



Florida Society of Medical Assistants  
Executive Council Meeting  
Courtyard by Marriott, Cocoa Beach, Florida  
May 1, 2016

The Executive Council Meeting of the Florida Society of Medical Assistants was called to order at 8:00 AM, by President Maria Wiegelmann CMA (AAMA). The roll was taken by Gayle Bell, CMA (AAMA), FSMA Secretary to establish a quorum.

**ROLL CALL**

President	Maria Wiegelmann, CMA (AAMA)	Present
Vice President	Judy Seymour, CMA (AAMA)	Present
Secretary	Gayle Bell, CMA (AAMA)	Present
Treasurer	Mary Lou Allison, CMA-C (AAMA)	Present
Speaker of the G.A.	Patricia Allen, CMA (AAMA)	Excused
Vice Speaker of the G.A.	Mary Morris, CMA (AAMA)	Present
Immediate Past President	Kathryn Panagiotacos, CMA (AAMA)	Present

**CHAPTER REPRESENTATIVES**

Brevard	Linda Vitzthum, CMA (AAMA)	Absent
Central Gulf Coast	Patricia Allen, CMA (AAMA)	Excused
Central Florida	Maria Wiegelmann, CMA (AAMA)	Present
Mid-Gulf	Divina Mojica-Brian, CMA (AAMA)	Absent
North Florida	Gayle Bell, CMA (AAMA)	Present
Southeast	Joyce Baldwin, CMA (AAMA)	Present
Southwest	Deniece Jozefiak, CMA (AAMA)	Excused
Treasure Coast	Theresa Errante- Parrino, CMA (AAMA)	Present

**COMMITTEE CHAIRS**

Budget/Finance	Mary Lou Allison, CMA-C (AAMA)	Present
Bylaws/ Policy and Procedures	Carol Francis, CMA (AAMA)	Excused
Continuing Education	Sarasota: TBA	

1		Orlando 2017: Mary Hill, CMA (AAMA)	Absent
2	Marketing/Community	Betty Springer, CMA-C (AAMA)	Present
3	Outreach		
4	Meeting Coordinator	Marsha Benedict, CMA-A (AAMA)	Present
5	Membership/Certification	Christine Petsalis-Giri, CMA (AAMA)	Excused
6	Nominating	Judy Seymour, CMA (AAMA)	Present

7

8 **PHYSICIAN LIAISON**

9			
10	Physician Liaison	Joel Martin, MD	Present

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12 **SEATING OF THE PROXIES**

13

14 Marsha Benedict CMA-A (AAMA) made a motion to approve the seating of Ruth

15 Lapio, CMA (AAMA) for the Southwest Chapter in place of Deniece Jozefiak, CMA

16 (AAMA), and Olive Devine, CMA (AAMA) for the Central Florida Chapter in place of

17 Maria Wiegelmann, CMA (AAMA). Kathryn Panagiotacos, CMA (AAMA) seconded

18 the motion. No further discussion. **MOTION CARRIED.** The proxies were seated.

19

20 There was a quorum present.

21

22 The minutes of the Executive Board Meeting held April 29, 2016 will be available

23 online within 30 days of this meeting.

24

25 **TREASURER REPORT**

26

27 Checking: \$27,877.62

28 Savings: \$22,376.06

29 Balance: \$50,253.68 prior to hotel expenses and

30 Country store \$296.25 profit

1 **OFFICER REPORTS**

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3	President	Maria Wiegelmann, CMA (AAMA)	no report
4	Vice President	Judy Seymour, CMA (AAMA)	no report
5	Secretary	Gayle Bell, CMA (AAMA)	no report
6	Treasurer	Mary Lou Allison, CMA-C (AAMA) *	
7	* Quicken 2013 is outdated and soon treasurer would be unable to connect with the		
8	bank. The new budget reflects \$75 allocated funds for the update.		
9	Speaker of the G.A.	Patricia Allen, CMA (AAMA)	no report
10	Vice Speaker of the G.A.	Mary Morris, CMA (AAMA)	no report
11	Immediate Past President	Kathryn Panagiotacos, CMA (AAMA)	no report

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13 **CHAPTER REPRESENTATIVE REPORTS**

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15	Brevard	Linda Vitzthum, CMA (AAMA)	no report
16	Central Gulf Coast	Patricia Allen, CMA (AAMA)	no report
17	Central Florida	Maria Wiegelmann, CMA (AAMA)	no report
18	Mid-Gulf	Divina Mojica-Brian, CMA (AAMA)	no report
19	North Florida	Gayle Bell, CMA (AAMA)	no report
20	Southeast	Joyce Baldwin, CMA (AAMA)	no report
21	Southwest	Deniece Jozefiak, CMA (AAMA)	no report
22	Treasure Coast	Theresa Errante- Parrino, CMA (AAMA)	no report

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24

25 **EXECUTIVE COMMITTEE REPORTS**

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27	Budget/Finance	Mary Lou Allison, CMA-C (AAMA)	
28	*New budget allocation of \$75 for Quicken update for treasurer.		
29	Bylaws/Policy and Procedures	Carol Francis, CMA (AAMA)	no report
30	Continuing Education	Sarasota: TBA	
31		Orlando 2017: Mary Hill, CMA (AAMA)	no report
32	Marketing/ Community Outreach	Betty Springer, CMA-C (AAMA)	
33	* A complete review will be made of the marketing strategic plan. This year, things		
34	will be measured with data and reported as to provide information, in order to react		
35	more quickly if there is an issue. Some things cannot be measured, however, you		
36	can see if it has an effect; if action was taken and was of interest.		
37			
38			

1 \*Survey Monkey will be used for surveys with Brevard and Indian River State  
2 College students. We also have survey ability on constant contact. It would be a  
3 short survey on a variety of topics.

4  
5 \*Committee member Jeanne Von Olsen is the FSMA Facebook interaction liaison for  
6 our group; George LaBarka sends postcards to members who do not have current  
7 usable email listed with us; Janice Caplan is the committee sounding board.

8  
9 \*Focus this year is on leadership, trust, and group recognition. WE are the GO TO  
10 group for outside agencies. Instead of us going and collaborating, have groups come  
11 to us as a resource for medical assisting groups in the state of Florida. WE are going  
12 to have to be representative of medical assisting as a profession. Promoting what  
13 we believe is the standard.

14  
15 \*We have communicated with healthcare agencies which is our community outreach  
16 and increased our social media; instagram, iCloud and twitter accounts have been  
17 started.

18  
19 \*Emails are being set up on legislative action and 'WE Power #1' will be promoted.

20  
21 \*Prescription program, Florida RX card direct from state, support from Florida  
22 Medical Association and the FSMA.

23  
24 \*An online training module is being worked on for fetal alcohol spectrum disorders  
25 and small educational meetings around the state for suicide recognition.

26

27

28 Meeting Coordinator Marsha Benedict, CMA-A (AAMA)

29 \* Fall Conference is November 5, 2016 at the Holiday Inn - Lakewood Ranch in  
30 Sarasota FL with the negotiated room rate of \$107.00 a night.

31

32 \*The Annual Conference for May 5, 2017 to May 6, 2017 is at Hilton Garden Inn in  
33 Orlando at Sea World with the negotiated room rate of \$109 king bed or \$119  
34 double queen beds per night.

35

36 Membership/ Christine Petsalis - Giri, CMA (AAMA) no report

37 Certification

1 Nominating Judy Seymour, CMA (AAMA)  
2 \*Ruth Lapio and Marsha Benedict have volunteered to be on the nominating  
3 committee. President Maria Wiegelmann encouraged other committee chairs to  
4 have small committees to help and support them. Betty Springer made the point  
5 that many members do not have the time to devote to a committee, but are willing to  
6 take on tasks with a set time period and report. Maria Wiegelmann agreed and that  
7 is why she has setup different chapters to help with the Sarasota Conference so that  
8 no one chapter is overwhelmed, and to give others the opportunity to do it.

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10 **PHYSICIAN LIAISON REPORT**

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12 Physician Liaison Joel Martin, MD No report  
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15

16 **UNFINISHED BUSINESS**

17 None  
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20 **NEW BUSINESS**

- 21
- 22 1. Update on FL Medical Practice Act initiative; Betty Springer reported that we  
23 received confirmation that we could move forward with our gross objective that  
24 through outreach we can establish different connections. We basically have the  
25 overview and action plan to move forward in the next couple of years. That the  
26 reference committee will give us the talking points so that we are unified with the  
27 same message in what we are trying to accomplish. WE want to establish talking  
28 points, comfort levels and 'go to' people.
  - 29 2. Online registration and payment for future seminars; Mary Lou Allison researched it  
30 and Betty Springer mentioned that we have the capability through constant contact  
31 a program we already have. Constant contact has a variety of organizational  
32 mechanisms. The big stop is that they anticipate that there would be activity  
33 throughout the year and we would only utilize it twice a year. We will look into a  
34 special dispensation to start and stop. Another is YAPP, it needs further research  
35 and can be organized to suit our needs. Marsha Benedict would review it for the  
36 reports aspect and Mary Lou Allison would review it for the financial aspect. It can  
37 possibly be reviewed in time for setup for the November Conference. The hold  
38 back, in the past, has been paying monthly fees when you use it twice a year.  
39 Square was brought up, and the question of does it produce the reports that we

- 1 would want to utilize. Mary Lou Allison to head a committee tasked with  
2 researching possibilities and report by July 1, 2016. Betty Springer and Theresa  
3 Errante-Parrino will assist in providing information. There is a willingness to spend  
4 money for the benefits of service to the members of convenience and ease of  
5 payment and capturing information for reports.
- 6 3. After discussion it was decided to look into having a seminar/board meeting on a  
7 Saturday in July of 2016. A half day will be devoted to the board meeting and a half  
8 day of education opportunity, possible Fetal Alcohol Syndrome training at this  
9 seminar. Marsha Benedict and Betty Springer will look into possible locations and  
10 logistics.
- 11 4. Chapters are to notify Mary Lou Allison, the website coordinator, of dates of  
12 meetings and seminars so that they can be listed on the events page. This is  
13 required before placement on the events calendar on the FSMA website.
- 14 5. Chapters are requested to see that their list of chapter officers and events are up to  
15 date on website. Please check with Mary Lou Allison on seminar dates to ensure  
16 other seminars are not going on nearby at the same time so that members wishing  
17 to go to both can do so. Please be clear in your emails what is being requested (i.e.  
18 location on web page information is to go.)
- 19 6. Locations and dates for upcoming meetings; Gayle Bell of North Florida Chapter  
20 will research possibility of having a one day seminar on a Saturday in Fall 2017 at  
21 First Coast Technical College. Marsha Benedict will look into locations for the  
22 Annual meeting in 2018.
- 23 7. Discussion made on bylaws changes regarding;
- 24 1. qualifications for Executive Council; Dues must be paid by December 31st of  
25 the previous year. Bylaws to be updated.
- 26 2. Vice President; That the Vice President would be assuming the Presidency  
27 the following year. Already in Policy and Procedures. Bylaws to be  
28 updated.
- 29 Carol Francis will prepare the updated bylaws changes to be voted on at the  
30 2017 General Assembly.
- 31 8. Request from Mary Lou Allison regarding shredding of old documents. The  
32 treasurer's papers from the 1990's on have been purged and we have kept records  
33 digitally for eight (8) or more years. More than 70 pounds of paper will be  
34 taken for shredding at 99 cents a pound, \$100.00 have been budgeted for  
35 shredding and destruction of documents. Mary Lou Allison will have purged  
36 treasurer's documents destroyed and Ruth Lapio will have purged registration  
37 documents destroyed.

1 9. We do not want to host the 2018 AAMA National Conference.  
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4 **ANNOUNCEMENTS**

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6 1. The deadline is June 1, to apply for Excel Awards given each year at the National  
7 Conference by AAMA. You can go to the AAMA website to see what kind of  
8 positions you can nominate for at state level.

9 2. Send in your information to AAMA by June 1, if you are interested in volunteering  
10 for a committee at the National Level.

11 3. FSMA Fall meeting in Sarasota, FL on November 5, 2016 at the Holiday Inn,  
12 Lakewood Ranch

13 4. Reminder that Chapter Officer Notification is due to National by June 1.  
14 Please forward copy to FSMA President also so that officers can be listed on  
15 website.

16 5. Some upcoming chapter events:

17 North Florida: May 21 – officer elections and CEU

18 Brevard: May 17 – officer elections at Pizza Gallery in Viera – 6:30pm

19 Treasure Coast: May 23 CEU on CLIA waived testing at IRSC at 10:00am

20 Mid-Gulf: May 14 seminar 3.5 CEUs and officer elections

21 Southwest: June 4 seminar 6 CEUs at Fawcett Memorial Hospital, Port Charlotte

22 Central Florida: May 18 officer elections and CEU

23 Central Gulf: May 26 CEU Update your policy manual Part 2

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25 There being no further business to be brought before the FSMA executive council,  
26 the meeting was adjourned by President Maria Wiegelmann, CMA (AAMA) at  
27 9:05 am.

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30 Minutes submitted by:

31 Gayle Bell, CMA (AAMA)

32 FSMA Secretary 2016-2017