



Florida Society of Medical Assistants, Inc.

TO: FSMA Executive Board Members
Chapter Representatives
Committee Chairs
Physician Liaison

FROM: Sandra J. Richardson-Brown, CMA (AAMA)
FSMA President

Date: December 16, 2009

RE: Call to Executive Board Meeting

This is your official call to the Executive Council Meeting of the Florida Society of Medical Assistants on **Saturday, January 16, 2010**. The meeting will be held at the **Holiday Inn Select located at 5750 T.G. Lee Boulevard in Orlando, Florida**. The meeting is scheduled to begin at **7:30 P.M.**

Each office, Committee Chair, and Chapter President will be called upon to report on any activity she has to date. A written report is to be provided to the Executive Board, Committee Chairs, and Chapter Representatives. These reports should be emailed to this officer by no later than January 7, 2010. If you cannot meet this deadline, please bring your report to the meeting with sufficient copies to be distributed to all members of the board (30 copies). Please ensure all reports are saved in **word document in 1997-2003 formats**. All reports will be posted on the website following the January 7th deadline.

The Post Seminar meeting minutes from October are not currently on the website but should be available for you to preview soon. Please check back on the website fsmaonline.org. If there are any problems I will let you know. Thank you in advance for remembering to bring your downloaded copies of the minutes with you when you attend the council meeting.

If for any reason whatsoever you will NOT be in attendance at the Executive Council meeting, please email me so that I know ahead of time. Everyone is responsible for submitting a report REGARDLESS of one's absence.

Have a Great Holiday Season, Continue to Be Blessed! I look forward to seeing you all on January 16th.