Florida Society of Medical Assistants, Inc.

April 29, 2016

To: Deniece Jozefiak, CMA (AAMA),
Speaker of the General Assembly

Marilyn Gable-Redfield, CMA (AAMA)
Vice Speaker of the General Assembly

From: Marsha Benedict MSA, CMA-A (AAMA)
FSMA Meeting Coordinator Chair
Ruth Lapio CMA (AAMA), Registration Chair
Maria Wiegelmann, CMA (AAMA), member

Re: Annual Report

The Fall 2015 conference was held at Indian River State College; 3209 Virginia Ave. Rooms were guaranteed at the Hampton Inn & Suites; 1985 Reynolds Dr. Ft. Pierce, Fl 34945 Rooms were negotiated at a cost of $69, single; $89, studio. Thank you to Dr. Theresa Errante -Parrino for helping this chair reserve the hotel and planning the luncheon. The conference was totally sold out at 60 registrants early October. This chair recommends that future conferences be held at this site and a larger room be reserved at Indian River State College.

Arrangements were negotiated with the Courtyard by Marriott 3436 N Atlantic Ave, Cocoa Beach, Fl for April 29-May 1, 2016 Annual FSMA Conference. The negotiated cost for a single/double room is $129.00; guarantee of 15 rooms. The fee for the education room will be $150.00 which would include the AV equipment. The site is on the beach. Our annual meeting was held at this site two years ago. The site offers reasonable room rates without AV charges.

Arrangements have been made at the Holiday Inn-Lakewood Ranch, 6231 Lake Osprey Dr; Sarasota, Fl ; 941-782-4400 for November 5, 2016. Deadline for registration is October 14, 2016. Room rare was negotiated at a rate of $107.00 for a single/double. Guarantee of 15 rooms.

Arrangements were negotiated for the Annual Conference May 5, 2017-May 6, 2017 at the Hilton Garden Inn Orlando at SeaWorld; 6850 Westwood Blvd.; Orlando, Fl 32821; 407-354-1500. The room rate will be $150.00.

FSMA board of directors have asked this chair to develop a proposed agenda for the FSMA Annual Conference 2017.

See proposed Agenda for 2017 Annual Conference below.

PROPOSED FSMA ANNUAL CONFERENCE AGENDA
HILTON GARDEN INN ORLANDO AT SEAWORLD
May 5-6, 2017

FRIDAY (Hotel Cost $109.00)

9:00-10:00 AM	Registration Desk Open
10:00-11:30 AM	Education (1.5 CEUs)
	Break
11:45AM–1:15PM	Education (1.5 CEUs)
1:15-2:00 PM	Lunch
2:00-4:00PM	Education (2 CEUs)
	Break
4:15-5:15 PM	Pre-Conference Board Meeting
	Break
5:30-6:30PM	Orientation/Reference Committee
6:30-7:30 PM	Dinner on own
7:30-10:30PM	General Assembly

SATURDAY

7:30-8:30 AM	Registration Desk Open Country Store Opens Continental Breakfast (Approximately $15.00)
8:30-9:00 AM	Welcome – Introduction – AAMA rep
9:00-10:30 PM	Education (1.5 CEUs)

	Break
10:45- 12:15 PM	Education (1.5 CEUs)
	Break
12:30-2:00 PM	Installation and CMA Luncheon (approximately $22.00)
	CMA Recognition, Membership Awards and Installation of Officers
	Candle Light Ceremony
2:15-3:45 PM	Education (1.5 CEU's)
	Break
4:00 – 5:30 PM	Education (1.5 CEU's)
	Break
5:45-6:45PM	Post Conference Board Meeting

Approximately 11 CEU'S
Approximately $55.00 per registrant plus hotel

It has been another good year for FSMA networking. We always look forward to new registrants for our meetings and where they are coming from as well as meeting again and getting to know our ongoing members. The topics for Education are always interesting knowing there is always "something" to learn from each one". The packets for Registration are consistent and informative so glance through and remind ourselves of what we are accomplishing and what more we can do for our organization.

A special thank you to Ruth Lapio, Registration Chair that prepared the registration forms, packets and greeted all the members and guests on their arrival at all the conferences. Thank you to Maria and Ruth for visiting some of the hotels. Thank you to all who worked diligently to provide excellent education.