Florida Society of Medical Assistants, Inc.

To: Deniece Jozefiak, CMA (AAMA), FSMA President
Executive Council Members
Committee Chairs
Chapter Representatives
Physician Liaison

October 26, 2013

From: Maria Wiegelmann, CMA (AAMA)
FSMA Secretary

This officer has seen to the duties of FSMA Secretary as outlined in the Policy/Procedure Manual. This officer has been available to the executive board and members as needed.

The minutes from the 4/28/2013 meeting were emailed to Deniece Jozefiak, CMA (AAMA), FSMA President for approval on 5/28/2013. After the minutes were reviewed by Deniece, the appropriate changes were made to the minutes as requested and emailed back for final approval. The minutes are posted on the FSMA web site (www.fsmaonline.org). The taped recording of all minutes was reviewed prior to the final minutes being sent to the FSMA President to ensure the accuracy of the minutes as written.

This officer thanks the members for the opportunity to serve as their Secretary.