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). 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.

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

Thanks for the opportunity to serve as FSMA Secretary.