

**FLORIDA SOCIETY OF MEDICAL ASSISTANTS  
POST CONFERENCE EXECUTIVE COUNCIL MEETING  
BEST WESTERN LAKE BUENAVISTA  
ORLANDO, FL  
APRIL 21, 2018**

The Executive Council meeting of the Florida Society of Medical Assistants was called to order at 5:29 PM, by President Kathleen Quinn, CMA (AAMA). The roll was called by Mary Morris, CMA (AAMA), FSMA Secretary, to establish a quorum.

**ROLL CALL**

President	Kathleen Quinn, CMA (AAMA)	Present
Vice President	Loxie Kistler, CMA (AAMA)	Present
Secretary	Mary Morris, CMA (AAMA)	Present
Treasurer	Mary Lou Allison, CMA-C (AAMA)	Present
Speaker GA	Heidi Fortin, CMA (AAMA)	Present
Vice Speaker GA	Deniece Jozefiak, CMA (AAMA)	Present
Immediate Past President	Judy Seymour, CMA (AAMA)	Present

**CHAPTER REPRESENTATIVES**

Brevard	Kathleen Quinn, CMA (AAMA)	Present
Central Gulf Coast	Patricia Allen, CMA (AAMA)	Present
Central Florida	Mary Morris, CMA (AAMA)	Present
Mid-Gulf	Debra K. Hancock, CMA (AAMA)	AB/excused
North Florida	Loxie Kistler, CMA (AAMA)	Present
Southeast	Joyce Baldwin, CMA (AAMA)	AB/excused
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	Debra Hancock, CMA (AAMA)	AB/excused
Continuing Education	Loxie Kistler, CMA (AAMA) chair Walter Nichols, CMA (AAMA)	Present
Marketing/Community Outreach	Open Position	
Meeting Coordinator	Marsha Benedict, CMA-A (AAMA)	Present
Registration	Maria Wiegelmann, CMA (AAMA)	Absent
Membership/Certification	Christine Petsalis Giri, CMA (AAMA) chair Debra Hancock, CMA (AAMA) Kathryn Panagiotacos, CMA (AAMA)	Present

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Nominating	Loxie Kistler, CMA (AAMA) chair Marsha Benedict, CMA-A, (AAMA) Walter Nichols, CMA (AAMA)	Present
Physician Liaison	Joel Martin, MD	Absent

**SEATING OF THE PROXIES**

The following proxies asked to be seated. For the North Florida Chapter, sitting in for Loxie Kistler, CMA (AAMA) is Jan Caplan. For the Central Florida Chapter, sitting in for Mary Morris, CMA (AAM) is Carol Francis, CMA (AAMA). For the Southwest Chapter, sitting in for Deniece Jozefiak, CMA (AAMA) is Pam Nemanick, CMA (AAMA). For the Brevard Chapter, sitting in for Kathleen Quinn, CMA (AAMA) is Walter Nichols, CMA (AAMA). For the Central Gulf Coast Chapter sitting in for Patricia Allen, CMA (AAMA) is Kathryn Panagiotacos, CMA (AAMA). And for the Southeast Chapter sitting in for Joyce Baldwin, CMA (AAMA) is Betty Springer, CMA (AAMA). Judy Seymour, CMA (AAMA) made a motion to approve the seating of the proxies. Theresa Errante-Parrino, CMA (AAMA) seconded. No further discussion. **MOTION CARRIED.** Proxies were seated.

There was a quorum present.

President Quinn asks that everyone email her at [quinn1225@netzero.com](mailto:quinn1225@netzero.com) so that she will have everyone's email address. Please include your phone number in the email as well.

The minutes of the Pre and Post Conference executive council meeting (April 20 and 21) will be available online 30 days post meeting. Everyone needs to be sure to look at the minutes prior to the November 17<sup>th</sup> executive council meeting so these minutes can be voted on as accepted or corrected.

**TREASURER REPORT**

Checking: \$17,916.70                      Savings: \$22,384.65                      Balance: \$40,301.35  
Balance above is as of 4/19/18. The treasurer's report will be filed for audit. No bills over budget were presented.

**OFFICER REPORTS**

President	Kathleen Quinn, CMA (AAMA)	No report
Secretary	Mary Morris, CMA (AAMA)	No report
Treasurer	Mary Lou Allison, CMA-C, (AAMA)	See above
Speaker of GA	Heidi Fortin, CMA (AAMA)	No report

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Vice Speaker of GA	Deniece Jozefiak, CMA (AAMA)	No report
Immediate Past President	Judy Seymour, CMA (AAMA)	No report

**CHAPTER REPRESENTATIVE REPORTS**

Brevard	Kathleen Quinn, CMA (AAMA)	No report
Central Gulf Coast	Patricia Allen, CMA (AAMA)	No report
Central Florida	Mary Morris, CMA (AAMA)	No report
Mid-Gulf	Debra K. Hancock, CMA (AAMA) AB	No report
North Florida	Loxie Kistler, CMA (AAMA)	No report
Southeast	Joyce Baldwin, CMA (AAMA) AB	No report
Southwest	Deniece Jozefiak, CMA (AAMA)	No report
Treasure Coast	Theresa Errante-Parrino, CMA (AAMA)	No report

**EXECUTIVE COMMITTEE REPORTS**

Budget & Finance	Mary Lou Allison, CMA-C, (AAMA)	No report
Bylaws/P&P	Debra Hancock, CMA (AAMA) AB	No report
Continuing Education	Loxie Kistler, CMA (AAMA) Chair Walter Nichols, CMA (AAMA)	No report
Marketing/Community Outreach	OPEN	
*Kathleen will be looking to fill this chair position in the coming weeks.		
Meeting Coordinator	Marsha Benedict, CMA-A (AAMA)	No report
Registration	Maria Wiegelmann, CMA (AAMA)	No report
Membership/Certification	Christine Petsalis Giri, CMA (AAMA)Chair Debra Hancock, CMA (AAMA) Kathryn Panagiotacos, CMA (AAMA)	No report
Nominating	Loxie Kistler, CMA (AAMA) Chair Marsha Benedict, CMA-A, (AAMA) Walter Nichols, CMA (AAMA)	No report
Physician Liaison	Joel Martin, MD Absent	No report

Country Store will now be overseen by Judy Seymour, CMA (AAMA) as Patricia Allen, CMA (AAMA) is stepping down after many years of her and her husband doing a fabulous job running the country store. Judy and the Southwest chapter will now take on the task of running the Country store at the Annual meeting.

**CORRESPONDENCE**

NONE

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**OLD BUSINESS**

NONE

**UNFINISHED BUSINESS**

NONE

**NEW BUSINESS**

\*Marsha Benedict, CMA-A, (AAMA) made a motion to purchase more FSMA badge holders. After discussion and finding out we had 16 badge holders left, this motion was withdrawn. It was suggested by Mary Lou that we research the cost of these badge holders in case we need to purchase more in the future.

\*Mary Lou Allison, CMA-C, (AAMA) made a motion to purchase a new projector for FSMA. She believes it is in the best interest of FSMA to purchase a new projector as our current one is 8-10 years old and has never had its bulb changed. The new computer is not compatible as far as cables go with our current projector. Mary Lou would like permission to research and purchase a new projector with cost to be around \$500.00 but not more than \$700.00. Mary Lou will work to get the best projector for the least amount of money. Deniece Jozefiak, CMA (AAMA) seconded the motion. No further discussion.  
**MOTION CARRIED.**

\*Betty Springer, CMA (AAMA) brought up the fact that when a vote is taken during the executive council meeting, those voting would be the officers, committee chairs and chapter representative or their proxies.

Judy Seymour, CMA (AAMA) also brought up the fact that the voting body should be seated in the front of the room and not dispersed throughout the room, especially in the General Assembly. It was also brought up that the GA is a more relaxed seating than the House of Delegates.

Kathryn Panagiotacos, CMA (AAMA) encourages all attendees to ask questions if there is anything that needs to be clarified.

A second time attendee voiced her concerns that she has been confused with the overall happenings of the GA. She would like things better explained so as to lessen the confusion.

Mary Lou Allison, CMA-C, (AAMA) reminded everyone that the GA packet is online for all to look at prior to the meeting.

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Betty Springer, CMA (AAMA) and Theresa Errante-Parrino, CMA (AAMA) along with a few students will make a dictionary of terms to put on the FSMA website to help clarify “language” that is used in the GA.

Theresa Errante-Parrino, CMA (AAMA) brought up the fact that the reports in the packet online need to follow the order of things as they are presented at the reference committee, GA etc. Doing so will cause much less confusion and allow everyone to follow along more smoothly.

Mary Lou explained the two versions that were available on the FSMA web site to be able to print the GA packet in hopes of clarifying issues that a few people had.

Kathryn Panagiotacos, CMA (AAMA) wonders why the projector cannot be utilized more during the GA and executive council meetings. Using the projector would in no way take the place of each person coming fully prepared to the meeting after thoroughly reading the GA packet. Marsha believes the use of the projector would be beneficial at the Post Conference meeting so that the meeting agenda could be projected for all to see as there is no time between the Pre and Post Conference to make copies.

### **ANNOUNCEMENTS**

\*The next FSMA meeting will be Saturday November 17, 2018 at the Sawgrass Double Tree 13400 W Sunrise Blvd. Sunrise, FL 954-851-1020. Breakfast and lunch will be included in the registration fee. There will be free transportation to the mall.

\*For the Leadership page on the FSMA website, Mary Lou needs a photo of the officers, committee chairs and chapter representatives by 5/10/18. Mary Lou is rebuilding the page due to the page getting corrupted. The Leaders will have an FSMA email address that will link to their personal email address without the personal email address being visible for all to see. The personal email address will only be visible if there is a response to that email by the said person.

\*On behalf of Debra Hancock, CMA (AAMA), Bylaws chair, Judy Seymour, CMA (AAMA) reminds everyone that FSMA has policies and procedures with guidelines that need to be followed. These guidelines are online and need to be reviewed by all leadership.

Mary Lou will get the new wording for the Bylaws change on the FSMA web site by Monday, April 23, 2018. All chapters need to get their revised chapter bylaws to Debra by 7/1/18.

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\*Awards presented by Christine Petsalis Giri, CMA (AAMA):

-Greatest increase in overall membership: Treasure Coast chapter

-Greatest increase in active members: Central Gulf Coast chapter

-Greatest increase in student members: Southeast Chapter

-Largest membership overall: Central Florida chapter

-Largest number of attendees at conference: Treasure Coast chapter

It was also noted that the Brevard chapter had a large number of attendees at the annual conference as well.

\*Betty Springer, CMA (AAMA) wanted to clarify that her term as

Marketing/Community Outreach chair was up and that she did not resign. Kathleen thanked Betty for clarifying this for her.

There being no further business to be brought before the FSMA Executive Council, the meeting was adjourned by President Kathleen Quinn, CMA (AAMA) at 6:20 pm.

Minutes submitted by:

Mary Morris, CMA (AAMA)  
FSMA Secretary 2018-2019