

**FLORIDA SOCIETY OF MEDICAL ASSISTANTS  
EXECUTIVE COUNCIL MEETING  
APRIL 27, 2014**

The Executive Council meeting of the Florida Society of Medical Assistants was called to order at 8:12 AM, 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	Kris Hardy, CMA (AAMA)	Absent
Vice President	N/A	
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)	Present
Immediate Past President	Deniece Jozefiak, CMA (AAMA)	Present

**CHAPTER REPRESENTATIVES**

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

**COMMITTEE CHAIRS**

Budget/Finance	Mary Lou Allison, CMA-C, (AAMA)	Present
Bylaws/P & P	Carol Francis, CMA (AAMA)	Present
Continuing Education	Judy Seymour, CMA (AAMA)	Absent
Marketing/Community Outreach	Betty Springer, CMA (AAMA)	Present
Meeting Coordinator	Marsha Benedict, CMA-A (AAMA)	Present
Registration	Ruth Lapio, CMA (AAMA)	Present
Membership/Certification	Karin Applegate, CMA (AAMA)	Present
Nominating	Kris Hardy, CMA (AAMA)	Absent

**PHYSICIAN LIAISON**

Physician Liaison	Joel Martin, MD	Absent
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**SEATING OF THE PROXIES**

Carol Francis, 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) and Olive Devine, CMA (AAMA) for the Central Florida Chapter in place of Maria Wiegelmann, CMA (AAMA). Maria Wiegelmann, CMA (AAMA) seconded. No further discussion. **MOTION CARRIED.** The proxies were seated.

There was a quorum present.

The minutes of the Pre conference board meeting (4/25/14) will be available on the FSMA web site upon completion and review by the President. (approximately 1 month post meeting) These minutes will be viewed by the membership prior to the next executive council meeting and voted on accordingly at the November FSMA meeting.

**TREASURER REPORT**

Checking: \$25,628.72      Money Market: \$22,366.72      Balance: \$47,995.44  
The above figures do not reflect outstanding charges incurred from the annual meeting, only the income. 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**

<b>President</b>	Patricia Allen, CMA (AAMA)	No report
<b>President Elect</b>	Kris Hardy, CMA (AAMA)	Absent
<b>Vice President</b>	N/A	
<b>Secretary</b>	Mary Morris, CMA (AAMA)	No report
<b>Treasurer</b>	Mary Lou Allison, CMA-C, (AAMA)	No report
*See above figures under Treasurer Report		
<b>Speaker of GA</b>	Maria Wiegelmann, CMA (AAMA)	No report
<b>Vice Speaker of GA</b>	Joyce Baldwin, CMA (AAMA)	No report
<b>Immediate Past President</b>	Deniece Jozefiak, CMA (AAMA)	No report

**CHAPTER REPRESENTATIVE REPORTS**

<b>Brevard</b>	Linda Vitzthum, CMA (AAMA)	No report
<b>Central Gulf Coast</b>	Patricia Allen, CMA (AAMA)	No report
<b>Central Florida</b>	Maria Wiegelmann, CMA (AAMA) Proxy Olive Devine, CMA (AAMA)	No report
<b>Mid-Gulf</b>	Donna Heatley, CMA (AAMA)	Absent
<b>North Florida</b>	Gayle Bell, CMA (AAMA)	Addendum report
*See attached report		
<b>Southeast</b>	Joyce Baldwin, CMA (AAMA)	No report
<b>Southwest</b>	Deniece Jozefiak, CMA (AAMA) Proxy Ruth Lapio, CMA (AAMA)	No report

**Treasure Coast** Theresa Errante-Parrino, CMA (AAMA) Verbal  
\*Theresa thanked those who donated to the Food Drive. Some of the food was actually distributed this weekend. Donations are still being accepted.

**EXECUTIVE COMMITTEE REPORTS**

**Budget & Finance** Mary Lou Allison, CMA-C, (AAMA) Verbal  
\*With the passing of the bylaws, a preliminary budget was drafted and changes will have to be made. There will be a special projects fund where money can be moved as needed to special projects that come about during the year. Mary Lou will be reworking the budget to reflect the bylaws changes. Upon completion, the treasurer will send the budget to the President and Executive Council. The budget will then be placed on the FSMA web site.

**Bylaws/P&P** Carol Francis, CMA (AAMA) No report

**Continuing Education** Judy Seymour, CMA (AAMA) Absent

**Marketing/Community Outreach** Betty Springer, CMA-C, (AAMA) Report passed out

\*See attached report. The focus will be on the diabetes component. Adjustments will be made to the FSMA business cards. When signing off on emails doing FSMA business, do not have other job titles from other things that you do in your email. Betty asks that the President look over the desired outcomes from the planning session and make sure the duties are assigned to the appropriate committees so that the action plan is put into effect and carried out so that it happens. Anyone with pictures of students from this conference please email them to Betty so that she can include them in an email to the medical assisting schools to encourage future student attendance.

**Meeting Coordinator** Marsha Benedict, CMA-A (AAMA) No report

\*Marsha reported that despite the cramped quarters for the attendees, the meeting went well. The large attendance was welcomed and the students were applauded for their efforts and attendance.

**Registration** Ruth Lapio, CMA (AAMA) No report

**Membership/Certification** Karin Applegate, CMA (AAMA) No report

**Nominating** Kris Hardy, CMA (AAMA) Absent

**Physician Liaison** Joel Martin, MD Absent

**CORRESPONDENCE**

None

**OLD/UNFINISHED BUSINESS**

None

**NEW BUSINESS**

\*Shirlee Dickson, CMA (AAMA) recommends that FSMA consider purchasing a wireless microphone so that whether we are listening to a speaker or one of our own members, everyone is able to hear what is being said. Many could not hear what was being said at the CMA luncheon due to their not being a microphone available. It was explained that due to the date change for our meeting, the private room was not available for the CMA luncheon. In the future, FSMA will make sure the appropriate accommodations can be made so a microphone is available for functions that need it.

\*Joyce Garibay, CMA (AAMA) reminded everyone that there are many volunteer opportunities with AAMA. AAMA has committees that need volunteers. Much of the work is done through email communication. New volunteers are always needed so the organization can remain active. The volunteer form is on the AAMA web site. It was noted to Joyce by the meeting attendees to let AAMA know that navigating the AAMA web site is not always the easiest task. Just trying to find the volunteer form on the AAMA web site is very involved and may discourage someone from filling it out if it is a task to just find the form to print.

\*Carol Francis, CMA (AAMA) presented the audit committee report. Report will be attached to these minutes. The audit committee met 4/25/14 and found all records from Bank of America and the quicken system from 5/1/13 to 4/25/14 to be in order.

\*Due to printer issues at this meeting, Patricia will be emailing the delegates/alternates guidelines and duties to the delegates and alternates that will be attending National Conference in St. Louis, MO. A list of the FSMA officers, committee chairs and chapter representatives will be emailed out as well after corrections are made to the contact information.

\*Discussion was had on forming an ad hoc committee regarding the newly adopted scholarship program. The chair will be Linda Vitzthum, CMA (AAMA) with Theresa Errante-Parrino, CMA (AAMA) as a committee member. The committee will look into how much money should be donated, as well as qualifications for students. Other educators will be needed to volunteer for this ad hoc committee.

\*Marsha Benedict, CMA-A, (AAMA) moves that the Policy and Procedures be accepted as updated and as seen on the web. Carol Francis, CMA (AAMA) seconded. MOTION CARRIED. Guidelines have been written for all officers and committee chairs so that it will be easier for someone taking on a new position to know what is expected of them. Name change should be for Marketing/Community Outreach and name change only for Educators Forum to Educators Assembly.

**ANNOUNCEMENTS**

\*The November 8, 2014 FSMA Winter Seminar will be held at the Crowne Plaza in Tampa, FL. The education agenda needs to be complete for this seminar by September 27<sup>th</sup> so it can then go to the FSMA web site in plenty of time for members/students/and educators to plan on attending this seminar.

**PAGE 5 APRIL 27, 2014 MEETING MINUTES**

\*President Patricia Allen would like those on the board to let her know when they will be out of town in case any FSMA business needs to be conducted via email between meetings.

\*The AAMA volunteer form is due by August 1, 2014. The form can be found on the AAMA web site

\*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.

\*President Allen wants to make sure everyone periodically looks at the calendar on the FSMA web site. She will be using this calendar so make sure you are viewing it so everyone knows what is going on. Please get all information to Mary Lou for inclusion on the FSMA calendar in a timely manner.

\*Excel Awards for National Conference – the FSMA web site and marketing will be submitted. Mary Lou Allison, CMA-C, (AAMA) and Deniece Jozefiak, CMA (AAMA) will send the necessary information into AAMA prior to the deadline.

\*Mary Lou is requesting officers and committee chairs to send a photo of themselves to her for inclusion 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 9:00 AM.

Minutes submitted by:

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