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.

Unanimous approval of the online registration fee and the Web Master was given permission to proceed.

Conducted with the treasurer and web master a sample registration with new PayPal system. All a go.

Approved Fall 2020 Education Agenda and Registration.

Prepared a Welcome and updates of future conferences to be placed on the screen at the Fall Conference.

Hotel approved to Fairfield Inn Daytona for the January 2021 Conference.

Due to an Achilles Tear and Surgery unable to attend the AAMA Conference in Greensboro. Pictures were send from the Delegates that were posted on the FSMA Website. FSMA was well represented with 4 delegates and along with Leticia Velez that recently moved from Arizona to join Florida Society.

Congratulations to FSMA Loxie Kistler CMA (AAMA) and Mary Lou Allison CMA-C (AAMA) for being awarded from AAMA an Excel Award for Marketing, Promotion and Recruitment. This quite a feat and many hours of work. Statistics had to be shown to receive this award. Betty Springer CMA(AAMA) started the Constant Contact and Loxie continued the process the past couple of years. Over the years FSMA was able to show statistics that granted this award. Thank you to all involved in this process.

Updated Sample Evaluation and Checklist for conferences were placed on the website under sample forms.

Invitation to the Fall Conference was sent to the Liaison Group.

Call to order sent for Fall Meeting and reports sent to be filed on FSMA website.

Shared Don Balasa's presentation on the pilot program for certification with the executive board and other members.

Gathered information of all Medical Assisting Programs in Florida. Shared this list with Communications and Community Outreach Chair, Webmaster and all chapters for their use. Suggested that the list be saved on the with FSMA documents on the website.

Called and send Florida Schools information on New Pilot program and shared conference information.

Email vote regarding AAMA representative sent to Executive Council. AAMA form with three representatives selected; Monica Case, Deborah Novak, Patty Licur.

Discussion with previous education chair regarding repeat of topics at chapter, state and online should be avoided. Topics are listed on the AAMA website for all the topics approved for FSMA. Suggestion that the site be visited prior to selecting topics for topics at all chapter, stated and online Standing Rule may be required.

Answered all website correspondence and mail from members, board and AAMA in a timely manner.