



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

**Florida Society of Medical Assistants
Executive Council Meeting
Holiday Inn Lakewood Ranch, Sarasota, FL
November 5, 2016**

The Executive Council Meeting of the Florida Society of Medical Assistants came to order at 4:07 PM this date of November 5, 2016 at the Holiday Inn Lakewood Ranch, Sarasota, FL.

Roll taken by Secretary, Gayle Bell, CMA (AAMA),

ROLL CALL

OFFICERS

President	Maria Wiegelmann, CMA (AAMA) Present
Vice President	Judy Seymour, CMA (AAMA) Present
Secretary	Gayle Bell, CMA (AAMA) Present
Treasurer	Mary Lou Allison, CMA-C (AAMA) Present
Speaker of the G.A.	Patricia Allen, CMA (AAMA) Present
Vice Speaker of the G.A.	Mary Morris, CMA (AAMA) Present
Immediate Past President	Kathryn Panagiotacos, CMA (AAMA) Present

CHAPTER REPRESENTATIVES

Brevard	Jeanette Smith, CMA (AAMA) Absent
Central Gulf Coast	Patricia Allen, CMA (AAMA) Present
Central Florida	Maria Wiegelmann, CMA (AAMA) Present
Mid-Gulf	Debra K. Hancock, CMA (AAMA) Excused
North Florida	Gayle Bell, CMA (AAMA) Present
Southeast	Joyce Baldwin, CMA (AAMA) Present
South West	Deniece Jozefiak, CMA (AAMA) Excused
Treasure Coast	Theresa Errante- Parrino, CMA (AAMA) Excused

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COMMITTEE CHAIRS

Budget/Finance Mary Lou Allison, CMA-C (AAMA) Present
Bylaws/ Carol Francis, CMA (AAMA) Present
Policy and Procedures
Continuing Education Judy Seymour, CMA (AAMA) Present
Co-Chair – Sarasota Divina Mojica-Brian, CMA (AAMA) Absent
Co-Chair – Orlando Mary Hill, CMA (AAMA) Absent
Marketing/ Betty Springer, CMA-C (AAMA) Present
Community Outreach
Meeting Coordinator Marsha Benedict, CMA-A (AAMA) Present
Membership/Certification Christine Petsalis Giri, CMA (AAMA) Present
Nominating Judy Seymour, CMA (AAMA) Present

Physician Liaison

Joel Martin, MD Present

Seating of the Proxies

Proxies to be seated;
Central Gulf Coast Chapter - Nancy Collins, CMA (AAMA)
South West Chapter - Pam Nemanick, CMA (AAMA).
Judy Seymour, CMA (AAMA) moved to seat the proxies and Pat Allen, CMA (AAMA) seconded the motion.
The proxies were seated.

A quorum was present with a voting power of 14 and a majority of 8 (eight).

The minutes of the April 29, 2016 Executive Council meeting was posted online – Minutes were approved as posted.

The minutes of the May 1, 2016 Executive Council meeting were posted online – a correction on page six, line fifteen should read Mary Lou Allison not Mary Lou Alister. Minutes were approved as corrected.

FSMA OFFICER REPORTS

President Maria Wiegelmann, CMA (AAMA) posted online
Vice President Judy Seymour, CMA (AAMA) posted online
Secretary Gayle Bell, CMA (AAMA) posted online
Treasurer Mary Lou Allison, CMA-C (AAMA) posted online
Current report: checking \$27,791.89, savings \$22,378.32 with the total of \$50,170.21.
Speaker of the G.A. Patricia Allen, CMA (AAMA) posted online
Vice Speaker of the G.A. Mary Morris, CMA (AAMA) posted online
Immediate Past President Kathryn Panagiotacos, CMA (AAMA) posted online

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90 **CHAPTER REPRESENTATIVES REPORTS**
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92 Brevard Jeanette Smith, CMA (AAMA) posted online
93 Central Gulf Coast Patricia Allen, CMA (AAMA) posted online
94 Patricia Allen has requested a list of chapter president duties.
95 A committee consisting of Carol Francis, Marsha Benedict, Christine Petsalis-Giri,
96 and Cheryl Wagner (Mid Gulf Chapter) was created to help define duties. Christine
97 Petsalis-Giri will email Carol Francis a copy of a previous Policy and Procedures
98 document which pertained to these duties. It was inadvertently omitted when the
99 Policy and Procedures were revised in 2015.
100 .
101
102 Central Florida Maria Wiegelmann, CMA (AAMA) posted online
103 Mid-Gulf Debra K. Hancock, CMA (AAMA) posted online
104 North Florida Gayle Bell, CMA (AAMA) posted online
105 Southeast Joyce Baldwin, CMA (AAMA) posted online
106 South West Deniece Jozefiak, CMA (AAMA) posted online
107 Treasure Coast Theresa Errante- Parrino, CMA (AAMA) posted online

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109 **COMMITTEE CHAIR REPORTS**
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111 Budget/Finance Mary Lou Allison, CMA-C (AAMA) posted online
112 A correction in communication of \$119.40 listed for survey monkey should be for
113 website server, the item needs to go up a line. The totals are correct.
114
115 Bylaws/ Policy and Procedures Carol Francis, CMA (AAMA) posted online
116 There are two bylaw changes for 2017;
117 1) The FSMA Vice President, in the subsequent year, will assume the office as President.
118 No election would be needed. This is already listed in Policy and Procedures and needs
119 to be added to the bylaws.
120 2) FSMA officers need to pay their dues by December 31 of the previous year, just as
121 voting members need to, is to be added.
122 Chapter Bylaws have not been updated since 2011 when the North Florida Chapter was
123 created. Many changes and additional counties have been added to chapters. A copy of
124 each Chapters' current Bylaws should be submitted to Carol Francis by the annual
125 meeting.
126
127 Continuing Education Judy Seymour, CMA (AAMA) posted online
128 Marketing/ Betty Springer, CMA-C (AAMA) posted online
129 Community Outreach
130 Addendum of activity since the reports submission; we have statistics for new CMA's for
131 July and August 2016, Fifty (50) CMAs of which thirty-one (31) are nonmembers.

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Vita Amarizio, a student at Indian River is student representative for the website.

Finalization of immunization CEU module from Chuck Cleary of the Central Florida Chapter.

Upcoming interviews for eBlasts - FSMA president, Judy Seymour and Dr. Mark Eischenbaum, a geriatric practitioner. Plan concepts with educators about MAERB issue to be discussed. We are currently using a free service of Survey Monkey, however, they charge for greater than 10 lines that we are currently using for needed demographics. A request for an allocation of \$228 per year for Survey Monkey was approved since it is already in the budget.

Membership benefits include online CEUs. Collaboration with Southern Tech for online CEUs is underway. It is critical to have other ways for CEUs for members unable to attend the conference. Educators present agreed and are interested in an educators' roundtable.

For non-CAAHEP and non-ABHES schools, students are eligible for an associate membership and not eligible for a student membership. They are always welcome at our meetings and seminars.

Meeting Coordinator Marsha Benedict, CMA-A (AAMA) posted online Discussion of the Fall 2018 FSMA meeting location and date; we have previously used the Tampa Crown Hotel. Since the November 2017 meeting will be held in Daytona Beach, we should have it on the other coast the following year.

The annual meeting should remain central and remain last week in April or first week in May, possible locations are the Orlando Renaissance Hotel or Disney Springs Holiday Inn. Possible location suggestions for the November 2018 meeting were Tampa and southeast Florida. Plans for a summer 2017 pop up seminar for that area are underway possibly in Sunrise, Florida.

After discussion, changes were made to the proposed annual conference agenda for May 2017, Friday will be a business day and Saturday an education day. A meet and greet will be held Friday night after installation of officers in celebration. The FSMA will pay for food. A new agenda was agreed upon.

Friday, May 5, 2017

1pm – 2pm	Registration
2pm – 2:30pm	Pre GA Board Meeting
2:30pm – 3pm	Orientation/Reference Committee
Break	
4pm – 6pm	General Assembly
6pm	Installation of Officers and Celebration

Saturday, May 6, 2017

7am – 8am	Registration Desk Open/ Country Store Open
8am – 8:30am	Welcome/ AAMA rep

178 8:30am-10:30am Education 2 CEUs
179 10:30am – 12:30pm Education 2 CEUs
180 12:30-1:30 Luncheon – awards and candlelight ceremony
181 Break
182 1:45pm-3:45pm Education 2 CEUs
183 3:45pm-5:45pm Education 2 CEUs
184 Break
185 6pm Post GA Board Meeting

187 Membership/Certification Christine Petsalis-Giri, CMA (AAMA) posted online
188 The membership report had not included these statistics as of October 1st; North Florida
189 Chapter 60, Treasure Coast Chapter 91. Total membership - 1,158 of which 825 are
190 active members and 261 are new members.

191
192 On the July/August report, new CMA's that have Highland county zip codes are listed as
193 Central Florida Chapter. Since mileage indicates they are closer to Mid-Gulf Chapter,
194 Christine Petsalis-Giri, Membership/Certification Chair will discuss the issue with Debra
195 Hancock, Mid-Gulf Coast Chapter President and notify AAMA of any changes.

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197 Nominating Judy Seymour, CMA (AAMA) posted online
198 Consent to serve forms are available.

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201 **Correspondence: None**

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203 **Old Business: None**

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205 **Unfinished business:**

206 Florida Medical Assistant Scope of Practice initiative:
207 Waiting for MAERB decision and AAMA response to 2016 delegates which may impact
208 our course of action. Will monitor developments and respond as needed to any
209 changes.

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211 An educator question regarding IV therapy answered," To be taught in theory, no push
212 of medication."

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214 Opportunities for promoting profession of medical assisting is ongoing; templates had
215 been made available for publication announcements for MAR week.

216

217 Promoting FSMA as the GO TO for medical assisting is ongoing.

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219 Online registration and payment was reported on. Participation versus cost is not
220 beneficial at this time. A recommendation was made to disband the ad hoc committee.
221 Carol Francis moved to disband the ad hoc committee. Judy Seymour seconded the
222 motion. Motion carried.

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New business:

Highlights of AAMA annual conference MAERB. MAERB sends out surveyors to CAAHEP accredited schools. AAMA is a sponsor of MAERB. Currently AAMA is the only sponsor that MAERB has. It is autonomous to AAMA and is located in the AAMA office building. MAERB is talking about taking additional sponsors from other medical assistant organizations. The Colorado State Society along with others put forth a resolution that caused a discussion resulting in the proposed motion; "Request that the MAERB not accept any other medical assistant credentialing organization for sponsorship until the Executive Director Marino meet with the BOT at the November 4-5, 2016 planning session in Chicago, and that the BOT will report back by April 1, 2017 to the 2016 delegates." Motion was passed.

An email from FSMA was sent out to educators of CAAHEP accredited schools in Florida letting them know that we were aware of the situation and would keep them informed

Educators Forum at the FSMA 2017 Annual Meeting;

It was discussed and agreed upon that the Educators roundtable should be separate from FSMA 2017 annual meeting as it pertains only to a select audience and should not be paid for by members.

A meet and greet party at the 2017 FSMA Annual Meeting was previously agreed to during the agenda discussion.

The location and date for 2018 FSMA Annual Meeting was previously discussed.

Reminders:

Email Mary Lou Allison meetings list and seminars so that they can be listed on the events page of the FSMA the website. Bullet point chapter events so Mary Lou does not have to read through chapter post. Betty Springer gets information from events page for quarterly E blasts that she sends out by chapter location.

Chapter zip code lists were updated and sent to AAMA by Christine Petsalis-Giri.

General Assembly reports are due to Pat Allen, CMA (AAMA) by March 1st, 2017.

Contributors to the country store of items or money please contact Pat Allen.

There being no further business to discuss the meeting adjourned at 6:19 PM.

Respectfully submitted Gayle Bell CMA (AAMA), FSMA Secretary.