Florida Society of Medical Assistants, Inc.

To: Deniece Josefiak CMA (AAMA)
Speaker of the General Assembly

Titiana Kordic, CMA (AAMA)
Vice Speaker of the General Assembly

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

May through October 2019

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

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 Kistler 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 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 sent 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 send to be filed on FSMA website.

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

Called and sent Florida Schools information on New Pilot program and shared any emails for CC.

October 2019 through February 2020

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.

Confirmed a Hotel for the LEAP session of AAMA to be held Thursday September 10, 2020.

FSMA Fall 2021 Conference with the North Florida Chapter to be held at Keiser University; 1800 Business Park; Daytona, Fl on Saturday 30, 2021 has been canceled. Conversation is ongoing with Coco Campus Eastern Florida State University to hold the conference on their campus.

Fairfield Inn Daytona for the January 2021 Conference cancelled our reservations due to event at Daytona. Seeking a new hotel if Eastern Florida State University approves use of their campus in Coco. January 2021 Conference Pending currently.

Traveled with Mary Lou Allison CMA-C (AAMA) to West Palm campus of South Eastern College (Keiser) to meet with Brian Dickens Program Director regarding holding South East Chapter meetings on his campus. A survey was discussed and further developed to be sent out to all South East Chapter members and graduates, extern sites, advisory board members and students of South Eastern Campus (Keiser). Results are pending.

Corresponded with Monica Case CMA (AAMA), Florida AAMA Representative.

The FSMA Board of Directors were polled regarding the continuation of the Constant Learning and Constant Contact. The final vote was to discontinue the Constant Learning and Continue the Constant Contact. Linda

Vitzum has volunteered to send the blasts for FSMA and Chapters. Mary Lou Allison CMA-C (AAMA) has volunteered along with her webmaster position to keep all the emails up to date.

Shared all correspondence from AAMA with the FSMA Board of Directors throughout the year.

Invitation was sent to the FSMA Liaison Representatives to attend the Annual General Assembly.

Prepared a new form that is mandatory for all Program Planners to send to Constant Contact and the Web Master when a request is made to send a blast or place a conference on the website calendar. The form can be found on the website under documents.

Information was shared with the executive board that FSMA membership as of 8/31/2019 was 866 and our delegate representatives to the AAMA 2020 House of Delegates would be four (4).

All Executive Board Members were asked to send their proxy information for the President and Secretary prior to the Pre -General Assembly Executive Board meeting and Post General Assembly Executive Board meeting.

Due to the Corona Virus an administrative emergency was declared by the Executive Board via email to include the cancellation of the FSMA Annual Conference May 1-2, 2020.

Thank you to Loxie Kistler, Linda Vitzum and Mary Lou Allison that worked with your President (after confirming with Don Balasa) a means to conduct voting for our officers, delegates to AAMA and two important bylaws changes. An eblast was prepared to Notice all members eligible to vote that an additional eblast will be sent with Survey Monkey attached (like a ballot) for everyone to vote on the issues. Following one week, the tally will be given to the Speaker of the House, Deniece Jozefiak who will prepare an eblast and report to be posted on the website in lieu of an annual GA minutes.

Corresponded with AAMA and AAMA Representative regarding canceling the Conference.

Thank you goes out to all Board of Directors, members of FSMA that has made this year a successful and eventful year.

UNITED **WE** BUILD A BETTER FUTURE.