

**FLORIDA SOCIETY OF MEDICAL ASSISTANTS
PRE EXECUTIVE COUNCIL MEETING
November 8, 2014 (Corrected 4.24.15)**

The Executive Council meeting of the Florida Society of Medical Assistants was called to order at 8:20 PM, by President Patricia Allen, CMA (AAMA). The roll was called by Mary Morris, CMA (AAMA), FSMA Secretary, to establish a quorum.

ROLL CALL

| | | |
|--------------------------|--------------------------------|---------|
| President | Patricia Allen, CMA (AAMA) | Present |
| President Elect | | |
| Vice President | | |
| Secretary | Mary Morris, CMA (AAMA) | Present |
| Treasurer | Mary Lou Allison, CMA-C (AAMA) | Present |
| Speaker GA | Maria Wiegelmann, CMA (AAMA) | Present |
| Vice Speaker GA | Joyce Baldwin, CMA (AAMA) | Absent |
| Immediate Past President | Deniece Jozefiak, CMA (AAMA) | Present |

CHAPTER REPRESENTATIVES

| | | |
|--------------------|-------------------------------------|---------|
| Brevard | Linda Vitzthum, CMA (AAMA) | Absent |
| Central Gulf Coast | Patricia Allen, CMA (AAMA) | Present |
| Central Florida | Maria Wiegelmann, CMA (AAMA) | Present |
| Mid-Gulf | Divina Mojica-Brian, CMA (AAMA) | Absent |
| North Florida | Gayle Bell, CMA (AAMA) | Present |
| Southeast | Joyce Baldwin, CMA (AAMA) | Absent |
| Southwest | Deniece Jozefiak, CMA (AAMA) | Present |
| Treasure Coast | Theresa Errante-Parrino, CMA (AAMA) | Absent |

COMMITTEE CHAIRS

| | | |
|------------------------------|---------------------------------|---------|
| Budget/Finance | Mary Lou Allison, CMA-C, (AAMA) | Present |
| Bylaws/P & P | Carol Francis, CMA (AAMA) | Present |
| Continuing Education | | |
| Marketing/Community Outreach | Betty Springer, CMA (AAMA) | Present |
| Meeting Coordinator | Marsha Benedict, CMA-A (AAMA) | Present |
| Registration | Ruth Lapio, CMA (AAMA) | Present |
| Membership/Certification | Deniece Jozefiak, CMA (AAMA) | Present |
| Nominating | | |

PHYSICIAN LIAISON

| | | |
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| Physician Liaison | Joel Martin, MD | Present |
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SEATING OF THE PROXIES

Deniece Jozefiak, CMA (AAMA) made a motion to approve the seating of Ruth Lapio, CMA (AAMA) for the Southwest Chapter in place of Deniece Jozefiak, CMA (AAMA), Olive Devine, CMA (AAMA) for the Central Florida Chapter in place of Maria Wiegelmann, CMA (AAMA), Shirlee Dickson, CMA (AAMA) for the Southeast chapter for Joyce Baldwin, CMA (AAMA) and Kathryn Panagiotacos, CMA (AAMA) for the Central Gulf Coast Chapter for Patricia Allen, CMA (AAMA). Mary Lou Allison, CMA-C, (AAMA) seconded. No further discussion. **MOTION CARRIED.** The proxies were seated.

There was a quorum present.

Approval of Pre and Post Conference meeting minutes: A motion was made Kathryn Panagiotacos, CMA (AAMA) to accept the minutes of the 4/25/14 preconference meeting as drafted. Marsha Benedict, CMA-A (AAMA) seconded. No further discussion. **MOTION CARRIED.** Maria Wiegelmann, CMA (AAMA) made a motion to accept the minutes of the 4/27/14 post conference meeting as drafted. Deniece Jozefiak, CMA (AAMA) seconded. No further discussion. **MOTION CARRIED.** The minutes will be filed without draft status.

TREASURER REPORT

Checking: \$23,423.96 Money Market: \$22,369.35 Balance: \$45,793.31
The treasurer requests all expenses be sent to her ASAP so that checks can be sent out. The treasurer's report will be filed for audit. No bills over budget were presented.

OFFICER REPORTS

| | | |
|---|---------------------------------|---------|
| President | Patricia Allen, CMA (AAMA) | On file |
| President Elect | | |
| Vice President | | |
| Secretary | Mary Morris, CMA (AAMA) | On file |
| Treasurer | Mary Lou Allison, CMA-C, (AAMA) | On file |
| *See above figures under Treasurer Report | | |
| Speaker of GA | Maria Wiegelmann, CMA (AAMA) | On file |
| Vice Speaker of GA | Joyce Baldwin, CMA (AAMA) | On file |
| Immediate Past President | Deniece Jozefiak, CMA (AAMA) | On file |

CHAPTER REPRESENTATIVE REPORTS

| | | |
|---|--|---------|
| Brevard | Linda Vitzthum, CMA (AAMA) | * |
| *Report was received on time but did not get posted on the web. | | |
| Central Gulf Coast | Patricia Allen, CMA (AAMA) Proxy Kathryn Panagiotacos, CMA (AAMA) | On file |
| Central Florida | Maria Wiegelmann, CMA (AAMA) Proxy Olive Devine, CMA (AAMA) | On file |
| Mid-Gulf | Divina Mojica-Brian, CMA (AAMA) | On file |

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| | | |
|-----------------------|-------------------------------------|---------|
| North Florida | Gayle Bell, CMA (AAMA) | On file |
| Southeast | Joyce Baldwin, CMA (AAMA) | On file |
| | Proxy Shirlee Dickson, CMA (AAMA) | |
| Southwest | Deniece Jozefiak, CMA (AAMA) | On file |
| | Proxy Ruth Lapio, CMA (AAMA) | |
| Treasure Coast | Theresa Errante-Parrino, CMA (AAMA) | On file |

EXECUTIVE COMMITTEE REPORTS

Budget & Finance Mary Lou Allison, CMA-C, (AAMA) On file

*Mary Lou asks that committee chairs look to see if any changes need to be made to their respective budgets for the coming year. No expenses over budget.

Bylaws/P&P Carol Francis, CMA (AAMA) On file

Continuing Education

Marketing/Community Outreach Betty Springer, CMA-C, (AAMA) On file

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

*Marsha wanted permission from the board to continue discussion with the Mid Gulf Coast chapter for a seminar to be held at the new campus of Manatee Technical School for the Fall 2016 seminar. There is a hotel near by the campus for those needing hotel accommodations. There was a yes vote so Marsha will continue discussion to finalize location and hotel accommodations.

*For the April/May 2016 annual conference in Cocoa Beach, (we were there in 2013), there was mixed discussion on returning to this location again. Marsha brought up there was no charge for video and the room charges were comparable to other locations. The Gainesville area was brought up as an area maybe to consider or staying in the Orlando area for the annual meetings although this may be problem when it comes to finding speakers since we are returning to the central area on a yearly basis. After a hand vote, going back to Cocoa Beach was defeated with a vote of 8 (NO) to 4 (YES).

Registration Ruth Lapio, CMA (AAMA) On file

Membership/Certification Deniece Jozefiak, CMA (AAMA) On file

*Verbal report: Total membership for FSMA as of 11/3/14 is 1,297. The January thru April 2014 new CMA list is not available. Deniece has asked AAMA for this list three times with no results, she will try once again. Deniece contacted Karen Applegate, former certification chair, to see if she ever got this list and she did not either. The September list was being worked on by AAMA but with National conference just around the corner, that list may have a delay as well. Deniece will work to get all lists that are needed.

Nominating

Physician Liaison Joel Martin, MD No report

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CORRESPONDENCE

*Correspondence from Charlene Couch, CMA (AAMA), AAMA President: This was placed on the web for informational purposes.

*Awards paperwork: Some confusion arose on this subject. After discussion, it was decided that the criteria for the annual awards ceremony need to be based on percentages so that all awards do not go to the same chapter with the largest membership. The criteria which was used at the annual meeting was based on percentages this past year, but there is nothing written in the policy and procedure manual to state this. Carol and her committee will be going over the policy and procedure manual to make sure it is up to date and complete since it appears that not all of the manual was approved by the board.

OLD BUSINESS

Ad hoc committee for scholarship program, Linda Vitzthum, CMA (AAMA) and Theresa Errante-Parrino, CMA (AAMA): The report for this committee was not in on time. Also, due to the absence of these two members at this meeting, discussion about the scholarship program will take place at the next meeting.

NEW BUSINESS

*Lake Technical Center, a CAAHEP school has asked for the use of our logo on their school web site. FSMA has no written policy in our bylaws concerning this. Discussion was had by the board members and it was decided that FSMA cannot support any one school as this might set a precedent for other schools to want to use the FSMA logo. We would by no means want the FSMA logo used in an inappropriate way. This is not a policy that FSMA wants to put into effect. Maria Wiegelmann, CMA (AAMA) will let the school know of the board's decision.

*Board meeting in January: Discussion was had on doing an online meeting in January. Mary Lou is going to investigate the best online meeting site and submit a report for a vote over the computer. This meeting would have to be called a planning session since all members would not be a part of this session and any voting would have to take place at the next meeting.

*Review of possible new Call to Board: Patricia sent this format paperwork to Mary Lou and it was mistakenly not put on the web site. After discussion, this format suggestion will go to Carol Francis's committee, policy and procedures, for review to see how this can be incorporated into the P&P manual.

*A new President and board members for 2015-2016 will be needed due to the resignation of Kris Hardy, CMA (AAMA). President Pat Allen encourages everyone to step up and help out as well as finding a new person to be a part of a committee so that new blood can be mentored in order to keep the organization going. Patricia Allen, CMA (AAMA) will be chair of the nominating committee and her committee members will be Maria Wiegelmann, CMA (AAMA) and Kathryn Panagiotacos, CMA (AAMA).

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*The deadline for submitting names for AAMA National Representative to attend our annual meeting is 11/30/14. After discussion by those in attendance at the meeting it was decided that our top three choices are 1. Paula Purdy, CMA (AAMA), AAMA Vice President, 2. Debby Houston, CMA (AAMA), AAMA Vice Speaker, and 3. Deborah Novak, CMA (AAMA), AAMA Trustee. President Allen will submit these names to AAMA before the deadline date.

*Online registration got a positive response from seminar attendees. Mary Lou is willing to look into the best online source for doing registration online. She will report back to the board with her findings. It was noted by Carol Francis, CMA (AAMA) that PAYPAL is expensive. Mary Lou notes there are monies in the treasury to make this happen, if it turns out that online registration is a success. After discussion, Deniece Jozefiak, CMA (AAMA) made a motion for Mary Lou to research and implement credit card use/registration online. Gayle Bell, CMA (AAMA) seconded. MOTION CARRIED.

*The scanner FSMA purchased approximately 5 years ago is no longer needed due to everything now being online. There were no takers wanting to purchase this scanner so Mary Lou Allison, CMA-C, (AAMA) made a motion that each chapter find a charitable organization to donate the scanner to. Chapter names will be put into a hat and one will be drawn to see who gets the scanner. Marsha Benedict, CMA-A, (AAMA) seconded. No further discussion. MOTION CARRIED.

ANNOUNCEMENTS

*The meeting minutes will be placed on the FSMA web site for all to review. The Secretary is requested to get the minutes to the President within 30 days of the meeting. The minutes will then be made available on the FSMA web site.

Our next meeting will be April 24-26, 2015 at the Renaissance Hotel in Orlando. More information will be made available on the FSMA web site closer to the meeting date.

*The date for the planning meeting (January 2015) will be announced after Mary Lou does the research on the best online service for this meeting. Date TBA.

*Speaker Maria Wiegelmann, CMA (AAMA) announced that Vice Speaker Joyce Baldwin, CMA (AAMA) will not be in attendance at the GA. Mary Lou said that Maria could appoint a Vice Speaker Pro Tem as late as the day of the GA. **Reports for the GA are due 3/8/15.** Maria will be sending out a reminder email to all.

There being no further business to be brought before the FSMA Executive Council, the meeting was adjourned by President Patricia Allen, CMA (AAMA) at 10:03 PM.

Minutes submitted by:

Mary Morris, CMA (AAMA)
FSMA Secretary 2014-2015

