

**FLORIDA SOCIETY OF MEDICAL ASSISTANTS
EXECUTIVE COUNCIL MEETING
April 24, 2015**

The Executive Council meeting of the Florida Society of Medical Assistants was called to order at 4:15 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 |
| Vice President | | |
| Secretary | Mary Morris, CMA (AAMA) | Present |
| Treasurer | Mary Lou Allison, CMA-C (AAMA) | Excused |
| Speaker GA | Maria Wiegelmann, CMA (AAMA) | Present |
| Vice Speaker GA | Joyce Baldwin, CMA (AAMA) | Excused |
| 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) | Excused |
| Southwest | Deniece Jozefiak, CMA (AAMA) | Present |
| Treasure Coast | Theresa Errante-Parrino, CMA (AAMA) | Absent |

COMMITTEE CHAIRS

| | | |
|------------------------------|---------------------------------|---------|
| Budget/Finance | Mary Lou Allison, CMA-C, (AAMA) | Excused |
| 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) | Excused |
| Registration | Ruth Lapio, CMA (AAMA) | Present |
| Membership/Certification | Deniece Jozefiak, CMA (AAMA) | Present |
| Nominating | | |

PHYSICIAN LIAISON

| | | |
|-------------------|-----------------|--------|
| Physician Liaison | Joel Martin, MD | Absent |
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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), and Christine Petsalis, CMA (AAMA) for Central Gulf Coast Chapter in place of Patricia Allen, CMA (AAMA). Maria Wiegelmann, CMA (AAMA) seconded. No further discussion. **MOTION CARRIED.** The proxies were seated.

There was a quorum present.

Approval of 11/8/2014 meeting minutes: A correction will be made to the minutes under New Business; fourth line down the word president will be changed to precedent. A motion was made by Christine Petsalis, CMA (AAMA) to accept the minutes of the 11/8/2014 meeting as corrected. Carol Francis, CMA (AAMA) seconded. No further discussion. **MOTION CARRIED.**

TREASURER REPORT

Checking: Money Market: Balance:

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. Our treasurer was excused for this meeting for a family function so figures for the above can be given and updated at our next meeting in November.

OFFICER REPORTS

| | | |
|---------------------------------|---------------------------------|---------|
| President | Patricia Allen, CMA (AAMA) | On file |
| Vice President | | |
| Secretary | Mary Morris, CMA (AAMA) | On file |
| Treasurer | Mary Lou Allison, CMA-C, (AAMA) | On file |
| 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) | On file |
| *Report was received. President Allen did receive a letter from Linda at a later date resigning as chapter President for Brevard. | | |
| Central Gulf Coast | Patricia Allen, CMA (AAMA) | On file |
| | Proxy Christine Petsalis, CMA (AAMA) | |
| Central Florida | Maria Wiegelmann, CMA (AAMA) | On file |
| | Proxy Olive Devine, CMA (AAMA) | |
| Mid-Gulf | Divina Mojica-Brian, CMA (AAMA) | On file |
| North Florida | Gayle Bell, CMA (AAMA) | On file |
| Southeast | Joyce Baldwin, CMA (AAMA) | On file |

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| | | |
|-----------------------|--|---------|
| Southwest | Deniece Jozefiak, CMA (AAMA) Proxy Ruth Lapio, CMA (AAMA) | On file |
| Treasure Coast | Theresa Errante-Parrino, CMA (AAMA) | On file |

EXECUTIVE COMMITTEE REPORTS

| | | |
|---|---------------------------------|-----------|
| Budget & Finance | Mary Lou Allison, CMA-C, (AAMA) | On file |
| 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 |
| Registration | Ruth Lapio, CMA (AAMA) | On file |
| Membership/Certification | Deniece Jozefiak, CMA (AAMA) | On file |
| *Verbal report: Total membership for FSMA as of 4/17/15 is 1,124. | | |
| Nominating | | |
| Physician Liaison | Joel Martin, MD | No report |

CORRESPONDENCE

*A letter was received by Lisa Lee, CMA (AAMA), AAMA Speaker of the House, stating that the Florida Society as of 8/31/14 has 832 active and associate members that met the criteria for the delegate count of 4 at the 59th Annual AAMA Conference in Portland, Oregon on September 18-21, 2015.

*Excel Awards paperwork is due by July 1. Website, Spirit of Medical Assisting, Golden Apple and Leadership and Mentoring are among the awards to be given out in Portland, Oregon. It was a consensus that the FSMA website be submitted for consideration of an award. The Florida Society does have qualified persons that could be considered for the other awards as well.

OLD BUSINESS

*Mary Lou Allison, CMA-C, (AAMA) was checking on the best online source for the society to do online registration for our meetings. This topic will be discussed at the November meeting due to Mary Lou not being in attendance at this meeting.

*Ad hoc committee for scholarship program, Linda Vitzthum, CMA (AAMA) and Theresa Errante-Parrino, CMA (AAMA): Due to the absence of these two members at this meeting, discussion about the scholarship program will take place at the next meeting.

*After an online vote, Cocoa Beach was approved as the site for the FSMA Annual Conference in 2016.

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UNFINISHED BUSINESS

*None

NEW BUSINESS

*Approval of new Policy and Procedure documents: Carol Francis, CMA (AAMA) made a motion to accept the documents as printed. Betty Springer, CMA-C, (AAMA) seconded. These documents were made available ahead of time so that everyone could be familiar with them. No further discussion was needed. It was a unanimous vote to accept the documents as printed.

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.

There being no further business to be brought before the FSMA Executive Council, the meeting was adjourned by President Patricia Allen, CMA (AAMA) at 4:36 PM.

Minutes submitted by:

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