



# FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

## EXECUTIVE COUNCIL MEETING

### "UNITED WE BUILD A BETTER FUTURE"

Embassy Suites-Estero; 10450 Corkscrew Dr; Estero FL

Date November 9, 2019

The Executive Council Meeting of the Florida Society of Medical Assistants will now come to order at \_\_\_\_\_ PM.

Will the secretary Mary Morris, CMA (AAMA) please take roll?

### ROLL CALL

President	Marsha L. Benedict, MSA, CMA-A (AAMA)
Vice President	Loxie Kistler, CMA (AAMA)
Secretary	Mary Morris, CMA(AAMA)
Treasurer	Mary Lou Allison CMA-C(AAMA)
Speaker of the General Assembly	Deniece Jozefiak, CMA, (AAMA)
Vice Speaker of the G.A.	Tatiana Kordic, CMA (AAMA)
Immediate Past President	Judy Seymour, CMA (AAMA)

### CHAPTER REPRESENTATIVES

Brevard	Linda Vitum CMA (AAMA)
Central Gulf Coast	Kathryn Panagiotacos, CMA (AAMA)
Central Florida	Mary Morris CMA (AAMA)
North Florida	Loxie Kistler, CMA (AAMA)
Mid Gulf Coast	Debra Hancock, CMA (AAMA)
Southeast	Joyce Baldwin, CMA (AAMA)
Southwest	Deniece Jozefiak, CMA (AAMA)
Treasure Coast	Deb Kuiack, CMA (AAMA)

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**EXECUTIVE COMMITTEE CHAIRS**

Budget & Finance	Mary Lou Allison CMA-C(AAMA)
Bylaws/Policy & Procedures	Heidi Fortin, CMA (AAMA)
Education	Shared by Chapters
Educators Forum	Vacant
Marketing/Community Outreach	Loxie Kistler, CMA (AAMA)
Meeting Coordinator	Marsha Benedict CMA (AAMA)
Membership/Certification	Christine Giri CMA (AAMA)
Nominating	Judy Seymour, CMA (AAMA)

**PHYSICIAN LIAISON**

Joel Martin MD  
Tra 'Chella Foy MD (Welcome)  
Brent M. Schillinger MD (Welcome)

**SEATING OF THE PROXIES**

What is the pleasure of the Executive Council regarding the seating of the proxies?  
\_\_\_\_\_ moved to seat the proxies. Is there a second? \_\_\_\_\_ Any  
discussion? \_\_\_\_\_ CMA (AAMA) seconded  
the motion. Motion Carried.  
The proxies may be seated.  
Is there a quorum present?  
The minutes of the Executive Board Meeting April 27, 2019 were available on line and distributed.  
Are there any corrections to the \_\_\_\_\_ minutes?  
What is the pleasure of the board regarding the \_\_\_\_\_ minutes?  
Motion made by \_\_\_\_\_ to accept the minutes as written or corrected. Is  
there a second? \_\_\_\_\_ Any discussion? \_\_\_\_\_  
All those in favor of approving the as written or corrected say yes. All opposed say no.  
Motion carried/defeated. Minutes will be filed as written or corrected.

**TREASURER REPORT**

54     Treasurer \_\_\_\_\_ requests that all expenses be sent to her ASAP so that checks can be sent  
55     out.

57	President	Marsha L. Benedict, MSA, CMA-A (AAMA)
58	Vice President	Loxie Kistler, CMA(AAMA)
59	Secretary	Mary Morris, CMA(AAMA)
60	Treasurer	Mary Lou Allison CMA-C(AAMA)
61	Speaker of the General Assembly	Deniece Jozefiak, CMA (AAMA)
62	Vice Speaker of the G.A.	Tatiana Kordic, CMA (AAMA)
63	Immediate Past President	Judy Seymour, CMA (AAMA)

65	Brevard	Linda Vitzum CMA (AAMA)
66	Central Gulf Coast	Kathryn Panagiotacos, CMA (AAMA)
67	Central Florida	Mary Morris CMA (AAMA)
68	North Florida	Loxie Kistler, CMA (AAMA)
69	Mid Gulf Coast	Debra Hancock, CMA (AAMA)
70	Southeast	Joyce Baldwin, CMA (AAMA)
71	Southwest	Deniece Jozefiak, CMA (AAMA)
72	Treasure Coast	Deb Kuiack, CMA (AAMA)

75	Budget & Finance	Mary Lou Allison CMA-C(AAMA)
76	Bylaws/Policy & Procedures	Heidi Fortin CMA(AAMA)
77	Education	Chapters Share
78	Marketing/Community Outreach	Loxie Kistler, CMA (AAMA)
79	Meeting Coordinator	Marsha Benedict CMA (AAMA)
80	Membership/Certification	Christine Giri CMA (AAMA) Absent approved

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**CORRESPONDENCE**

**OLD BUSINESS**

- Chapter bylaws are all updated and on the website.
- FSMA bylaws and Standing Rules updated and on website.
- AAMA Delegates remarks
- Selection of AAMA Representative for 2020 AAMA Annual Conference, Orlando Florida. Selected by email vote- The following were selected per the majority vote of the executive board. # 1 Monica Case; # 2 Deborah Novak; # 3 Patty Licurs.

**UNFINISHED BUSINESS**

Walter Nichols, CMA (AAMA):

- Adhoc Report: Information gathered regarding holding future conferences at Coco campus Eastern Florida University.

Loxie Kister CMA (AAMA) :

- Fall 2020 AAMA Conference New venture with AAMA/Leap (Educators Forum) Preconference Workshop
- Guidelines for "posting" on the social media venues
- Constant Contact and CEU's online
- Update from the CEB on the ABC-Geriatrics (available now), ABC-Pediatrics being developed and the ABC-Educator soon to start development.
- Update regarding Education Topics at Florida 2020 AAMA Annual Conference. Loxie Kistler, CMA (AAMA), Marsha Benedict CMA (AAMA)

Heidi Fortin CMA (AAMA):

**Post GA meeting the council suggested the addition to the bylaws Judicial Council be brought back for discussion before brought back to 2020 GA. Concern was a Past President agreeing to serve for 3 years. More explanation why the Judicial Council is necessary.**

**Bylaw addition as presented at the 2019 General Assembly.**

- Judicial Council
  - A. The Judicial Council shall consist of three Past President of the FSMA whose membership is active.

1. Annually, with approval of the Executive Council, the President shall appoint the most **immediate Past President** to serve for a term of three years. This member serves as chair.
2. No member shall serve more than two terms, but a member appointed to serve an unexpired term shall not be regarded as having served a term unless serving three or more years.

B. The judicial power of FSMA shall be vested in the Judicial Council, whose decisions shall be final.

C. The Council shall have jurisdiction in all questions involving:

1. membership as provided in the Bylaws
2. controversies arising in the interpretation of these Bylaws
3. the code of Ethics of the FSMA

D. The Judicial Council shall:

1. meet or consult upon the call of the Chair; consultation by mail, phone or electronic means shall be permitted among members of the Council provided the rights of the appellant are not prejudiced.
2. submit an annual report to the General Assembly

Rationale: Incorporate a body of experienced past Presidents to review and make recommendations to the Executive Council in matters as provided in the Bylaws, controversies arising in the interpretation of the Bylaws and the Code of Ethics of the FSMA.

## **NEW BUSINESS**

### **Proposed change in bylaw regarding Vice President succeeding to President.**

Current Wording:

#### **ARTICLE VI - EXECUTIVE COUNCIL AND THEIR QUALIFICATIONS**

Section 5. The Vice President **shall** automatically succeed to the office of President at the end of the term as Vice President.

Suggested wording:

Section 5. The Vice President **may** automatically succeed to the office of President at the end of the term as Vice President.

**Or Remove the statement entirely?**

**Rationale:** Executive Office positions are difficult to fill and many members do not want to commit to 2 years service in advance.

164 Repetition of topics at chapter, state and online. Use of AAMA website to view topics prior to selecting  
165 topics. **Suggest: Add to Standing Rules same topic should not be used within 5 year span time frame**  
166 **(topics are saved on AAMA website.)**

167 Confirm adhoc committee for three chapter (Central, Brevard and North) planning Annual 2020  
168 meeting.

### 169 ANNOUNCEMENTS

- 170 • **Recertification by Continuing Education Time Limit.** Effective January 1, 2020, an individual  
171 whose credential has been expired for more than three months forfeits the right to reactivate  
172 the credential by continuing education and must sit for the CMA (AAMA)  
173 Certification/Recertification Examination.

- 174
- 175 • The Certifying Board (CB) of the American Association of Medical Assistants (AAMA) is proud  
176 to announce the launch of a pilot program, which opens a new education pathway for medical  
177 assistants to become eligible to sit for the CMA (AAMA)® Certification Exam.  
178 This three-year pilot program, begun August 2019, allows graduates of postsecondary (college-  
179 level) medical assisting programs to take the CMA (AAMA) Exam if the program meets certain  
180 requirements listed below, including the program being part of an institution accredited by an  
181 accrediting body recognized by either the **United States Department of Education (USDE)** or  
182 the **Council for Higher Education Accreditation (CHEA)**.  
183
- 184 • Reminder to encourage your practices to recommend Colorectal Cancer Screening Tests.  
185

### 186 Future Conferences

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188 2020 Annual Conference will be held May 1-2, 2020 at the Red Lion Buena Vista South; 5150  
189 West Orlo Bronson Memorial Hwy, Kissimmee, FL 407-997-2800 (Florida Society of Medical  
190 Assistants) Room rate \$107.00; 2 free breakfasts; waived resort fee, no charge for education  
191 rooms; free parking. Deadline for booking 4/10/2020.  
192 Don't forget to make your hotel reservations. All information will be on the website FSMAonline.org.

193 AAMA Annual Conference September 11-14, 2020, Hilton Orlando Lake Buena Vista, FL.

194 AAMA 2021 Annual Conference will be held at the Westin Galleria Houston in Houston Texas, on  
195 September 24-27, 2021.  
196

197 The minutes will be placed on the FSMA website and sent via Constant Contact for all to review.

198 Further announcements???

199 There being no further business to be brought before the FSMA Executive Council, this meeting is now  
200 adjourned (at \_\_\_\_\_ PM by \_\_\_\_\_)



## Florida Society of Medical Assistants, Inc.

To: FSMA Executive Board

From: Marsha Benedict MSA, CMA-A (AAMA)  
FSMA President

Date: November 9, 2019

May through October 2019

Continued to work with the AAMA CEB and FSMA Adhoc Committee confirming speakers and gathering information for the AAMA Annual Conference in Orlando September 11-14, 2020.

Responded to many online requests for information regarding certification, membership, CEU's and MA right to practice in Florida.

Secured and approved hotel contracts for 2021 and 2022

Confirmed job descriptions with the new liaison board members. Sent thank you notes to Dr. Schillinger and Dr. Foy for agreeing to be on the FSMA Liaison Board. Special Thank You to Dr. Schillinger for attending the General Assembly.

Attended Virtual Advisory Meeting of the Medical Assistant Program at Rasmussen College, Land O' Lakes Campus near Hudsonville, FL.

Confirmed FSMA Fall 2021 Conference with the North Florida Chapter to be held at Keiser University; 1800 Business Park; Daytona, FL on Saturday 30, 2021.

Signed Contract for Annual 2021 and 2022 with Holiday Inn Resort; 13351 State Road 535; Orlando Florida.

Shared AAMA June board of trustees meeting highlights with the FSMA executive board.

Requested all Chapter Presidents as an introduction to send:

Chapter name, Picture of Chapter President (Jpeg) with contact information; list of officers; meeting dates and locations to Loxie Kister CMA (AAMA) for a CC to be sent to individual chapters.

Chapters were requested to update their website information with web master Mary Lou Allison CMA-C (AAMA).

Delegates to AAMA Conference in Greensboro gathered information to handout at the conference, took Mickey mouse ears and tee shirts to wear during the slide-show presentation developed by Mary Lou Allison CMA-C (AAMA). Thank you for the wonderful invitational presentation.

Sent the executive board and email requesting permission spend \$1500-\$2000 for professional consultation in preparation of online registration and use of Pay Pal.

47 Unanimous approval of the online registration fee and the Web Master was given permission to proceed.  
48  
49 Conducted with the treasurer and web master a sample registration with new PayPal system. All a go.  
50  
51 Approved Fall 2020 Education Agenda and Registration.  
52  
53 Prepared a Welcome and updates of future conferences to be placed on the screen at the Fall Conference.  
54  
55 Hotel approved to Fairfield Inn Daytona for the January 2021 Conference.  
56  
57 Due to an Achilles Tear and Surgery unable to attend the AAMA Conference in Greensboro. Pictures were  
58 send from the Delegates that were posted on the FSMA Website. FSMA was well represented with 4 delegates  
59 and along with Leticia Velez that recently moved from Arizona to join Florida Society.  
60  
61 Congratulations to FSMA Loxie Kistler CMA (AAMA) and Mary Lou Allison CMA-C (AAMA) for being  
62 awarded from AAMA an Excel Award for Marketing, Promotion and Recruitment. This quite a feat and many  
63 hours of work. Statistics had to be shown to receive this award. Betty Springer CMA(AAMA) started the  
64 Constant Contact and Loxie continued the process the past couple of years. Over the years FSMA was able to  
65 show statistics that granted this award. Thank you to all involved in this process.  
66  
67 Updated Sample Evaluation and Checklist for conferences were placed on the website under sample forms.  
68  
69 Invitation to the Fall Conference was sent to the Liaison Group.  
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71 Call to order sent for Fall Meeting and reports sent to be filed on FSMA website.  
72  
73 Shared Don Balasa's presentation on the pilot program for certification with the executive board and other  
74 members.  
75  
76 Gathered information of all Medical Assisting Programs in Florida. Shared this list with Communications and  
77 Community Outreach Chair, Webmaster and all chapters for their use. Suggested that the list be saved on the  
78 with FSMA documents on the website.  
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80 Called and send Florida Schools information on New Pilot program and shared conference information.  
81  
82 Email vote regarding AAMA representative sent to Executive Council. AAMA form with three representatives  
83 selected; Monica Case, Deborah Novak, Patty Licur.  
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85 Discussion with previous education chair regarding repeat of topics at chapter, state and online should be  
86 avoided. Topics are listed on the AAMA website for all the topics approved for FSMA. Suggestion that the site  
87 be visited prior to selecting topics for topics at all chapter, stated and online Standing Rule may be required.  
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89 Answered all website correspondence and mail from members, board and AAMA in a timely manner.  
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# FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: October 1<sup>st</sup>, 2019

To: Marsha Benedict, MSA CMA-A (AAMA)  
President FSMA

From: Loxie Kistler, Ed.D. M.S. B.S.N. RN CMA (AAMA)  
FSMA Vice President

RE: November 9th, 2019 Fall Seminar Executive Council Meeting Report

This officer has carried out the duties of FSMA Vice President as outlined in the FSMA Policy and Procedure Manual. This officer has been available to the Executive Council and all members via email and phone as needed as well as serving in the capacity of Nominating Chair.

This officer participated in the AAMA Continuing Education Board (CEB), ABC Task Force and Leadership in Education and Practice (LEAP) initiatives and attended Chicago meetings and many weekly conference calls regarding the LEAP Forum in Greensboro, North Carolina and development of the ABC-Pediatrics and the ABC-Educators.

Served as a voting delegate to the 2019 AAMA Conference in Greensboro, North Carolina.

Delivered a presentation titled "Workforce Readiness" at the LEAP Forum in Greensboro, North Carolina. Approximately 100 were in attendance.

In collaboration with Shirley Sawyer of North Carolina and FSMA President Marsha Benedict planning for education for the 2020 AAMA Conference in Orlando. Assisted Education Chair Marsha Benedict in preparation of speaker information for submission to the CEB at its October 2019 Planning Session.

Collaborated with the AAMA, CEB, Marsha Benedict and Mary Lou Allison in planning a 4 AAMA CEU LEAP Workshop on September 10<sup>th</sup>, 2020 in collaboration with the 2020 AAMA Conference in Orlando.

It is a pleasure to continue to serve the FSMA.

Respectfully submitted,  
Loxie Kistler, Ed.D. M.S. B.S.N. RN CMA (AAMA)  
FSMA Vice President



# FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

September 28, 2019

To: Marsha Benedict, CMA-A, CMA (AAMA), FSMA President

Executive Board Members

Chapter Representatives

Committee Chairs

Physician Liaison

From: Mary Morris, CMA (AAMA)

FSMA Secretary 2019-2020

Re: Fall Seminar Report for 11/09/2019

This officer has seen to the duties of FSMA Secretary as outlined in the Policy/Procedure Manual. This officer has been available to the executive board and members as needed.

The Pre Conference executive council meeting minutes from April 26, 2019 were typed up and emailed to FSMA President Marsha Benedict, CMA-A (AAMA) and Vice President Loxie Kistler, CMA (AAMA) on 5/11/19 for both to review. The Post Conference executive council meeting minutes from April 27, 2019 were emailed to FSMA President Marsha Benedict, CMA (AAMA) and Vice President Loxie Kistler, CMA (AAMA) on 5/26/19 for both to review. Any corrections were made as needed. Meeting minutes were submitted by the 30 day deadline. The minutes are posted on the FSMA web site ([www.fsmaonline.org](http://www.fsmaonline.org)). The taped recording of all minutes was reviewed prior to the final minutes being sent to the FSMA President/Vice President to ensure the accuracy of the minutes as written.

This officer also volunteered to type up the General Assembly minutes held on April 26, 2019. Speaker Heidi Fortin, CMA (AAMA) and Vice Speaker Deniece Jozefiak, CMA (AAMA) were emailed the GA minutes on 6/15/19 with corrections being made as directed by Speaker Fortin. These minutes can also be found on the FSMA web site for review.

This officer would like to ask that in order to help make the typing of the minutes go faster, when a motion is made, please fill out a motion form and turn into the Secretary by the end of the meeting.

34 This officer also had the pleasure of attending the AAMA National Conference in Greensboro,  
35 North Carolina on September 13-16, 2019 as a delegate. (Separate report submitted)

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38 Thanks for the opportunity to serve as FSMA Secretary.

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# FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

11.09.2019

To: Marsha Benedict, CMA-A(AAMA), President  
FSMA Executive Council

From: Mary Lou Allison, CMA-C(AAMA), Treasurer

Re: Fall Meeting Report

All financial data is in order. The FSMA bank accounts are at Bank of America, bank statements have been digitally saved.

All banking is done online at the BOA Website.

The FSMA President has always been provided with the Bank Login information.

FSMA contracted with a Website Developer to build an online Registration page so our members can register and pay through PayPal for our seminars. It is up and running and functioning perfectly.



# FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: November 9, 2019

To: Marsha Benedict, CMA-A, (AAMA)  
FSMA President

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

This officer has responded to all e-mails and correspondences in a timely fashion.

This officer will be meeting with Vice Speaker Tatiana Kordic, CMA (AAMA) to discuss the upcoming General Assembly.

Both the Speaker and the Vice Speaker will be holding a 30-minute meeting before the Reference Committee Hearings to speak to voting members of the General Assembly regarding Parliamentary procedures.

Educators if you will be attending and bringing students who would like to help during the General Assembly, please let me know so the names can be added to the agenda ahead of time. We will be needing pages and tellers.

Will be needing:

Parliamentarian: Janice Caplin, CMA (AAMA)

Credentials Chair:

Minutes Char:

Reference Committee Chair:

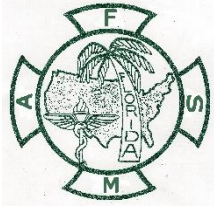
Teller:

Time Keeper:

Sargant of Arms:

VFW and singer for National Anthem as well. If you know a singer in your chapter who is attending please let us know.

Looking forward to a successful General Asembly.



# FLORIDA SOCIETY OF MEDICAL ASSISTANTS

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Date: October 7, 2019

To: Marsha Benedict, CMA-A (AAMA)  
FSMA President  
FSMA Executive Board

From: Tatiana Kordic, CMA (AAMA)  
FSMA Vice Speaker of the General Assembly

This officer has responded to e-mails and correspondences in a timely manner.

This officer has been working closely with Loxie Kistler, CMA (AAMA), Vice-President of the General Assembly and contacted Deniece Jozefiak, CMA (AAMA), Speaker of the General Assembly.

This officer will coordinate the plan of 2020 General Assembly with Deniece Jozefiak, CMA (AAMA), Speaker of the General Assembly.

This officer would like to thank those in advance on those volunteering to help during the General Assembly.



# FSMA BUDGET 2019-2020

Description	ACTUAL	BUDGET
<b>INCOME</b>		
DUES	9565	10000
TOTAL DUES	9565	10000
<b>SEMINARS</b>		
FALL	1635.7	2785
Ways & Means Income	0	0
EXHIBITOR	100	0
TOTAL SEMINARS	1735.7	2785
<b>ANNUAL MEETING</b>		
Registration Income	0	9245
Ways & Means Income	0	550
Exhibitor	0	0
TOTAL ANNUAL MEETING	0	9795
<b>FUND TRANSFER FOR SPECIAL PROJECTS</b>		
Website Registration Form	1800	1800
	0	0
	0	0
TOTAL SPECIAL PROJECTS	1800	1800
<b>TOTAL INCOME</b>	<b>13100.7</b>	<b>24380</b>
<b>EXPENSES</b>		
<b>AAMA ANNUAL MEETING</b>		
Flowers/Misc	0	50
NATIONAL DEL/ALT	3882.17	5000
Photo	0	50
TOTAL AAMA ANNUAL MEETING	3882.17	5100
<b>SCHOLARSHIPS</b>		
MAXINE WILLIAMS	0	100
FSMA	0	0
TOTAL SCHOLARSHIPS	0	100
<b>SPECIAL PROJECTS</b>		
FIGMENT DESIGN (Registration Developer)	1800	0
	0	0
	0	0
	0	0
	0	0
	0	0
TOTAL SPECIAL PROJECTS	1800	0
<b>PRESIDENT</b>		
Travel	8.9	125
Misc Expense	0	25



TOTAL PRESIDENT	0	150
<b>PRES-ELECT</b>		
Presidents Gift	0	50
Packets	0	50
Misc Expense	0	10
TOTAL PRES-ELECT	0	110
<b>SECRETARY</b>		
Misc Expense	0	10
TOTAL SECRETARY	0	10
<b>TREASURER &amp; PIN</b>		
Bond	0	125
Pres. Pin Expense	0	175
	0	0
	0	
TOTAL TREASURER	0	300
<b>SPEAKER / VICE SPEAKER</b>		
Misc Expense Recorder	49.92	10
TOTAL SPEAKER / VICE SPEAKER	49.92	10
<b>Budget &amp; Finance</b>		
Misc Expense	0	10
TOTAL Budget & Finance	0	10
<b>BYLAW-P&amp;P</b>		
Misc Expense	0	10
TOTAL BYLAW-P&P	0	10
<b>CERTIFICATION &amp; MEMBERSHIP</b>		
TRAVEL	0	0
AWARDS	0	0
Misc Expense	0	10
TOTAL CERTIFICATION & MEMBERSHIP	0	10
<b>Communications</b>		
Constant Contact	195	780
Website	119.4	320
Survey Monkey	0	350
Misc Expense		10
TOTAL Communications	314.4	1460
<b>CONTINUING EDUCATION</b>		
Misc Expense	0	10
TOTAL CONTINUING EDUCATION	0	10
<b>EDUCATOR ASSEMBLY</b>		
Misc Expense	0	100

TOTAL EDUCATOR ASSEMBLY	0	100
<b>MARKETING &amp; COMMUNITY OUTREACH</b>		
Communication	0	1000
Marketing	0	1000
Misc Expense (TSHIRTS)	0	10
TOTAL MARKETING	0	2010
<b>Meeting Coordinator</b>		
Misc Expense	0	10
TOTAL Meeting Coordinator	0	10
<b>NOMINATING COMMITTEE</b>		
Misc Expense	0	10
TOTAL NOMINATING COMMITTEE	0	10
<b>Annual Meeting Expenses</b>		
AV	0	1000
Hotel Expense	0	6000
Room & Reg Pres & AAMA Rep Room & Exp.	0	1000
Color Guard HOD	0	100
Decorations Installation	0	50
Reg Supp	0	350
Speaker Honorarium	0	1250
Misc Expense	0	10
TOTAL Annual Meeting Expenses	0	9760
<b>Fall Seminar</b>		
AV	0	250
HOTEL DEPOSIT EMBASSY SUITES	3780.44	0
Hotel Expense/FOOD	0	2500
Reg Supplies	0	150
Speaker Honorarium	0	500
Misc Expense	0	10
TOTAL Fall Seminar	3780.44	3410
TOTAL EXPENSES	9826.93	22580
TOTAL INCOME	13100.7	24380



# FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: October 5, 2019

To: Marsha Benedict, MSA, CMA-A (AAMA), FSMA President  
FSMA Executive Counsel  
Committee Chairs  
Chapter Presidents  
FSMA Liaison Board

From: Heidi Fortin, CMA (AAMA), Bylaws/Policy and Procedures Chair

## **Bylaws/Policy and Procedures Fall Report 2019**

This Bylaw Chair with the help of Marsha Benedict CMA-A (AAMA) and MaryLou Allison CMA-C (AAMA) reached out to all chapter Presidents and all chapter bylaws are now revised for 2018-2019 and posted on the FSMA website under each Chapter with the following:

### ARTICLE IV: MEMBERSHIP

#### Section 5: STUDENT MEMBER

##### E. STUDENT- A Student member:

1. Shall be enrolled in a medical assisting program.
2. May choose a two-year student membership term or a one-year student membership term.
  - a. After a two-year student membership term, the member is then eligible only for either associate membership or active membership (if the member meets the active membership requirements).
  - b. After a one-year student membership term, the member is eligible for a second year of student membership as long as the member renews during the member's one-year student membership term. After the second-year of student membership, the member is then eligible only for either associate membership or active membership (if the member meets the active membership requirements).
  - c. No member is eligible for more than a total of two consecutive years of student membership.

At the 66<sup>th</sup> Annual General Assembly on April 26, 2019, Article IX rewording was approved by the General Assembly to increase participation in FSMA activities Bylaws updated as follows:

Article IX - Liaison Board

Section 1. The Liaison board:

- A. Encourage physicians, NP/PA, MGMA and other professional medical groups to support the medical assistant's active involvement in the FSMA and their educational programs.
- B. Seek alliance with Florida Medical Professional Associations, for support the credentialing of medical assistants.

Also, at the 66<sup>th</sup> Annual General Assemble on April 26, 2019, Article XVII: Judicial Council which would be added to the current FSMA Bylaws and Standing Rules was voted NOT to adopt and to be brought back for clarification of rational at the next executive board meeting in November 2019.

The proposed added wording as follows:

**Proposed Wording: 196 Article XVII: 197 Judicial Council**

A. The Judicial Council shall consist of three Past President of the FSMA whose membership is active.

1. Annually, with approval of the Executive Council, the President shall appoint the most immediate Past President to serve for a term of three years. This member serves as chair.

2. No member shall serve more than two terms, but a member appointed to serve an unexpired term shall not be regarded as having served a term unless serving three or more years.

B. The judicial power of FSMA shall be vested in the Judicial Council, whose decisions shall be final.

C. The Council shall have jurisdiction in all questions involving:

- 1. membership as provided in the Bylaws
- 2. controversies arising in the interpretation of these Bylaws
- 3. the code of Ethics of the FSMA

D. The Judicial Council shall:

- 1. meet or consult upon the call of the Chair; consultation by mail, phone or electronic means shall be permitted among members of the Council provided the rights of the appellant are not prejudiced.
- 2. submit an annual report to the General Assembly

**Rationale:** Incorporate a body of experienced past Presidents as a resource for the executive board in reviewing matters or controversies arising related in the interpretation among the executive board members as provided in the Bylaws and Code of Ethics of the FSMA.

**Proposed change in bylaw regarding Vice President succeeding to President.**

Current Wording:

**ARTICLE VI - EXECUTIVE COUNCIL AND THEIR QUALIFICATIONS**

Section 5. The Vice President shall automatically succeed to the office of President at the end of the term as Vice President.

Suggested wording:

Section 5. The Vice President may automatically succeed to the office of President at the end of the term as Vice President.

Or Remove the statement entirely?

**Rationale:** Executive Office positions are difficult to fill and many members do not want to commit to 2 years service in advance.

The FSMA Bylaws and Standing Rules have been updated and sent to be reposted to the FSMA website.

This officer appreciates the opportunity to serve the Florida Society of Medical Assistants for 2019-2020..



# FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

To: Marsha Benedict, CMA-A (AAMA)  
FSMA President

Date: 10/5/19

From: Christine Giri, CMA (AAMA)  
FSMA Membership & Certification

Current Membership 1164

## **New Members**

The chair sent a list of new members bi-monthly to the Chapters, Communications Chair and President Benedict. Communication with AAMA for Membership is ongoing for the “At large member” and members are re-assigned to a chapter as necessary. (FSMA does not have at large members).

Chapter Presidents were notified that membership rosters are online (AAMA) and can be downloaded and sorted each month to obtain new members and statistics for the chapter.

## **Chapter Stats:**

<b>Brevard</b>	<b>80% increase</b>	<b>student membership</b>
<b>North Fl</b>	<b>80 % increase</b>	<b>total membership</b>
<b>Central Fl</b>	<b>21% increase</b>	<b>student membership</b>
<b>Southeast</b>	<b>21% decrease</b>	<b>student membership</b>
<b>Treasure Coast</b>	<b>37% decrease</b>	<b>student membership</b>

## **Certification**

Bi monthly reports for certified CMAs and re-certified CMAs are requested from AAMA and have been distributed to chapters, Communications chair, and President Benedict. The IT department (AAMA) is working on this project for the last 4 months and we should see improvement with CMA statistics on the AAMA-website.

### **JAN - SEPT 2019**

		Active	Non Members	Students	Sustaining
<b>New CMA</b>	<b>95</b>	<b>5</b>	<b>62</b>	<b>28</b>	N/A
<b>Re Certified</b>	<b>265</b>	<b>203</b>	<b>56</b>	<b>5</b>	<b>1</b>

		Active	Associate	Students	Affiliate
<b>New Members</b>	<b>149</b>	<b>64</b>	<b>40</b>	<b>41</b>	<b>4</b>

	<b>January 2019 1,181</b>	<b>August 2019 1,164</b>
Active	828	847
Associate	151	120
Sustaining	11	9
Students	174	168
Affiliate	17	12



# FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: November 9, 2019

To: Marsha Benedict, CMA-A (AAMA)  
FSMA President  
FSMA Executive Board

From: Deniece Jozefiak, CMA (AAMA)  
Education Co-Chair

This Committee Co-Chair with the help of members from the South West Chapter, Judy Seymour, CMA (AAMA), Vilma Matias, CMA (AAMA), Alice Daniels, CMA (AAMA) and myself, obtained speakers for the FSMA November 9, 2019 seminar. There is a total of 6.5 CEU's being offered.

Elder Abuse

1.0

Sherry Young, Elder Abuse Prevention Coordinator/Area Agency on Aging in South West Florida

Let's not forget about our elderly population. This happens more than you know about.

Telephone Etiquette

1.5

David Patterson, RN, MSN

Do you answer the phone properly? Are you professional when you do?

Hypnotherapy

1.0

Teresa Keating, CCTHt

Anything that affects the mind, hypnosis can work on.

OSHA Updates

1.0

Victoria Cunningham, BS/Human Resource Department

Family Health Centers of South West Florida

OSHA is not just about work place injuries. How you talk to employees and be referred to as sexual harassment and bullying.

Vaccine Updates

1.0

Marie George RN Lee County Health Dept.

Are your children up to date to attend school? Are your patients current? Who should and should not receive certain vaccines? Do you get the annual Flu Vaccine?



40 Sickle Cell Anemia

41 1.0

Nicole S. Wilson, BA Out Reach Coordinator Lee County

42 What is Sickle Cell Anemia? Who is at risk? Do you screen your  
43 patients?  
44

45 This Co-Chair sent in the approval for all CEU's and approval was obtained. This Co-Chair did  
46 the agenda and the evaluation forms for the seminar.

47 Co-Chair, Christine Giri, CMA (AAMA) from the Central Gulf Chapter will be doing the folders for  
48 the seminar. We will work as a group at the registration desk the morning of the seminar.

49 Great TEAM work by the members on the West Coast of Florida.

50

51 Deniece Jozefiak, CMA (AAMA)

52 FSMA Education Co-Chair

53



# FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: October 1<sup>st</sup>, 2019

To: Marsha Benedict, MSA CMA-A (AAMA)  
President FSMA

From: Loxie Kistler, Ed.D. M.S. B.S.N. RN CMA (AAMA)  
Communications and Community Outreach Chairperson 2018-2019 Term

Leticia Velez, CMA (AAMA)  
Member

RE: Nov 9th, 2019 Fall Seminar Executive Council Meeting Report

This chair communicated to FSMA members and external stakeholders through Constant Contact.

Communication continues with chapter presidents, webmaster Mary Lou Allison and President Marsha Benedict.

Monthly CEU events and upcoming seminars were communicated to both active and non-renew members via Constant Contact after communication with chapter presidents. Reminders of CEU events were sent as eblasts for the following chapters: North Florida, Treasure Coast, Central Gulf Coast, Brevard and South West. Notifications were distributed 1 month and 2 weeks before monthly events and 6 weeks, 1 month and 2 weeks prior for seminars.

This chair sent eblasts to current and non-renewed members and schools on various topics such as: career opportunities, the 2019 Annual Conference and the 2019 AAMA Conference in Greensboro, North Carolina.

Career opportunities were placed on Constant Contact and communicated with the Webmaster for several chapters and employers in Florida.

Lists of active and non-renew FSMA members were updated. Emails that "bounce" back in CC were contacted with a correct email requested.

A thank you eblast went to all who attended the 2019 FSMA Annual Conference.

Special thanks to Christine Giri Membership Chair for distributing updated AAMA lists of new members and newly certified members. Email lists within Constant Contact are updated as new AAMA lists are distributed.

35 Monthly eblasts are distributed listing new members, new CMA (AAMA) and recertifications according  
36 to chapter of membership. All the above are placed in a distribution list for that month as well as their  
37 corresponding chapter.

38 “Meet the President and Chapter Leadership” eblasts were created and distributed to members in the  
39 following chapters: Brevard, Central Florida, North Florida, Southeast, South West and Treasure Coast.

40 Reassigned “panhandle” county members from Central Florida to the North Florida distribution list. An  
41 eblast was sent to all members included in this reassignment.

42 September 23<sup>rd</sup> an eblast out to all current members in each chapter requesting interest parties in holding  
43 state office, chairing a state committee or being a member of a committee contact Judy Seymour CMA  
44 (AAMA) via email or at the Nov 9<sup>th</sup> Fall Seminar.

45 September 24<sup>th</sup> an eblast was sent to 40 school program directors regarding the new pilot project  
46 pathway for eligibility to take the CMA (AAMA) exam.

47 Included in this Committee is the online learning opportunity known as Constant Learning. In April  
48 2019, 2 programs (Customer Service and Patient’s Rights) were taken off the FSMA Website and  
49 Infection Control: Back to Basics (1 A/C) and Geriatric Trauma (1 C ) were make available. These 2  
50 modules are available until November 1<sup>st</sup>, 2019. At all times 4 total AAMA CEUs are available.

51 In July, 2019 a 2 CEU (A/C/G) module (Perils of Medication Errors) was made available. Titles of  
52 future modules planned for availability include the following topics: congestive heart failure, opioids  
53 and non-pharmacological pain treatment, the legal language of medicine, genetics and diseases, and  
54 elder abuse. Eblasts are sent periodically to all Florida AAMA members as a reminder of the free CEU  
55 opportunities.

56 Data was collected from mid-July to October 1<sup>st</sup> on the participation in the free CEUs by chapter: Of the  
57 277 CEUs completed in the 6 week span, the distribution is as follows:

58 Central Florida 15% of those completed

59 Central Gulf Coast 6% of those completed

60 Brevard County 4% of those completed

61 North Florida 32% of those completed

62 Mid Gulf Coast 3% of those completed

63 Southeast Chapter 4% of those completed

64 South West 13% of those completed

65 Treasure Coast 8% of those completed

66 Three individuals outside of Florida completed the CEUs. A reminder email was sent that the CEUs are  
67 intended for Florida AAMA members only.

68 Number of free online CEUs awarded to Florida AAMA members are as follows: (since April)

69 April 2019: 146

70 May 2019: 71

71 June 2019: 62

72 July 2019: 131

73 August 2019: 76

74 September 2019: 70

75 Total:556

76 Failure rates are below 1% of all participants (a score below 70%). In case of failure, an email is sent to  
77 the participant with suggestions for success and the module is reset one time for a second attempt.

78 An email of completion listing the date, title of the module, amount and type of CEU, and a disclaimer  
79 that the CEU will be placed on the AAMA transcript is sent to the participant within 3 days.

80 As of July 1<sup>st</sup>, 2019 all online completed modules are entered directly through the AAMA CEU  
81 Attendance option on the AAMA website and entered immediately on the transcript. This is completed  
82 within 3 days of completion.

83 As of July 1<sup>st</sup>, 2019, all modules submitted for AAMA approval are sent through the AAMA website  
84 online option for Program Approval. The approval is returned within 3 to 5 days of submission. All are  
85 submitted at least 30 days in advance as per protocol.

86 Open and read rates on Constant Contact eblasts sent range between 18 and 40%. Notice of new free  
87 online CEUs reach as high as 60%. Industry average among Constant Contact users is 15 to 20%.

88 Bounce back emails for FSMA users is 1% with industry average at 9% for Constant Contact users.

89 This chair maintained the budgetary guidelines established for Constant Contact and practiced security  
90 measures as holder of the rosters housed within Constant Contact.

91 Welcome to Leticia Velez, CMA (AAMA) as a member of the Communication and Marketing  
92 Committee.

93 It is a pleasure to continue to serve the FSMA in this capacity.

94

95 Respectfully submitted,

96 Loxie Kistler, Ed.D. M.S. B.S.N. RN CMA (AAMA)  
97 Communications and Community Outreach Chairperson

98

99

100



## Florida Society of Medical Assistants, Inc.

To: Florida Society of Medical Assistants Executive Board

From: Marsha Benedict MSA, CMA-A (AAMA)  
FSMA Meeting Coordinator Chair

Fall Seminar Education Chairs  
Central Gulf Chapter and South West Chapter

2019 Annual Conference was held April 26-27, 2019 at the Renaissance Orlando Airport Hotel; 5445 Forbes Place; Orlando FL 32812, 407-513-7232. Room rate was \$129.00. Parking \$7.00 daily.

2019 Fall Conference will be held November 9, 2019 at the Embassy Suites by Hilton 10450 Corkscrew Commons Drive, Estero, FL near Fort Meyers, FL. 239-949-4222. Room rate is \$129.00.

2020 Annual Conference will be held May 1-2, 2020 and at the Red Lion Buena Vista South; 5150 West Orlo Bronson Memorial Hwy, Kissimmee, FL 407-997-2800 (Florida Society of Medical Assistants) Room rate \$107.00; 2 free breakfasts; waived resort fee, no charge for education rooms; free parking. Deadline for booking 4/10/2020.

2021 January 30 will replace our Fall conference since our Fall date would be so close to the 2020 AAMA Conference. Rooms have been reserved at the Fairfield Inn & Suites Marriott Daytona Beach; 1820 Checkered Flag Blvd, Daytona Beach, FL 32114. Phone 386-254-4700. Room rate \$109. The conference will be held at Keiser University; 1800 Business Park; Daytona, FL. Central Florida, North Florida and Brevard will be handling the education for the conference. North Florida Chapter is working with the University with regard to space and food. Holding our conferences at a College will help defray the cost.

2021 and 2022 Annual Conferences will be held at Holiday Inn Resort; 13351 State Road 535; Orlando, FL 32821; Phone 407-387-7729. Room rate is \$89.00. Dates will be 4-16-21 through 4-18-21 (deadline 3-27-2021) and 4-29-2022 and 5-1-2022 (deadline 3-8-2022).

**Consideration is requested by the executive board to allow the Meeting Coordinator to use Colleges in Central Florida area for annual meetings and other areas across the State for Fall meetings. Hotels in the near vicinity will be reserved for those desiring to stay at a hotel. There will be no cost to FSMA to reserve hotel rooms with a deadline to be met.**

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

44 glance through and remind ourselves of what we are accomplishing and what more we can do for our  
45 organization.  
46  
47 A special thank you to Central Gulf Chapter and South West Chapters that provided excellent  
48 education choices, prepared the registration forms, packets and greeted all the members and guests on  
49 their arrival.  
50  
51 Thank you to Loxie for developing all the Constant Contact emails and Mary Lou for posting all  
52 FSMA conferences on the web site and providing online registration through PayPal. Thank you to all  
53 chapters for supporting the conferences.  
54



# FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

November 9, 2019

To: Marsha Benedict, CMA-A (AAMA)  
FSMA President

From: Judy Seymour, CMA (AAMA)  
Nominating Chair

This Chair would like to thank Loxie Kistler, CMA (AAMA) for putting together an e-blast that went to all on September 23, 2019. The e-blast asked members to consider volunteering to serve as a state officer, chairing a state committee or volunteering to serve as a member of a committee.

Questions were directed to myself and Local Chapter Presidents. This Chair received no feedback from any member.

This Chair is looking for help from the Chapter presidents in her quest to fill Officer and Chair positions.



# FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: October 5, 2019

To: Marsha Benedict, MSA, CMA-A (AAMA), FSMA President  
FSMA Executive Counsel  
Committee Chairs  
Chapter Presidents  
FSMA Liaison Board

From: Linda Vitzum CMA, Brevard Chapter

Meetings:

5/2/2019-Officer Elections were held

5/23/2019 Board Meeting to update Bylaws and plan

7/25/2019 Board Meeting

8/3/2019 CPR recertification class taught by Nicole Sirry and held at Trinity Episcopal Church

9/28/2019-Fall Seminar

10/24/2019 CMA appreciation get together/board meeting

February\March 2020 BCCMA Spring Seminar

April 2020??

May 2020-Officer Elections

Membership: 88 active members

Treasury: \$1000.00-1300 in account (deposits pending)





# FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

September 28, 2019

To: Marsha Benedict, CMA-A (AAMA), FSMA President  
Executive Board  
Chapter Representatives  
Committee Chairs  
Physician Liaison

From: Mary Morris, CMA (AAMA)  
Central Florida Chapter President

Re: Fall Seminar Report for 11/09/2019

The Central Florida Chapter now services the following counties: Lake, Levy, Marion, Orange, Osceola, Seminole, Polk and Volusia counties.

The CFCMA decided to forgo meeting six times a year and instead do 3 mini seminars (4 CEUS) that take place on Saturday mornings from 8:00 am to 1:00 pm with a business meeting to follow if needed. In May and September the officers and education committee will meet on a date and location decided upon to finalize or plan for an upcoming mini seminar. Three mini seminars with 4 CEUS will give our members 12 CEUS in a given year.

With 39 attendees in January and approximately 15 attendees in March, it would appear at this point, that going to Saturday mini seminars is proving successful. Our final mini seminar for 2019 will be held on October 19, 2019 in Orlando with good attendance anticipated. Our attendance tends to be greater when the seminar is more centrally located than when we go greater distances outside the Orlando area.

Topics for our October 19<sup>th</sup> seminar include: Sexual Assault Awareness and Prevention, Cultural and Linguistic Competence, Motivational Interviewing and Medical Jeopardy. Please join us at the new location of Grace Medical Home 1417 E Concord Street, Orlando, FL 32803 from 8:00 am to 1:00 pm. (Business meeting to follow.) \$10.00 for AAMA members, \$15.00 for non AAMA members and \$5.00 for MA students. The registration fee includes breakfast and 4 CEUS. For more information, please go to the FSMA web site.

39 This officer would like to take a moment to thank Maria Wiegelmann, CMA (AAMA) for  
40 continuing to be a very integral part of holding this chapter together. Thanks goes out to  
41 Linda Evans, CMA (AAMA) for helping Maria get speakers for our October mini seminar  
42 and securing Grace Medical Home to host the seminar. We cannot wait to see the new  
43 location of Grace. The current officers are looking for members to step up and fill officer  
44 positions for 2020-2021. This will be discussed at the business meeting following the  
45 seminar in October. In order for the CFCMA to continue, it is most important for new  
46 members to step up and assume officer positions.

47  
48 The CFCMA wants to thank Loxie Kistler, CMA (AAMA), FSMA  
49 Communications/Marketing chair for sending out the eBlasts to keep our members  
50 informed of all chapter happenings. Thank you to Mary Lou Allison, CMA-C, (AAMA) our  
51 Web Master, for posting all updates to the FSMA website.

52  
53 We invite all members to follow the Central Florida Chapter of Medical Assistants  
54 Facebook page for the latest updates and happenings with the chapter.  
55  
56  
57  
58  
59  
60  
61



## CENTRAL GULF COAST CHAPTER

ASSOCIATE OF THE FLORIDA SOCIETY OF MEDICAL ASSISTANTS

November 9, 2019

To: Marsha L. Benedict, MSA, CMA-A (AAMA), President FSMA  
FSMA Executive Board  
FSMA Committee Chairs  
FSMA Chapter Representatives

Re: FSMA Executive Council Meeting

From: Kathryn J. Panagiotacos, CMA (AAMA)  
President, Central Gulf Coast Chapter

The Central Gulf Coast Chapter has continued to meet to organize and prepare dates for future Chapter activities providing CEU opportunities.

Central Gulf Coast Chapter's Christine Petsalis-Giri, CMA (AAMA), Vice President has worked closely with Loxie Kistler, CMA (AAMA), FSMA Vice President, also FSMA Marketing/Community Outreach, providing her with current chapter information regarding Chapter meetings with CEU's, special events so the information is accessible to members and potential members on the FSMA website.

Our chapter was proud to have Nancy Collins, CMA (AAMA) represent us at the Annual FSMA meeting presented April 2019 as our proxy. She communicated the business transacted at the General Assembly, along with future dates of state opportunities.

Bonnie Chrimes, CMA (AAMA) chapter Treasurer has maintained our financial records. She also provides topics and information for CEU's for our members. This summer our chapter officers met to explore new educational topics, a future Mini Seminar and set our annual Chapter Christmas party.

Our chapter has found our new meeting place accessible and provides a professional conference room. This current year 2019 the chapter presented education February, topic "Strategies for better billing & collections", March, "Hospice vs. Palliative Care", May, "Post Traumatic Stress Disorder", each meeting was well attended. The Fall meeting has been scheduled for Thursday, October 24, 2019 at the Heart Institute Northside conference room at 6:00 pm, topic is "Eating for Wellness". The chapter Christmas luncheon has been set for Saturday, December 7, 2019 at 12:30 pm, at a new location Olive Garden, Pinellas Park, Florida.

Looking to the 2020 year the chapter meetings are scheduled for February 27, 2020, "Thunderstorm Asthma", April 23, 2020, "Alpha Gal Syndrome (Allergy to Red Meat)", October 22, 2020, "Formaldehyde – An Allergy Reaction or Something more Serious". Christine Petsalis-Giri, CMA (AAMA) will communicate our new information to FSMA updating our chapter activities and events.

The Central Gulf Coast Chapter extends to the FSMA thank you for the good work providing support through communication on the FSMA website, thank you to Marsha Benedict, CMA-A, (AAMA) for her leadership.

Our chapter takes pride in continuing to provide to the central west Florida opportunities for CEU's for medical assistants. Looking forward to the AAMA Annual meeting to be here in Florida September 11-14, 2020. Look for further details and plan to attend this National conference.



# FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

To: Marsha Benedict, MSA CMA-A (AAMA)  
FSMA President

From: Loxie Kistler, Ed.D. M.S. B.S.N. RN CMA (AAMA)  
President North Florida Chapter of Medical Assistants

Re: Friday, April 26<sup>th</sup> 2019 FSMA Executive Council Meeting Report

Since November of 2018 this President completed the following activities:

Participated in and responded to all correspondence from North Florida members, the FSMA and AAMA.

Created and maintained a Facebook page for North Florida Chapter of Medical Assistants. Along with Tatiana Kordic, CMA (AAMA) created and maintained an Instagram account.

Revised the format of and distributed 2 editions of the North Florida Beacon newsletter via email and sent one to member via US mail.

Coordinated with Membership Chair Christine Giri and the AAMA regarding transferring AAMA members in the "panhandle" counties to North Florida. Communication was sent to members in the affected counties regarding the transfer of membership and welcoming them to North Florida.

North Florida will move to an online format with communications being via email, Constant Contact.

Monthly and as needed communications occurred with all North Florida current and previous members.

November, 2018 this Chapter Representative attended and participated in Keiser University Daytona Beach CAAHEP reaccreditation survey. A ten year accreditation was earned with no citations being issued.

Officers for the 2019 year communicated to the AAMA.

December 1<sup>st</sup>, 2018 a 3 CEU workshop was attended by North Florida members and non-members. Topics included a 2 CEU Health Knowledge Bowl A/G/C and a 1 CEU "Preventing Harassment in the Workplace" G were presented. Winners of the Health Knowledge Bowl were presented with a Certificate of Achievement, a trophy and medals. Their picture occurred in the Beacon newsletter and on Instagram.

December 1<sup>st</sup>, 2018 the North Florida Medical Assistants of the Year and Physician of the Year were recognized. The event was attended by representatives of Baptist Primary Care and Physician Group Services both of Jacksonville. The awardees received Certificates of Achievement and pictures were placed on Instagram and in the Beacon.

On February 23<sup>rd</sup>, 2019 attended Physician Group Services “Field Day” in Green Cover Springs for medical assistants representing over 60 offices. Displayed and shared information on the benefits of AAMA membership and the value of earning a credential.

A 1 CEU module titled “After Organ Transplantation: What Comes Next?” was made available online for AAMA North Florida members on March 1<sup>st</sup>, 2019. This online module is available for placement on the FSMA website through Constant Learning as needed.

Communication was sent to all previous and new North Florida members was distributed regarding updates to Constant Learning.

Communicated and offered assistance and guidance with Baptist Primary Care regarding obtaining credentialing for current medical assisting employees. Plans to conduct a review class in July 2019 in preparation for Baptist Primary Care employees to seek certification/registration as a medical assistant.

Assisted Baptist Primary Care in policy and procedure development to hire only credentialed medical assistants after July 1 of 2019.

Updated email lists with current AAMA members and developed an email list for previous North Florida members and Baptist Primary Care.

This officer sent personal welcome and congratulation email communications to new AAMA members and new CMA members when received from FSMA Membership Chair Christine Giri.

Sent North Florida updates to webmaster Mary Lou Allison.

It is a pleasure and honor to serve the medical assistants in the North Florida Chapter region.

Respectfully Submitted,

Loxie Kistler, Ed.D. M.S. B.S.N. RN CMA (AAMA)  
President, North Florida Chapter



# FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

11.9.2019

To: Marsha Benedict, CMA-A(AAMA), President  
FSMA Executive Council

From: Joyce Baldwin, CMA (AAMA), President

Re: Southeast Chapter Report

The Southeast Chapter has made contact with a Medical Assistant educator at SouthEast College who may be interested in helping provide Continuing Education Programs for our members. We will pursue this soon. Our quest to get our members to help has only produced one willing member.

We also continued to offer our sponsorship of providing refreshments to all of the Medical Assisting Schools within our chapter for Medical Assistants Day.



# FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 Date: November 9, 2019

2  
3  
4 To: Marsha Benedict, CMA-A (AAMA)  
5 FSMA President  
6 FSMA Executive Board

7  
8 From: Deniece Jozefiak, CMA (AAMA)  
9 South West Chapter President

10  
11 The South West Chapter meets 3 times a year. It was voted on at our March 2019 Board  
12 Meeting to stop monthly meetings. This was due to decrease in members attending. It was  
13 voted to add an additional Saturday Seminar. When we started to move previous seminars to  
14 the Northern and Southern part of the Chapter, we had a positive response. The chapter is now  
15 meeting the needs of all our members.

16 We meet the first Saturday of the month in Fort Myers at Lee Memorial Hospital, August at  
17 Fawcett Memorial Hospital in Port Charlotte and Venice Hospital in October. We have begun  
18 you out grow the room at Fawcett Hospital. The chapter will be meeting soon for a Board  
19 Meeting to discuss upcoming events and topics. Possibly adding another month and location.

20 At this time Loxie Kistler, CMA (AAMA) Vice President and Marketing Chair for FSMA has been  
21 sending E-Blast to all 3 chapters on the West Coast. There have been members attending from  
22 all three chapters at all the seminars. We will discuss the possibility of moving the Port  
23 Charlotte Seminar to Bradenton if it does not interfere with the Mid Gulf Chapter. We are  
24 having about 10-12 members attend the seminars from both Mid Gulf and Central Gulf Coast,  
25 that is the reasoning behind moving the meeting out of Port Charlotte.

26 Next Seminar is March 7, 2020 in Fort Myers at Lee Memorial Hospital

27 As of this time all Seminars are free to AAMA members and \$5.00 to non-members. All  
28 Credentialed Medical Assistants are invited to attend. This will be subject to change as long as  
29 the Chapter can afford to do so.

30  
31 Deniece Jozefiak, CMA (AAMA)  
32 South West Chapter President





# FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: October 5, 2019

To: President of the General Assembly  
Marsha Benedict, CMA(AAMA)  
RE: Treasure Coast Chapter Annual Report

From: Treasure Coast Chapter

The Treasure Coast Chapter of Medical Assistants consists of Martin, St. Lucie, Indian River, and Okeechobee counties. The chapter continues to hold various events to its members.

Our 2019-20 meetings are combined with our free continued educational topics and are held between January-April and September-November and we meet at least monthly. We take the summer months off for planning and re-alignment. We meet at Indian River State College located at 3209 Virginia Ave. Fort Pierce, FL 34981 in the FSU/IRSC College of Medicine Building Room 126. All meetings start at 6:00pm. Refreshments are provided at no charge for members and \$5 for non-members. Our meetings are open to all and certificates of attendance are available.

We have rotated the days of our monthly meetings and have been tracking what days of the week have the highest attendance. We are also now tracking the number of students, members, visitors from other counties, and non-members as well. Our average attendance has been about 18 and increase from last year with a fixed day. Our highest attendance has been 27. We will be tracking all of these topics to accommodate the attendees needs the best we can.

We will also be holding about 2 meetings a year further south with and "Eat and Earn" theme. We are hosting a free Seminar on Saturday Oct. 19 in Stuart on Dementia and the Martin County HUGS Program. It is open to all students, medical assistants, allied health professionals, and the public. Attendees will receive a certification in being Dementia Friendly and a Certificate of Attendance they can submit for 3 CEUs to their governing organizations. We found a venue at the Southern Pig and Cattle in Stuart where we can have a private space, enjoy dinner, and be educated at the same time. We are hoping to schedule the April 2020 there where we can conduct elections for 2020-21.

Since this time last year, the chapter has been able to offer our members AAMA free CEUs. Our educational topics have been posted on the FSMA Calendar via the

Webmaster, emailed to members via Constant Contact and events were shared on Facebook. Our topics have been informative and relative. Topics included:

- Nutrition - April 2019
- Innovations in Cardiac Surgery - Sept. 2019
- Dementia and HUGS Seminar - Oct. 2019
- Parkinson's Disease - Nov. 2019
- Urology / Male – Jan. 2020
- Urology / Female – Feb. 2020
- Patient Navigation – March 2020
- Elections and Eat and Earn (Possible Medical Marijuana) - April 2020

We are currently working on 2020-2021 educational topics with a rotation of days. Most of these topics will be worth 1.5 AAMA CEUs. We have been fortunate enough to have a local healthcare facility with a speaker's bureau to provide our chapter with speakers and up to date topics. We have also reached out to other potential speakers and agencies for assistance in this area.

Our Chapter elections will take place in April following our educational topic. Officer update will be discussed at the General Assembly.

On behalf of the Treasure Coast Chapter, we would like to thank those who support our chapter during the year. We appreciate your time, support, understanding, mentorship, and guidance in our success. We look forward to your continued support and new opportunities.

All correspondences received were answered in a timely manner. There was open communications between all parties.



# FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

11.09.19

To: Marsha Benedict, CMA-A(AAMA), President  
FSMA Executive Council

From: Mary Lou Allison, CMA-C(AAMA)

Re: Delegate to AAMA Report

The AAMA 63rd Annual Meeting was held at the Sheraton Greensboro Hotel in Greensboro North Carolina. I attended all the meetings concerning the Business of the AAMA House of Delegates.

During the Conference there was an Open Forum regarding the CMA (AAMA) Certification Exam Eligibility Pilot Program with details now posted on the AAMA Website. A question and answer session was held after the reference committee hearings.

At the orientation of Delegates and Alternates we learned to use the electronic voting machines, received an update and booklet regarding Parliamentary Procedure.

This year at the State Leaders Session, the AAMA Leadership Development Strategy Team presented a great session about the AAMA Leaders Facebook Group where AAMA and State Leaders can interact.

The Proposed AAMA Bylaw Changes 19-2 & 19-3 regarding deadline dates were adopted, proposed 19.1 regarding Nominating committee election was not adopted and 19-4 regarding Terms of office for officers was withdrawn..

Executive Director Donald Balasa gave an informational presentation regarding the Costs of education programs versus the potential salary of the student and how to differentiate the cost versus the debt with the earnings.

Thank you for the opportunity to serve the FSMA at the AAMA Annual Meeting.



# FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

3

4 Date: October 1<sup>st</sup>, 2019

5 To: Marsha Benedict, MSA CMA-A (AAMA)

6 President FSMA

7

8 From: Loxie Kistler, Ed.D. M.S. B.S.N. RN CMA (AAMA)

9 Voting Delegate to the 2019 AAMA National Conference

10 Greensboro, North Carolina

11

12 RE: November 9th, 2019 Fall Seminar Executive Council Meeting Report

13 This voting delegate attended the following activities at the 2019 AAMA Conference in Greensboro,  
14 North Carolina:

15 September 12<sup>th</sup>, 2019: Participated in CEB/ABC-Pediatric meeting to set pricing for the upcoming  
16 ABC-P module.

17 September 13<sup>th</sup>, 2019: Attended the Health Knowledge Bowl, Awards Ceremony and presented a skit  
18 for the 2020 upcoming AAMA Conference in Orlando. Florida received an Excel Award for Marketing,  
19 Promotion and Recruitment.

20 September 14<sup>th</sup>, 2019: Attended the Orientation to Reference Committee, Orientation to the House of  
21 Delegates and State Leaders Forum. This delegate presented a 2 CEU LEAP program titled "Workforce  
22 Readiness" to approximately 100 attendees. Emails of the PPT presentation and handouts were sent to  
23 approximately 30 persons who did not attend the session yet wanted access to the information.

24 September 15<sup>th</sup>, 2019: Attended the am and pm session of the HOD. Served as Chair of the Reference  
25 Committee on Reports and presented reports during the Reference Committee portion of the HOD.  
26 Attended the Meet the Candidates and Open Forum on the new Pathway to the CMA (AAMA)  
27 credential.

28 September 16<sup>th</sup>, 2019: Attended the Presidents luncheon and represented Florida President Marsha  
29 Benedict. Participated in an LEAP/Florida/AAMA planning meeting for the 4 hour LEAP Workshop to  
30 be held on September 10<sup>th</sup>, 2020 in conjunction with the 2020 AAMA Conference in Orlando.

31 This delegate expresses great thanks to the members of the FSMA for allowing my attendance at the  
32 Conference.

33 It is an honor to serve the members of the FSMA.

34

35 Respectfully submitted,

36 Loxie Kistler, Ed.D. M.S. B.S.N. RN CMA (AAMA)

37 2019 Florida Voting Delegate



# FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

September 28, 2019

To: Marsha Benedict, CMA-A, (AAMA), FSMA President  
Executive Board  
Chapter Representatives  
Committee Chairs  
Physician Liaison

From: Mary Morris, CMA (AAMA)  
Delegate to AAMA National Conference 2019

Re: Delegate Report

This delegate had the extreme pleasure of attending the 63<sup>rd</sup> Annual AAMA Conference September 13-16, 2019 in Greensboro, North Carolina. As usual, the national conference offered possibilities to earn many CEUS and to network and socialize with CMA'S from other states. 886 were registered for this conference.

This delegate attended the Welcome and Awards celebration Friday evening. Awards given out included: Publishing, Website Development, Marketing, Promotion, and Recruitment, Community Service, Membership Retention, Membership Recruitment, Student Membership Recruitment, Greatest Percentage increase of member CMAs (AAMA), and the FA Davis Student Award. Awards of Distinction included the Golden Apple Award, Leadership and Mentoring, and Medical Assistant of the Year. The CMA (AAMA) Employer of the Year Award went to Mercy Health Physicians in Lima. This is the first year for this award. This delegate is happy to report that the Florida Society won the Excel award for Marketing, Promotion and Recruitment for "Can You Hear This Now? A Multitiered Approach to Marketing." Campaign directors were Loxie Kistler, CMA (AAMA) and Mary Lou Allison, CMA-C (AAMA). Congratulations!!!

This was the third year that the conference offered a free app through CrowdCompass. The app offered access to speaker and session information, schedules, and maps. Scheduling changes and session updates could be obtained thru the app as well with notifications sent to your phone. You could also take photos and post them to the site as well. It was nice to have the app to go to as a quick reference without having to shuffle through papers to find what you were looking for. The app has been an added bonus during the conference.

As a reminder from last years report, the CMA (AAMA) recertification policy change to take effect January 1, 2020 – To better ensure current competence and knowledge, the certifying board of AAMA has made the following change in policy regarding the time limit for recertifying the CMA (AAMA) credential by continuing education: Effective 1/1/2020, an individual whose credential has been expired for more than 3 months forfeits the right to reactivate the credential by continuing education and must sit for the CMA (AAMA) Certification/Recertification Exam. Three attempts are allowed to sit for and pass the exam. If the candidate does not pass the exam on the third attempt, the candidate is no longer eligible for the exam or to recertify the CMA (AAMA) credential. Payment of a \$50.00 reactivation fee plus the current exam fee is required.

The HOD delegate/alternate orientation took place Saturday morning. This session is a requirement for all Florida delegation. The ABC's of Parliamentary Procedure is handed out at this session as reminder of how to conduct oneself in the House. Voting continues to be handled electronically and has been so for 6 years now. Each year a demonstration is given and practiced to make sure all delegation understands the electronic voting process. This is obviously most helpful for first time delegates and alternates as well as a good reminder for those who have voted before. For credential check in, the delegates and alternates are required to have their AAMA membership card. This mandate went into effect six years ago as well.

An assessment based certificate in Pediatrics will be coming soon to the AAMA e-Learning Center.

The AAMA HOD had a long day filled with vital business. The HOD elected the following officers and trustees:

Vice President – Patty Licurs, CMA (AAMA), CPC-A  
Secretary-Treasurer- Virginia Thomas, CMA (AAMA)  
Trustee – Franky Favata, BS, CMA (AAMA)  
Trustee –Shelley Gingrich, CMA (AAMA)  
Trustee – Rebecca Surratt. CMA (AAMA)

Nominating Committee:

Paula Purdy, CMA (AAMA)  
Jane Seelig, CMA-A (AAMA)  
Stephanie Dotson, CMA (AAMA)  
Natasha Geno, CMA (AAMA)

The House adopted amendments to the AAMA Bylaws to do the following:

1. In order to be considered by the Nominating Committee, nominations shall be submitted to the chair of the Nominating Committee postmarked no later than **May 1**. It was previously April 1.
2. 1. Documentation of the qualifications of the nominee and written consent to serve have been submitted to the Speaker of the House **30 calendar days prior to the last business day** before the opening session of the HOD. It was

85 previously noon central time of the last business day prior to the opening session  
86 of the HOD.  
87

88 A special presentation by AAMA CEO Donald Balasa occurred during the morning  
89 session of the HOD. The Certifying Board of AAMA has approved the launch of a three  
90 year pilot program which expands the education pathway for medical assistants to take  
91 the CMA (AAMA) certification exam. To be eligible for the CMA (AAMA) Certification  
92 exam under the eligibility pilot program, candidates must have graduated from a  
93 postsecondary medical assisting program meeting program and institutional criteria  
94 established by the Certifying Board. The candidate must also furnish proof of having  
95 met the graduate criteria established by the CB. The graduate criteria include  
96 demonstration of knowledge and psychomotor ability in certain tasks as evidenced by  
97 an official transcript, course descriptions and syllabi, and an attestation letter from the  
98 program director or instructor verifying a candidate's successful completion didactic and  
99 psychomotor requirements. For more information go to [www.aama-ntl.org/cma-aama-](http://www.aama-ntl.org/cma-aama-exam/eligibility-pilot-program)  
100 [exam/eligibility-pilot-program](http://www.aama-ntl.org/cma-aama-exam/eligibility-pilot-program).  
101

102 An open forum for questions and comments about the pilot program occurred later in  
103 the day after the reference committee hearings. There were definitely mixed feelings  
104 about the pilot program by those in attendance at the open forum. The educators of  
105 ABHES and CAAHEP accredited programs are concerned with other institutions  
106 bringing down the high standards that we currently have with the CMA (AAMA).  
107

108 Education topics attended by this delegate on Saturday were: After You Call- Know the  
109 Protocol, HPV Misconceptions, Rheumatoid Arthritis, and Update on How to Avoid  
110 Identity Theft. An ample amount of clinical, general, and administrative topics were  
111 offered during the conference.  
112

113 The next AAMA National Conference will be held September 11-14, 2020 at the Hilton  
114 Orlando in Lake Buena Vista. Let's have a great showing of Florida members next year  
115 at the AAMA National Conference by marking your calendars now and planning to  
116 attend.  
117

118 It was an honor for this delegate to represent the state of Florida.  
119



# FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: November 9, 2019

To: Marsha Benedict, CMA-A, (AAMA)  
FSMA President

From: Deniece Jozefiak, CMA (AAMA)  
Delegates Report

This Delegate attended the Delegate/Alternate orientation on Saturday September 14, 2019. During this session the delegates/alternates were given the a-b-c's of Parliamentary Procedures.

It was discussed to dress appropriately and keep your phones turned off.

During this session voting members were taught and practiced the electronic voting to be used during the House of Delegates, September 15, 2019.

This Delegate was part of the AAMA Leadership Committee and was part of the State Leadership Meeting. It was an honor and privilege to serve on this AAMA Committee. This year this Delegate will be serving on the Marketing Team for AAMA.

This Delegate was on the Reference Committee on proposed Bylaw changes from the AAMA Board of Trustees.

This Delegate attended the House of Delegates on September 15, 2019. The morning session was to take care of business and meet the Candidates running for Office or Trustee positions.

Members were nominated for the nominating committee:

Kellie Humma, CMA (AAMA) PA, Dawn Alter, CMA (AAMA) TN, Paula Purdy, CMA (AAMA) OR, Natasha Geno, CMA (AAMA) OH, Stephanie Dotson, CMA (AAMA) SC, Dawn Jordan, CMA (AAMA) MA, and Jean Seely, CMA (AAMA) IN.

The four voted by the Delegates were Paula Purdy, CMA (AAMA) OR, Jean Seely, CMA (AAMA) IN, Stephanie Dotson, CMA (AAMA) SC and Natasha Geno, CMA (AAMA) OH.



Vice President:

Patricia Licurs, CMA AAMA SC

Karen Minchella, CMA (AAMA) PhD MI

Secretary Treasure: Virginia Thomas, CMA AAMA) VA

Trustee:

Franky Favata, CMA (AAMA) NH

Shelly Gingrich, CMA (AAMA) WA

Rebecca Surratt, CMA (AAMA) NC

After the candidates were finished Don Balasa, JD,MBA and the Certifying Board made a presentation regarding the Details and Criteria for the CMA (AAMA) Certification Examination Eligibility Pilot Program.

The Certifying Board of the American Association of Medical Assistants (AAMA) has approved the launch of a three-year pilot program, which opens a new education pathway for medical assistants to become eligible to sit for the CMA (AAMA) Certification Exam. In order to be eligible for this pathway to CMA (AAMA) certification, candidates must have graduated from a post-secondary medical assisting program and has to meet the criteria set forth by the Certifying Board and must pass the CMA (AAMA) examination. The entire guidelines are on the AAMA Website.

After the morning session was over the Reference Committees meet on Reports and Proposed bylaws.

There was no discussion on reports from the Officers, Trustees, Committee Reports, Strategy Teams or Legal Council. Editorial errors will be corrected.

Proposed Bylaw changes:

## **ARTICLE IX- NOMINATIONS AND ELECTIONS, SECTION 1. NOMINATIONS**

### **PROPOSED WORDING:**

A. There shall be a nominating Committee of five members elected as follows:

1. Four members shall be elected by the House of Delegates following nomination from the floor, with a plurality vote electing. **Each member must be serving as a current delegate or alternate delegate and be present in the House of Delegates:**

The Reference Committee on Bylaws has moved that Amendment 19-01 not be adopted after discussion during the reference hearings.

### **PROPOSED BYLAWS AMENDMENT 19-02**

86  
87 **ARTICLE IX- NOMINATIONS AND ELECTIONS, SECTION 1. NOMINATIONS**  
88

89 **PROPOSED WORDING:**  
90

- 91 C. In order to be considered by the Nominating Committee, nominations shall be  
92 submitted to the Chair of the Nominating Committee postmarked no later than  
93 **May 1.**  
94

95 The Reference Committee on Bylaws moves that 19-02 be adopted.  
96

97 **PROPOSED BYLAWS AMENDMENT 19-03**  
98

99 **ARTICLE IX NOMINATIONS AND ELECTIONS SECTION 1. NOMINATIONS**  
100

101 **PROPOSED WORDING:**  
102

- 103 F. 2. Documentation of the qualifications of the nominee and written consent to  
104 serve have been submitted to the Speaker of the House **30 calendar days prior to the**  
105 **last business day before the opening of the House of Delegates.**  
106

107 The Reference Committee on Bylaws moves that 19-03 be adopted.  
108

109 After the Reference Committee Hearings, a lengthy discussion was held on the new  
110 pilot program that was passed. Members were either passionate for this opportunity or  
111 totally against it. If it does not work out the pilot program will end after 3 years. This  
112 information can be found on the AAMA Website.  
113

114 During the second session of the House voting was done and the new officers are:

115 Vice President: Patricia Licurs, CMA (AAMA) SC  
116 Secretary/Treasurer: Virginia Thomas, CMA (AAMA) VA  
117 Trustees: Shelly Gringrich, CMA (AAMA) WA  
118 Rebecca Surratt, CMA (AAMA) NC  
119 Franky Favata, CMA (AAMA) NH  
120

121 Good and farewell statements were heard by many members.  
122

123 This member appreciates the vote of confidence that was place upon this delegate to  
124 act in the best interest of FSMA.  
125

**FLORIDA SOCIETY OF MEDICAL ASSISTANTS  
POST CONFERENCE EXECUTIVE COUNCIL MEETING MINUTES  
RENAISSANCE ORLANDO AIRPORT HOTEL  
ORLANDO, FL.  
APRIL 27, 2019  
United WE Build a Better Future**

The Executive Council meeting of the Florida Society of Medical Assistants was called to order at 5:07 PM, by President Marsha Benedict, MSA, CMA-A (AAMA). The roll was called by Mary Morris, CMA (AAMA), FSMA Secretary, to establish a quorum.

**ROLL CALL**

President	Marsha Benedict, MSA, CMA-A (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	Deniece Jozefiak, CMA (AAMA)	Present
Vice Speaker GA	Tatiana Kordic, CMA (AAMA)	Present
Immediate Past President	Judy Seymour, CMA (AAMA)	Present

**CHAPTER REPRESENTATIVES**

Brevard	Kathleen Quinn, CMA (AAMA)	Absent/Excused
Central Gulf Coast	Kathryn Panagiotacos, CMA (AAMA)	Absent/Excused
Central Florida	Mary Morris, CMA (AAMA)	Present
Mid-Gulf	Debra K. Hancock, CMA (AAMA)	Absent/Excused
North Florida	Loxie Kistler, CMA (AAMA)	Present
Southeast	Joyce Baldwin, CMA (AAMA)	Present
Southwest	Deniece Jozefiak, CMA (AAMA)	Present
Treasure Coast	Deb Kuiack, CMA (AAMA)	Present

**COMMITTEE CHAIRS**

Budget/Finance	Mary Lou Allison, CMA-C, (AAMA)	Present
Bylaws/P & P	Heidi Fortin, CMA (AAMA)	Present
Continuing Education	Shared by Chapters	
Educators Forum	Vacant	
Marketing/Comm.Outreach	Loxie Kistler, CMA (AAMA)	Present
Meeting Coordinator	Marsha Benedict, MSA, CMA-A (AAMA)	Present
Membership/Certification	Christine Giri, CMA (AAMA)	Absent/Excused
Nominating	Judy Seymour, CMA (AAMA)	Present
Physician Liaison	Joel Martin, MD	Absent
	Brent M. Schillinger, MD	Absent
	Tra'Chella Foy, MD	Absent

## PAGE 2 POST CONFERENCE MEETING MINUTES

### SEATING OF THE PROXIES

The following proxies asked to be seated. 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 Nemanik, CMA (AAMA). For the Central Gulf Coast chapter sitting in for Kathryn Panagiotacos, CMA (AAMA) is Nancy Collins, CMA (AAMA). For the Brevard County chapter sitting in for Kathleen Quinn, CMA (AAMA) is Walter Nicholls, CMA (AAMA). Unanimous vote to seat the above proxies. No further discussion. **MOTION CARRIED.** Proxies were seated.

There was a quorum present.

### TREASURER REPORT

Checking: \$18,710.21      Savings: \$22,389.13      Balance: \$41,099.34  
The treasurer's report will be filed for audit. The 2019-2020 budget was approved at the Pre Conference board meeting and is posted on the FSMA website for everyone to view. No bills over budget were presented. Please present all expenses to the treasurer ASAP so that checks can be sent out.

### OFFICER REPORTS

President	Marsha Benedict, MSA, CMA-A (AAMA)	No report
Vice President	Loxie Kistler, CMA (AAMA)	No report
Secretary	Mary Morris, CMA (AAMA)	No report
Treasurer	Mary Lou Allison, CMA-C, (AAMA)	No report
Speaker of GA	Deniece Jozefiak, CMA (AAMA)	Verbal

\*Parliamentarian brought to our attention that we need to update to Edition 11 of Robert's Rules of Order. Loxie Kistler, CMA (AAMA) made a motion to purchase the 11<sup>th</sup> edition of Robert's Rules of Order. Judy Seymour, CMA (AAMA) seconded. Unanimous vote was taken. No further discussion. **MOTION CARRIED.**

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

### CHAPTER REPRESENTATIVE REPORTS

Brevard	Kathleen Quinn, CMA (AAMA)	AB
	Proxy Walter Nicholls, CMA (AAMA)	Verbal

\*Meeting May 2 for election of officers and keeping the chapter going.

Central Gulf Coast	Kathryn Panagiotacos, CMA (AAMA)	
	Proxy Nancy Collins, CMA (AAMA)	Verbal

\*Meeting May 2<sup>nd</sup> in St. Petersburg and August 17 having mini seminar at Saint Anthony's Hospital, see Nancy for details on the mini seminar.

## **PAGE 3 POST CONFERENCE MEETING MINUTES**

**\*\*Reminder from Loxie for all chapter representatives to get all meetings to Mary Lou for placement on the calendar as that is where Loxie goes first day of every month to put out Constant Contact eblasts. If Mary Lou gets an email she will post it, but make sure dates, times etc. are easily seen in the email for posting. Constant Contact eblasts go out one month and then again two weeks prior to an event.**

Central Florida	Mary Morris, CMA (AAMA)	No report
	Proxy Carol Francis, CMA (AAMA)	

Mid-Gulf	Debra K. Hancock, CMA (AAMA)	AB	No report
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North Florida	Loxie Kistler, CMA (AAMA)	Verbal
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**\*Meeting 6/8/19 in collaboration with Baptist Primary Care, 6 CEUS, in Jacksonville. Registration will be capped at 80. Waiting for VP of Baptist to give approval on flyer and then will be posted on the FSMA calendar.**

Southeast	Joyce Baldwin, CMA (AAMA)	No report
-----------	---------------------------	-----------

Southwest	Deniece Jozefiak, CMA (AAMA)	
	Proxy Pam Nemanik, CMA (AAMA)	No report

Treasure Coast	Deb Kuiack, CMA (AAMA)	No report
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## **EXECUTIVE COMMITTEE REPORTS**

<b>Budget &amp; Finance</b>	Mary Lou Allison, CMA-C, (AAMA)	No report
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<b>Bylaws/P&amp;P</b>	Heidi Fortin, CMA (AAMA)
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**\*Updated chapter bylaws are due to the chair by June 1, 2019. Under the student section, a change needs to be made to all chapter bylaws. It is up to each chapter to decide to allow associate members to hold office/committee positions.**

### **Continuing Education**

**\*\*There will not be a single chair for this, rather it will be the responsibility of the chapter in the area where the seminar is being held to get speakers/topics as well as doing the registration folders. Topics being considered for November include Elder Abuse, Hypnosis for pain management, personality disorders, human trafficking, domestic violence, and audiology, as well as an administrative topic.**

<b>Marketing/Comm.Outreach</b>	Loxie Kistler, CMA (AAMA)	Verbal
--------------------------------	---------------------------	--------

**\*Theresa Errante-Parrino, CMA (AAMA) will be taking a hiatus from the Face book page. Mary Lou Allison, CMA-C, (AAMA) will take over the FSMA face book page. Those who have chapter face book pages, please stream line who replies, check spelling etc. as this is a form of representation of who we are through social media.**

<b>Meeting Coordinator</b>	Marsha Benedict, MSA, CMA-A (AAMA)	No report
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## **PAGE 4 POST CONFERENCE MEETING MINUTES**

**Membership/Certification** Christine Giri, CMA (AAMA) Abent/Excused

\*AAMA updating their records with the change in counties that went from the Central Florida chapter to the North Florida chapter. FSMA membership as of January 2019 is 1,181 members and is probably up from that now.

**Nominating** Judy Seymour, CMA (AAMA)

Verbal

\*Judy asks that chapter Presidents and representatives go back to their chapters and ask their members to serve. Judy will be in touch later to see how things are going.

**Physician Liaisons**

Joel Martin, MD Absent

No report

Brent M. Schillinger, MD Absent

No report

Tra'Chella Foy, MD Absent

No report

## **CORRESPONDENCE**

**\*Letter from AAMA for Donation to Maxine Williams Scholarship Fund and or/Ivey Reade Surveyors Workshop:** FSMA has \$100.00 in the budget and this will continue. The delegates will take the check to the AAMA National Conference.

**\*Letter from Don Balasa Re: Excelsior College.** Any CMA (AAMA) can go to AAMA website for information on having 26 credit hours toward a specific list of health science degrees offered by the school. A partnership was negotiated between Excelsior College and AAMA.

**\*AAMA volunteer forms:** Forms are on the AAMA web site. Anyone desiring to be on a committee should fill out a form and you will be contacted by AAMA after National conference. The deadline to run for trustee was April 1, but you can run from the floor if you meet the requirements and credentials.

## **OLD BUSINESS**

**\*Formation of Judicial council** – reference committee felt there was confusion as to why this council is needed. Further explanation by Marsha Benedict MSA, CMA-A, (AAMA) Board would be made up of three past Presidents (not including the immediate). This board is only used if needed and sits outside of the board. The intricate details of the judicial council would remain closed. Deniece Jozefiak, CMA (AAMA) voiced concern of the limited number of past Presidents that return for meetings, and wonders how we are going to find three Past Presidents to serve for 3 years. This topic will be discussed further and brought back next year for consideration at the GA.

**\*Update regarding topics for AAMA National Conference September 11-14, 2020 in Florida.** Twenty speakers needed, topics have been submitted by AAMA for us to choose from. Anyone that knows of a potential speaker, please let the committee know so that we can see how it might fit into the list of topics that we have been given by AAMA or be submitted to the CEB for consideration.

## PAGE 5 POST CONFERENCE MEETING MINUTES

### UNFINISHED BUSINESS

\*Future of Country store: Judy Seymour, CMA (AAMA) recommends that we continue the country store in the same format and name. This is a fun thing that FSMA does and is enjoyed by all. Mary Lou Allison, CMA-C, (AAMA) moves that we keep the name as is, Pat's Country Store. Deniece Jozefiak, CMA (AAMA) seconds the motion. No discussion. **MOTION CARRIED.**

\*Marsha reminded delegates and alternates to go to the FSMA website and download your job descriptions and duties for National.

\*Liaison board: The liaison board can consist of PA's, ARNP's, physicians or MGMA board members. Any member knowing someone that would be willing to volunteer their time to come to a meeting, contact a board member. FSMA would like to partner with these individuals in hopes of promoting the credentialed medical assistant.

Duties of the liaison board:

1. Be available for medical assisting practice and trends via phone or email and serve as a resource for the medical assisting profession.
2. Share information on the importance of medical assistant credentialing in continuing education among practicing medical assistants and colleagues, if convenient attend local and state medical assisting conferences and serve as guest speakers at local and state medical assisting conferences.

Mary Lou Allison, CMA-C, (AAMA) made a motion to put the Liaison board duties under the Standing Rules of FSMA. Deniece Jozefiak, CMA (AAMA) seconded the motion. No discussion. **MOTION CARRIED.**

\*2020 date change for fall conference – Consideration of changing November 2020 meeting to January/February of 2021 due to National conference being in Orlando September of 2020. Leticia Valez, CMA (AAMA) made a motion to move the November 2020 FSMA meeting to January/February of 2021 at Keiser University in Daytona. Theresa Davidson, CMA (AAMA) seconded the motion. No further discussion.

**MOTION CARRIED.**

\*Marsha asked for feedback on having annual FSMA meeting at a school rather than a hotel in hopes of cutting overall costs. Pros and cons were brought up by meeting attendees. Walter Nicholls, CMA (AAMA) made a motion to investigate possibly holding annual meeting at educational institution for 2021. Nancy Collins, CMA (AAMA) seconded the motion. With a 7-6 vote the motion was **DEFEATED.**

Judy Seymour, CMA (AAMA) recommended we investigate for 2022 to allow time for the investigation to take place. The motion remained the same with the year being changed to 2022. The vote was unanimous and the **MOTION CARRIED.**

\*FSMA Ways and Means for AAMA 2020 National Conference – adhoc committee appointed: Judy Seymour, chair with Heidi Fortin, CMA (AAMA) and Maria Wiegelmann, CMA (AAMA) as committee members. Items to be sold will be determined by the committee. (T-shirts, pens etc.) Heidi suggested this would be a good way for students to get involved and help out.

\*Guidelines for posting on social media- discuss briefly earlier in the meeting under marketing and community outreach.

## **PAGE 6 POST CONFERENCE MEETING MINUTES**

\*Selection of an AAMA representative for the FSMA Annual meeting in 2020 will take place after the AAMA National conference in September since elections are held for AAMA at that time and the officers/trustees will be changing.

\*At the 2020 AAMA National conference, AAMA and LEAP (for educators and practitioners) want the Florida Society to help with planning a ½ day session on that Thursday. This will be the first time this has been done. Our committee will be talking to AAMA more about this.

\*Change in Standing Rules:

1. Add: Free registration to FSMA Annual meeting is drawn each year at Pat's Country Store.

2. Add: David Knight Memorial presents 3 members with 100.00 each to use towards education/registration for FSMA meetings (certificate under sample forms). The certificate expires in 2 years and is good for 2 fall seminars or one annual meeting.

3. Add: FSMA registration fee shall be \$10.00 lower for students and \$20.00 higher for non members.

Mary Lou Allison, CMA-C, (AAMA) made a motion to accept all 3 additions to the standing rules. Deniece Jozefiak, CMA (AAMA) seconded the motion. No further discussion. **MOTION CARRIED.**

\*Online registration and payment thru Pay Pal: Mary Lou spoke to Pay Pal on the phone and found out there is pay pal button with no monthly fee and flat per use is 2.7%. Mary Lou can make that happen if we choose for it to happen, but she would need help. Her local computer person will help Mary Lou for a small fee. Mary Lou knows the gist of how it is done, but needs guidance. Mary Lou Allison, CMA-C, (AAMA) made a motion that we use the Pay Pal button for registration and that Mary Lou can get paid help from a computer person to help her make it work. You do not have to have a Pay Pal account to use it. Judy Seymour, CMA (AAMA) seconded the motion. The registration form will have to be a HTML page done by Mary Lou. Other forms of payment will still be accepted for registration. Mary Lou Allison, CMA-C, (AAMA) will be the one handling the monies and registration forms. The Pay Pal option will be effective for the November meeting. No further discussion. **MOTION CARRIED.**

## **ANNOUNCEMENTS**

\*\*\***Recertification by Continuing Education Time Limit.** Effective January 1, 2020, an individual whose credential has been expired for more than 3 months forfeits the right to reactivate the credential by continuing education and must sit for the CMA (AAMA) Certification/Recertification Examination. \*\*

\*Update from the CEB on the ABC Geriatrics (available now), ABC Pediatrics is being developed and the ABC Educator soon to start development.

\*Reminder to encourage your practices to recommend Colorectal Cancer screening tests. This is an important campaign that AAMA supports and encourages.

\*The fall FSMA conference will be held November 9, 2019 at Embassy Suites by Hilton Fort Meyers-Estero. 10450 Corkscrew Commons Drive, Estero, FL 33928. Phone 230-444-5497. Room rate is \$129.00. Free parking. Hotel link coming soon.



## **PAGE 7 POST CONFERENCE MEETING MINUTES**

\*The FSMA Annual Conference will be held May 1-2, 2020 at the Red Lion Buena Vista South. 5150 West Orlo Bronson Memorial Highway, Kissimmee, Fl. Phone 407-997-2800 (Florida Society of Medical Assistants). Room rate is 107.00, two free breakfasts, waived resort fee, no charge for education rooms, and free parking. Deadline for hotel booking is 4/10/20. Due to the size of the education room, Maria recommends no more than 100 attendees.

\*Don't forget to make your hotel reservations. All information will be on the FSMA website prior to each conference.

\*The 63<sup>rd</sup> AAMA National conference will be held September 13-16, 2019 at the Sheraton Greensboro at Four Seasons in Greensboro, North Carolina. The 64<sup>th</sup> AAMA National conference will be held September 11-14, 2020 at the Hilton Orlando Lake Buena Vista, Fl.

\*The 65<sup>th</sup> AAMA Annual conference will be held September 24-27, 2021 at the Westin Galleria Houston in Houston, Texas.

\*Deniece Jozefiak, CMA (AAMA) wanted to thank Patricia Rock for bringing her students to the conference.

\*Mary Lou reminded us that the post conference agenda is on the FSMA website so you can refer to the above dates easily and put them in your calendar.

\*The minutes will be placed on the FSMA website after completion for all to review and will be voted upon at the next executive council meeting in November.

There being no further business to be brought before the FSMA Executive Council, the meeting was adjourned at 6:51 pm.