Florida Society of Medical Assistants, Inc.

April 25, 2014

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

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

From: Deniece Jozefiak, CMA (AAMA)
FSMA President

All duties of this officer have been completed in accordance of the FSMA Policies and Procedures. All correspondence via mail, e-mail and phone have been completed by this officer. All board reports were requested and sent to the webmaster for posting in a timely manner. All on-line banking and expense vouchers were approved.

The following have been completed by this officer.

April 28, 2013	Confirmed addresses, e-mails and phone numbers of the board.
May 4, 2013	Approved GA minutes with Speaker and sent to web master.
May 4, 2013	E-mailed AAMA list of officers, committee chairs and chapter reps.
May 11, 2013	Approved Contracts for Saint Augustine and Orlando.
May 11, 2013	Approved June 8, 2013 as our first planning session to be held in Orlando. Carol Frances worked with the hotel for rooms and meeting room.
May 18, 2013	Sent AAMA a list of Alternates and Delegates.
May 18, 2013	Mailed to AAMA State and Chapter Dues Verification sheet.
May 30, 2013	Approved post convention minutes and sent to web master.
June 8, 2013	Attended the Planning session for FSMA in Orlando. At this meeting the hotel asked FSMA to move its Annual meeting to April 25-27, 2014 instead of May 2-4, 2014
June 15, 2013	Sent letter to AAMA that Everglades Chapter is folding and joining back with the Southwest Chapter. Effective July 1, 2013.
August 3, 2013	Worked with Education Chair on agenda for Saint Augustine. Registration form approved. Added no nuts to registration.

Sept. 7, 2014	Sent out Call to Board letter to all board members.
Sept. 21, 2013	Accepted the withdrawal of Ruth Lapio, CMA (AAMA) as delegate to AAMA.
Sept. 27, 2013	Attended the AAMA Annual Conference and served as a delegate for FSMA.
Oct. 2, 2013	Sent in request to AAMA for AAMA rep for our Annual meeting.
Oct. 26, 2013	Accepted the resignation of Education Chair Heidi Fortin, CMA (AAMA). At that time we formed a new Education Committee with members form the Orlando and Tampa area. Deniece Jozefiak; CMA (AAMA) FSMA President took over as chair of this committee.
Oct. 26, 2103	Attended the FSMA Board meeting. It was decided not to have a Leadership Speaker this year and it will be discussed at the next planning meeting.
Nov. 16, 2013	Approved minutes from Oct. 26, 2013 board meeting and sent to webmaster to post.
Dec. 2, 2014	Received letter from AAMA (Kathy Langley) asking if Florida would like to host the 2016 AAMA Annual Meeting. It was voted on as a yes and the answer sent to Kathy Langley.
Dec.7, 2013	Set up next planning session for February 2, 2104 to be held in Orlando. Carol Frances, CMA (AAMA) handled the hotel and rooms.
Dec.13, 2013	Received AAMA representative assignment-Karen Minchella, CMA (AAMA), PhD.
Dec. 20, 2013	Received Official Nominating forms from AAMA Officer and Trustee positions. Deadline April 1, 2014.
Dec. 23, 2013	Contacted Don Balasa regarding the Medical Assistant program that said become certified in five days. His response was he had never heard of it and would look into it.
Dec. 26, 2013	Received AAMA Fund Team Contribution to the Maxine Williams Scholarship fund and the Ivy Reade Relkin Surveyor Fund.
Jan.11, 2014	Contacted Bylaws chair Judy Seymour, CMA (AAMA) regarding the need to update the FSMA bylaws. They were completed and sent to AAMA in a timely fashion.
Jan. 11, 2014	Made contact with AAMA rep. Karen Minchella, MCA (AAMA) PhD.
Jan. 12, 2014	Accepted the resignation of President-Elect Bonnie Chrimes, CMA (AAMA). Patricia Allen CMA (AAMA) has stepped up to take over the duties of the President-Elect.
Jan. 22, 2014	Received e-mail from Don Balasa regarding the five day program for a Certified Medical Assistant. The program would not take out the words Certified Medical Assistant as it infringes upon our CMA

	credential. The program was from Washington DC. The Florida Board of Education is now involved. The Florida Attorney General and the Washing DC Attorney General are now involved. Waiting on the outcome.
Feb. 2, 2103	Attended the FSMA Planning session. A new vision and mission statement are being worked out. New policies and proposed bylaw changes came out of this meeting. They will be worked on by the Bylaws chair and her committee.
Feb. 2, 2014	Approved the go ahead with a new FSMA website formate.
Feb. 15, 2014	Approved the registration form for the 61st Annual meeting.
Feb. 18, 2014	Received e-mail from AAMA (Kathy Langley) that Reston, Virginia was the chosen site for the 2106 AAMA Annual meeting. She will be asking again for the 2017 Annual Meeting.
Feb. 23, 2014	Received word from AAMA that Karen Minchella, CMA (AAMA), PhD would not be coming as the AAMA rep. It is the fault of this officer that she could not attend. When FSMA changed our meeting dates this officer did not let AAMA know about the change. We were informed that Charlene Couch, CMA (AAMA) will be our new rep.
Feb. 29, 2014	CUE's were sent to AAMA for approval for the FSMA Annual meeting.
March 1, 2014	Received news that Charlene Couch was unable to attend due to a work conflict and our new rep will be Joyce Garibay, CMA (AAMA). Contact has been made with Joyce by this officer, the Meeting Coordinator and the Speaker of the General Assembly.
March 15, 2014	Call to Board was sent to all members of the board regarding the upcoming FSMA Annual meeting.

This officer approved all e-blasts prior to being sent out.

Information was passed on to Speaker of the General Assembly and Vice President so that the duties they have can be accomplished in a timely fashion.

This officer wishes to thank all of the officers, committee chairs and chapter representatives for all of their hard work this year. "Climbing the ladder with FSMA" has been a positive year with our planning sessions and looking forward to a bigger brighter future with the "Power of WE".

This officer wishes to thank all of those who climbed upon that ladder when two members resigned this year. A special thank you to Maria Wiegelmann, Mary Morris and Christine Petsalis for helping with speakers for the annual meeting. Marsha Benedict thank you for keeping us contracted so far ahead of time. Mary Lou Allison and Betty Springer for the fantastic job with Marketing and Communication.

A special thank you to all the new members and students this officer has met this past year. This officer hopes that you continue to grow professionally as a Certified Medical Assistant and as a person by belonging to this great organization.

A special thank you to Judy Seymour for lending an ear and helping hand when needed. To all my chapter members who are like family.

Pat Allen you deserve a round of applause for stepping up to the plate and proving the "Power of WE" can be done. I wish you and your board a great successful 2014-1015 year.

This officer will be available to assist any member of the FSMA Board and members who just need a lending hand.

It has been an honor and plaesure to serve as your FSMA President for 2013-1014.