMA) Report online
88 Vice Speaker of the GA	Kathryn Panagiotacos, CMA (AAMA) presented
89 Immediate Past President	Maria Wiegelmann, CMA (AAMA) Report online

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CHAPTER REPRESENTATIVES REPORTS

92 Brevard	Jeanette Smith, CMA (AAMA) Report online
93 Central Gulf Coast	Patricia Allen, CMA (AAMA) Report online
94 Central Florida	Maria Wiegelmann, CMA (AAMA) Report online

95 Mid-Gulf Debra K. Hancock, CMA(AAMA) Report online
 96 North Florida Gayle Bell, CMA (AAMA) Report
 97 online/addendum North Florida chapter reports the counties included which were
 98 invited to the two good CEU meetings, well attended.
 99 Southeast Joyce Baldwin, CMA (AAMA) Report online
 100 Southwest Deniece Jozefiak, CMA (AAMA) Report online
 101 Treasure Coast Theresa Errante-Parrino, CMA (AAMA) Report
 102 online

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104 **COMMITTEE CHAIR REPORTS**

105 Budget/Finance Mary Lou Allison, CMA-C (AAMA) Report
 106 online. A request was made by the Treasurer to purchase a new computer for
 107 FSMA. A budget of \$1,000.00. Maximum expenditure was agreed upon. The
 108 motion made and carried.

109 Bylaws/Policy & Procedures Carol Francis, CMA (AAMA) Report online

110 Continuing Education Maria Wiegelmann, CMA (AAMA) Report online
 111 Chairperson Wiegelmann requested \$2,000.00 fee for April meeting keynote
 112 speaker Marcus Engel, a motivational speaker whose topic is patient awareness.
 113 Budget is already set at \$2,000.00 for a keynote speaker. The motion is made and
 114 carried,

115 Marketing/Community Outreach Betty Springer, CMA-C (AAMA) Report
 116 online Chair Springer shared newly developed “New Member Welcome”, updates
 117 and that the FL Medical Assistant Practice Act now includes certification with one
 118 of the NCCA accreditation entities.

119 Membership/Certification Christine Giri, CMA (AAMA) Report online

120 Nominating Marsha Benedict, CMA-A (AAMA) Report online

121 Co-Chair Christine Giri, CMA (AAMA) Report online

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123 **PHYSICIAN LIAISON**

124 FSMA Joel Martin, MD

125 **Correspondence** **None**

126 **Old Business** **None**

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128 **UNFINISHED BUSINESS**

129 AD HOC -Deborah Hancock, CMA (AAMA)

130 David Knight Memorial Fund-Deborah Hancock, CMA (AAMA) presented
131 information regarding how to present to the membership a recognition of Mr.
132 David Knight's contribution to the AAMA through his many years of service in
133 Continuing Education in the National office, commemorating his commitment and
134 excellent service. Marsha presents a memo of decisions regarding the Awards to
135 first time attenders. Motion made and carried.

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137 **NEW BUSINESS**

138 Communication was received from AAMA regarding the location of the 2020
139 Annual Meeting. It was unanimously voted to submit Florida for the 2020 AAMA
140 Annual Meeting.

141 President Seymour brings up the Country Store which is presented at the Annual
142 Meeting. Chapter donations can be made in preparation.

143 President Seymour stated she wish to share to members present that FSMA has
144 always been open to all and never limited to CMA participation. A good discussion
145 was ensued by all present. Mary Lou Allison, CMA-C (AAMA) announces that
146 the FSMA must abide by the AAMA Bylaws which are stipulated in local and state
147 level. The consensus was to assign a Ad Hoc committee to be charged with
148 presenting the positive and negative of allowing other Credentialed Medical
149 Assistants (Associate Members) the ability to vote and hold office within FSMA,
150 and to investigate and explore feasibility of future change. Write down findings
151 and encompass numbers, research each item and bylaws. Members present request
152 an Ad Hoc team. Loxie Kistler, CMA (AAMA) Chair, Members: Marsha Benedict,
153 CMA-A (AAMA), Mary Lou Allison, CMA-C (AAMA), Kris Hardy, Walter
154 Nichols, President Judy Seymour, CMA (AAMA) Ex-Officio.

155 Education Chair Wiegelmann brings up the need for preparation celebration of the
156 Installation of Newly Elected Officers and asked what the budget is for this. Maria

157 Wiegelmann, CMA (AAMA) makes a motion for \$500.00 for the FSMA
158 reception. Motion made and carried.

159 Reminder-Email Mary Lou Allison, CMA-C (AAMA) a listing of your chapter
160 meetings and seminars so that they can be listed on the Events page of our website
161 and in the eBlasts that Betty Springer, CMA-C (AAMA) does.

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163 There being no further business to be brought before the FSMA Executive Council
164 the meeting is adjourned at 7:30 pm.

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166 Respectfully submitted:

167 Kathryn J Panagiotacos, CMA (AAMA) Volunteer Secretary

168 Gayle Belle, CMA (AAMA) Volunteer Secretary

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