Florida Society of Medical Assistants, Inc.

February 22, 2020

TO: Deniece Jozefiak, CMA (AAMA)
Speaker of the General Assembly

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

FROM: Mary Morris, CMA (AAMA)
FSMA Secretary 2019-2020

RE: Annual Report May 2020

This officer has seen to the duties of FSMA Secretary as outlined in the FSMA Policy and Procedure Manual. This officer has been available to the executive council and all members via email and phone as needed. The task of having the minutes to the President for review by four weeks post meeting has been met.

The April 26, 2019 Annual Pre Conference meeting minutes were typed up and emailed to President Marsha Benedict, CMA-A (AAMA) and Loxie Kistler, CMA (AAMA) on 5/11/19 for review. The April 27, 2019 Annual Post Conference meeting minutes were emailed to President Marsha Benedict, CMA-A (AAMA) and Vice President Loxie Kistler, CMA (AAMA) on 5/26/19 for review.

After review by the above persons and corrections being made, both Pre and Post Conference minutes were sent to Mary Lou on 6/1/19 for inclusion on the FSMA website.

The November 9, 2019 fall seminar meeting minutes were emailed to the President and Vice President to review on 12/8/19. Changes to the minutes as recommended were done and sent back to the President and Vice President for final review.

The taped recording of all minutes is reviewed prior to the final minutes being sent to the FSMA President and Vice President to ensure the accuracy of the minutes as written.

All of the minutes have been placed on the FSMA web site, in a timely manner, for all members to view prior to each meeting.

This officer was asked to be Minutes chair for the FSMA General Assembly April 26, 2019. These minutes were emailed to the Speaker and Vice Speaker on 6/15/19 for review and corrections made as directed by Speaker Fortin.

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

It has been a pleasure for this officer to serve as your FSMA Secretary this past year.