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

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 11th 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 2nd in St. Petersburg and August 17 having mini seminar at Saint Anthony's Hospital, see Nancy for details on the mini seminar.

**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
North Florida	Loxie Kistler, CMA (AAMA)	Verbal

*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

EXECUTIVE COMMITTEE REPORTS

Budget & Finance	Mary Lou Allison, CMA-C, (AAMA)	No report
Bylaws/P&P	Heidi Fortin, CMA (AAMA)	

*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.

Marketing/Comm.Outreach 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.

M**eeting Coordinator** Marsha Benedict, MSA, CMA-A (AAMA) No report

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.

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.

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*****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.

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*****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 63rd AAMA National conference will be held September 13-16, 2019 at the Sheraton Greensboro at Four Seasons in Greensboro, North Carolina. The 64th AAMA National conference will be held September 11-14, 2020 at the Hilton Orlando Lake Buena Vista, Fl.
*The 65th 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.