Florida Society of Medical Assistants, Inc.

April 25, 2014

To: Mary Morris, CMA (AAMA)
Speaker of the General Assembly

Ofelia Sunde, CMA (AAMA)
Vice Speaker of the General Assembly

From: Mary Morris, CMA (AAMA)
Speaker of the General Assembly

Re: Annual Report

This officer has attended all executive council meetings. This officer and the Vice Speaker, Ofelia Sunde, CMA (AAMA) will continue to work diligently to prepare for the 2014 General Assembly to be held Friday, April 25, 2014 at 7:15 pm at the Holiday Inn Orlando International Airport.

Four emails were sent out (2/9, 2/22, 3/2, and 3/7) to remind everyone that the deadline for annual reports and any proposed bylaws changes is Sunday, March 9, 2014 at 5 pm. It is important to remember that any report not received by the deadline will not be considered for any discussion at the General Assembly and will not be put online in the GA packet.

Reports should include activity that has transpired since the 2013 General Assembly. The reports should be put on the FSMA stationary, be in Aerial 12 font, numbered down the left side of the report, dated as April 25, 2014, and addressed to Mary Morris, CMA (AAMA) Speaker of the General Assembly and Ofelia Sunde, CMA (AAMA) Vice Speaker of the General Assembly. Naming your report should be done with the name of your position with Annual Report 2014 after your position, for example, Treasurer Annual Report 2014.

The General Assembly packet will be posted on the FSMA website for retrieval prior to the GA. All members will be responsible for obtaining a copy from the website as there will be no copies available at the GA.

This officer has been actively seeking volunteers for the following appointments to make the General Assembly run smoothly. As of this writing, the appointments are as follows:

Reference Committee Chair – open
Minutes Committee Chair – open
Teller Chair – Theresa Errante-Parrino, CMA (AAMA)
Credentials Chair – Maria Wiegelmann, CMA (AAMA)
Parliamentarian – Joyce Garibay, CMA (AAMA)
Timekeeper – Carol Francis, CMA (AAMA)
Pages/Tellers – Available students of Theresa Errante-Parrino, CMA (AAMA) and possible students from the Orlando area
Sergeant at Arms – open

Over the next month, until the GA is held, it is important to note that the two most important appointments must be filled with volunteers. The power of WE must come forward and volunteer or else there will be no minutes recorded at the General Assembly. Without a reference committee, the reports and/or proposed bylaws changes submitted will not be discussed and brought before the GA. As one can see, it is imperative to have volunteers step up and fill the open appointments. Please contact myself or Ofelia if you would like to volunteer for the above open positions.

To start off our GA, Commander Clarence Wood of Orlando's VFW will be presenting the colors and the Pledge of Allegiance. The Invocation will be done by Carol Francis, CMA (AAMA). Joyce Garibay, CMA (AAMA), our AAMA representative has agreed to be Parliamentarian at the General Assembly. I encourage everyone to thank her for coming to Florida, all the way from Oregon, to participate in our annual conference. Also, formulate questions to ask Joyce as she is the voice of AAMA and she is coming to Florida to talk to FSMA members and answer any questions we may have.

This officer would like to thank all the officers, committee chairs, and chapter representatives who have met the deadline for reports as well as meeting all the requirements asked for in the reports.

It has been my pleasure to serve as your Speaker of the General Assembly for 2014.