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## **FLORIDA SOCIETY OF MEDICAL ASSISTANTS**

**68<sup>TH</sup> ANNUAL MEETING OF THE FLORIDA SOCIETY OF MEDICAL ASSISTANTS**

**APRIL 30, 2022 AGENDA**

**Saturday April 30, 2022**

**General Session begins at 2:15PM**

**Presiding: Deniece Jozefiak, CMA (AAMA) FSMA President**

**Pledge of Allegiance: All members in attendance**

**Invocation: Marsh Benedict, CMA-A (AAMA)**

**Welcome: Deniece Jozefiak, CMA (AAMA) FSMA President**

**First Session of the General Assembly Begins Immediately Following the General Session**

**Call to Order: Judith Seymour, CMA (AAMA), Speaker of the General Assembly**

**Special Announcement: Deniece Jozefiak, CMA (AAMA) FSMA President**

**Introduction of FSMA 2021-2022 Officers: Linda Vitzthum, CMA (AAMA) Vice Speaker of the General Assembly**

**Introduction of FSMA Past Presidents and Physician Liaison: Linda Vitzthum, CMA (AAMA) Vice Speaker of the General Assembly**

**Announcement of General Assembly Appointments: Judith Seymour, CMA (AAMA), Speaker of the General Assembly**

**Report of the Credentials Chair: Mary Lou Allison, CMA-C (AAMA) and Joyce Baldwin, CMA (AAMA)**

**Approval of the General Assembly Agenda: Judith Seymour, CMA (AAMA), Speaker of the General Assembly**

**Orientation of Voting Members: Judith Seymour, CMA (AAMA) Speaker of the General Assembly**

**Adoption of the Convention Rules: Judith Seymour, CMA (AAMA) Speaker of the General Assembly**

**Report of the Nominating Chair: Marsha Benedict, CMA-A (AAMA) Nominating Chair**

**Nominations from the Floor: Linda Vitzthum, CMA (AAMA) Vice Speaker of the General Assembly**

**Presentation of Candidates: Linda Vitzthum, CMA (AAMA), Vice Speaker of the General Assembly**

## **VOTING**

**Reference Committee Reports: TBA**

**Report of Voting**

**Announcement of New Officers: Linda Vitzthum, CMA (AAMA) Vice Speaker of the General Assembly**

**Unfinished Business: Judith Seymour, CMA (AAMA), Speaker of the General Assembly**

**New Business: Judith Seymour, CMA (AAMA), Speaker of the General Assembly**

**Speakers' Closing Statement: Judith Seymour, CMA (AAMA), Speaker of the General Assembly**

**Announcements: Judith Seymour, CMA (AAMA), Speaker of the General Assembly**

**Adjournment: Judith Seymour, CMA (AAMA), Speaker of the General Assembly**



# FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: April 29, 2022

To: Judy Seymour, CMA (AAMA)  
FSMA Speaker of the General Assembly  
  
Linda Vizthum, CMA (AAMA)  
FSMA Vice Speaker of the General Assembly

From: Deniece Jozefiak, CMA (AAMA)  
FSMA President

This officer has responded to all e-mails and correspondences in a timely fashion.

This officer is looking forward to the upcoming FSMA seminar via Zoom April 29 and 30, 2022.

Form was filled out and sent to Kathy Langley at AAMA for the Boards choice of AAMA Rep for the Annual Conference. Original AAMA rep was Virginia Thomas, CMA (AAMA). When FSMA switched to zoom, there was a change in our rep. We will be honored to have Shelley Gingrich, CMA (AAMA). Her time to talk about AAMA was changed to accommodate the time zone difference.

Call to Executive Board was sent out for April 29 and 30 ,2022 via e-mail.

This officer has set up all zoom meetings for FSMA. All PowerPoints from speakers have been placed on the FSMA Website.

This officer set up the zoom meeting on Bylaws with Don Balasa, JD MBA. Prior to talking about Bylaws Don brought up the New Nurse Practice Act in Florida. APRN's can oversee the Medical Assistant. Some APRN's are going solo. You can find the information on the Florida Nurse Practice Act on the Florida medical Practice Act. Please direct any questions or concerns to Don Balasa at AAAMA, as this is new.

At this meeting a general question was asked about states with viable chapters and states wanting to go bi-level what was the solution? Mr. Balasa said if the state has viable active chapters the state would remain Tri-level, protecting chapters that are actively providing CEU's and Board meetings to the Chapter members

There will be a Bylaw proposal regarding FSMA delegates to FSMA made due to concerns of members and not FSMA Board members.

This officer met with The Membership Committee via phone conference regarding the Mid Gulf Chapter. A zoom meeting will be held March 31, 2022, with the members of the chapter. A report will be given at the annual meeting.

This officer was notified March 10, 2022, that FSMA will be allowed five delegates to FSMA to Myrtle Beach, South Carolina October 21-24, 2022

Deadline for AAMA Committee Volunteer is August 1, 2022.

Deadline for Excel Awards is July 1, 2022.

The FSMA Board agreed to sponsor the AAMA Annual meeting in September 2023. Date unknown. Marsha Benedict, CMA-A (AAMA) has agreed to be chair and I have agreed to be CO-Chair. This will be a group effort of WE so FSMA can put on a great conference. Looking forward to seeing members step up to help during this meeting. Students and non-board members are welcome to help.

This officer would like to thank Marsha Benedict, CMA-A (AAMA) and her team that tried to get a person meeting together this past January 2022. They all pulled together and did an excellent job. Unfortunately, the meeting was changed to zoom due to Covid. Thank you again for making the Education a success. During this process Marsha mentored members and FSMA will have a new Education Chair and and Educators Forum Chair.

This officer would like to thank Mary Lou Allison, CMA-C (AAMA) for her demanding work with e-blasts and constant contact for all meetings. Will discuss work on website at the upcoming meeting. Mary Lou continues to work on the Website to update to better meet the needs of the FSMA membership.

This officer would like to thank Kathryn Panagiotacos, CMA (AAAMA) and the Membership Committee for the hard work with the North Chapter and now the Mid Gulf Chapter.

This officers thanks everyone for their hard work and now having other chapters do zoom meetings, means WE are moving forward for the betterment of FSMA.

Hope you all continue to stay safe and well.

85

86

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## Florida Society of Medical Assistants, Inc.

2 March 12, 2022

3

4 TO: Judy Seymour, CMA (AAMA)  
5 Speaker of the General Assembly

6

7 Linda Vitzthum, CMA (AAMA)  
8 Vice Speaker of the General Assembly

9

10 FROM: Mary Morris, CMA (AAMA)  
11 FSMA Secretary 2021-2022

12

13 RE: Annual Report April 2022

14

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

19

20 The Pre Conference executive council minutes from April 16, 2021 were typed up and emailed  
21 to FSMA President Marsha Benedict, CMA-A, (AAMA) and Vice President Deniece Jozefiak,  
22 CMA (AAMA) on 5/9/21 for both to review. The Post Conference executive council minutes  
23 from April 17, 2021 were emailed to incoming President Deniece Jozefiak, CMA (AAMA) on  
24 5/16/21 for review. The fall executive council meeting minutes from October 23, 2021 were  
25 emailed to Deniece Jozefiak, CMA (AAMA) on November 14, 2021 for review. The January 22,  
26 2022 winter executive council minutes were sent to President Deniece Jozefiak, CMA (AAMA)  
27 on February 19, 2022 with an email to Mary Lou Allison, CMA-C, (AAMA) on February 20,  
28 2022 for posting of the minutes on the FSMA website. Corrections were made as needed to  
29 all minutes.

30

31 The taped recording of all minutes is reviewed prior to the final minutes being sent to the  
32 FSMA President to ensure the accuracy of the minutes as written. As a reminder, for 2021-  
33 2022, we did not have a Vice President.

34

35 All of the minutes have been placed on the FSMA web site, in a timely manner, for all  
36 members to view prior to each meeting. As of the January 2022 meeting, all minutes on the  
37 FSMA website have gone from draft to final status.

38

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



# FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

04.29.2022

To: Judy Seymour, CMA (AAMA) Speaker of General Assembly  
Linda Vitzthum, CMA (AAMA) Vice Speaker of General Assembly

From: Mary Lou Allison, CMA-C(AAMA), Treasurer

Re: Treasurer Annual Report

All financial data is in order. The FSMA bank accounts are at Bank of America, bank statements have been digitally saved.

All banking is done online at the BOA Website.

The FSMA President has always been provided with the Bank Login information.



## Florida Society of Medical Assistants, Inc.

April 30, 2022

To: Judy Seymour, CMA (AAMA) FSMA Speaker  
Linda Vitzthum, CMA (AAMA) Vice Speaker  
FSMA Executive Board  
FSMA Liaison

From: Marsha Benedict MSA, CMA-A (AAMA)  
FSMA Past President

This officer has been available to assist in any FSMA President or FSMA Executive Board requests.

All correspondence has been answered in a timely manner.



# FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

April 29, 2022

To: Judith Seymour, CMA (AAMA)  
Speaker of the General Assembly

Linda Vitzthum, CMA (AAMA)  
Vice Speaker of the General Assembly

From: Judith Seymour, CMA (AAMA)  
Speaker of the General Assembly

This officer has been available to assist the FSMA Executive Council and FSMA members when needed. All correspondence has been addressed in a timely fashion.

This officer did attend executive council meetings held virtually via Zoom.

This officer along with the Vice Speaker of the General Assembly, is prepared to hold the 68<sup>th</sup> Annual FSMA General Assembly via Zoom on Saturday, April 30, 2022.

It was a pleasure serving FSMA in this capacity.



# FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1

2

3 Date March 16, 2022

4

5

6 To: The FSMA executive board and general assembly

7

8 From: Linda Vitzthum, CMA (AAMA)

9

10 I have attended meetings, responded to emails in a timely manner and am

11 working on learning the duties of an education committee member and co-chair

12 as well as other duties.



# FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: April 29, 2022

To: Judy Seymour, CMA (AAMA)  
FSMA Speaker of the General Assembly  
  
Linda Vitzhum, CMA (AAMA)  
FSMA Vice Speaker of the General Assembly

From: Alice Daniels, CMA (AAMA)  
FSMA Bylaws Committee Chair

This Committee Chair has all chapter Bylaws, and they are up to date. The FSMA Bylaws and Policy and Procedure Manual is on the FSMA Website.

There has been a proposal Bylaws summited and will be discussed at the AAMA General Assembly on April 30, 2022.

No other Bylaws has been proposed.



## **PROPOSED BYLAW CHANGE FOR APRIL 30, 2022, GENERAL ASSMEBLY**

Article XIV section 2-B-I

AAMA Delegates and Alternates shall be Active and or AAMA National Life members whose membership has not been revoked.

Add under section H:

AAMA Delegates and Alternates shall be an Active or AAMA national Life whose membership has not been revoked (**And must have previously served/or currently serving FSMA on the FSMA Executive Board**).

### **Rational:**

By sending experienced members to an AAMA conference as a Delegate/Alternate is a valuable for FSMA

# FSMA BUDGET 2021-2022

Description	ACTUAL	BUDGET
<b>INCOME</b>		
DUES	11465	9000
TOTAL DUES	11465	9000
<b>SEMINARS</b>		
FALL	0	2500
JANUARY	0	2500
TOTAL SEMINARS	0	5000
<b>ANNUAL MEETING</b>		
Registration Income	0	9000
Ways & Means Income	0	0
TOTAL ANNUAL MEETING	0	9000
<b>FUND TRANSFER FOR SPECIAL PROJECTS</b>		
	0	0
	0	0
	0	0
TOTAL SPECIAL PROJECTS	0	0
<b>TOTAL INCOME</b>	11465	23000
<b>EXPENSES</b>		
<b>AAMA ANNUAL MEETING</b>		
NATIONAL DEL/ALT	2000	5000
TOTAL AAMA ANNUAL MEETING	2000	5000
<b>SCHOLARSHIPS</b>		
MAXINE WILLIAMS	100	100

FSMA	0	0
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TOTAL SCHOLARSHIPS	100	100
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**SPECIAL PROJECTS**

TEST (ZELLE) +\$5 -\$5	0	0
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	0	0
--	---	---

	0	0
--	---	---

TOTAL SPECIAL PROJECTS	0	0
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**PRESIDENT**

Travel	0	125
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Misc Expense	0	25
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TOTAL PRESIDENT	0	150
-----------------	---	-----

**PRES-ELECT**

Presidents Gift	0	50
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Packets	0	25
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Misc Expense	0	0
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TOTAL PRES-ELECT	0	75
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**SECRETARY**

Misc Expense	0	10
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TOTAL SECRETARY	0	10
-----------------	---	----

**TREASURER & PIN**

Bond	122	125
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Pres. Pin Expense	0	190
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TOTAL TREASURER	122	315
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**SPEAKER / VICE SPEAKER**

Misc Expense	0	10
--------------	---	----

TOTAL SPEAKER / VICE SPEAKER	0	10
------------------------------	---	----

**Budget & Finance**

Misc Expense	0	10
--------------	---	----

TOTAL Budget & Finance	0	10
------------------------	---	----

**BYLAW-P&P**

Misc Expense	0	10
--------------	---	----

TOTAL BYLAW-P&P	0	10
-----------------	---	----

**CERTIFICATION & MEMBERSHIP**

TRAVEL	0	10
--------	---	----

AWARDS	0	0
--------	---	---

Misc Expense	0	0
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TOTAL CERTIFICATION & MEMBERSHIP	0	10
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**Communications**

Constant Contact	780	800
------------------	-----	-----

Website	119.4	125
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Misc Expense	0	0
--------------	---	---

SURVEY MONKEY	0	350
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TOTAL Communications	899.4	1275
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**CONTINUING EDUCATION**

ZOOM MEETINGS	299.9	200
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Misc Expense	0	
--------------	---	--

TOTAL CONTINUING EDUCATION	299.9	200
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**EDUCATOR ASSEMBLY**

Misc Expense	0	10
--------------	---	----

TOTAL EDUCATOR ASSEMBLY	0	10
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**MARKETING & COMMUNITY OUTREACH**

Communication	0	100
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Marketing	0	100
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Misc Expense	0	0
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TOTAL MARKETING	0	200
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**Meeting Coordinator**

Misc Expense	0	10
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TOTAL Meeting Coordinator	0	10
<b>NOMINATING COMMITTEE</b>		
Misc Expense	0	10
TOTAL NOMINATING COMMITTEE	0	10
<b>Annual Meeting Expenses</b>		
AV	0	1000
HOTEL DEPOSIT MADE 06-15-2020	0	0
Hotel Expense	0	6000
Room & Reg Pres & AAMA Rep Room & Exp.	0	1000
Color Guard HOD	0	100
Decorations Installation	0	50
Reg Supp	0	350
Speaker Honorarium ZOOM	400	1500
Misc Expense	0	0
TOTAL Annual Meeting Expenses	400	10000
<b>Fall Seminar</b>		
AV	0	250
Hotel Expense		3000
Reg Supplies	0	150
Speaker Honorarium ZOOM	400	500
Misc Expense	0	10
TOTAL Fall Seminar	400	3910
<b>January Meeting 2022</b>		
Speaker Honorarium ZOOM	500	500
Total January Meeting		
TOTAL EXPENSES	3821.3	17395
TOTAL INCOME	11465	

# FSMA BUDGET 2022-2023

Description	ACTUAL	BUDGET
<b>INCOME</b>		
DUES	0	11000
TOTAL DUES	0	11000
<b>SEMINARS</b>		
FALL	0	2500
Ways & Means Income	0	30
TOTAL SEMINARS	0	2530
<b>ANNUAL MEETING</b>		
Registration Income	0	6200
Ways & Means Income	0	0
TOTAL ANNUAL MEETING	0	6200
<b>FUND TRANSFER FOR SPECIAL PROJECTS</b>		
NEW WEBSITE	0	2000
MISC	0	0
	0	0
TOTAL SPECIAL PROJECTS	0	0
<b>TOTAL INCOME</b>	0	19730
<b>EXPENSES</b>		
<b>AAMA ANNUAL MEETING</b>		
NATIONAL DEL/ALT	0	7000
	0	0
Photo	0	0
TOTAL AAMA ANNUAL MEETING	0	7000

**SCHOLARSHIPS**

MAXINE WILLIAMS	0	100
FSMA/ DAVID KNIGHT AWARD	0	100
TOTAL SCHOLARSHIPS	0	200

**SPECIAL PROJECTS**

	0	0
	0	0
	0	0
TOTAL SPECIAL PROJECTS	0	0

**PRESIDENT**

Travel	0	125
Misc Expense	0	25
TOTAL PRESIDENT	0	0

**PRES-ELECT**

Presidents Gift	0	50
Packets	0	25
Misc Expense	0	0
TOTAL PRES-ELECT	0	75

**SECRETARY**

Misc Expense	0	10
TOTAL SECRETARY	0	10

**TREASURER & PIN**

Bond	0	125
Pres. Pin Expense	0	200
TOTAL TREASURER	0	325

**SPEAKER / VICE SPEAKER**

Misc Expense	0	10
TOTAL SPEAKER / VICE SPEAKER	0	10

<b>Budget &amp; Finance</b>		
Misc Expense	0	10
TOTAL Budget & Finance	0	10
<b>BYLAW-P&amp;P</b>		
Misc Expense	0	10
TOTAL BYLAW-P&P	0	10
<b>CERTIFICATION &amp; MEMBERSHIP</b>		
TRAVEL	0	0
AWARDS	0	0
Misc Expense	0	10
TOTAL CERTIFICATION & MEMBERSHIP	0	10
<b>Communications</b>		
Constant Contact	0	500
Website	0	2000
Misc Expense	0	0
TOTAL Communications	0	2500
<b>CONTINUING EDUCATION</b>		
ZOOM MEETINGS	0	400
Misc Expense	0	
TOTAL CONTINUING EDUCATION	0	400
<b>EDUCATOR ASSEMBLY</b>		
Misc Expense	0	100
TOTAL EDUCATOR ASSEMBLY	0	100
<b>MARKETING &amp; COMMUNITY OUTREACH</b>		
Communication	0	100
Marketing	0	100
Misc Expense	0	0
TOTAL MARKETING	0	200

<b>Meeting Coordinator</b>		
Misc Expense	0	10
TOTAL Meeting Coordinator	0	10
<b>NOMINATING COMMITTEE</b>		
Misc Expense	0	10
TOTAL NOMINATING COMMITTEE	0	10
<b>Annual Meeting Expenses</b>		
AV	0	1000
HOTEL DEPOSIT	0	0
Hotel Expense	0	2500
Room & Reg Pres & AAMA Rep Room & Exp.	0	1000
Color Guard HOD	0	100
Decorations Installation	0	50
Reg Supp	0	100
Speaker Honorarium	0	1500
Misc Expense	0	0
TOTAL Annual Meeting Expenses	0	6250
<b>Fall Seminar</b>		
AV	0	250
Hotel Expense		1500
Reg Supplies	0	350
Speaker Honorarium	0	500
Misc Expense	0	0
		10
TOTAL Fall Seminar	0	2610
TOTAL EXPENSES	0	19730
TOTAL INCOME	0	19730



## Florida Society of Medical Assistants, Inc.

3 April 30,2022

4

5 To: Judith Seymour, CMA (AAMA), Speaker of the General Assembly

6 Linda Vitzthum, CMA (AAMA), Vice Speaker of the General Assembly

7 Executive Board

8

9 From: Theresa Davidson, CMA (AAMA) Brevard Chapter, Treasurer

10 FSMA Meeting Coordinator/Education Chair

11

12 FSMA Winter Conference January 22, 2022, was held on ZOOM Meeting

13 Speakers provided an excellent education (5 CEU's)

14

15 Phillip J. Blatt, PT, PhD

16 Be STEADI for Fall Prevention 1 CEU CG

17

18 Holly W. Pomeranz D.O.

19 History and Physical an Art and Skill 1 CEU G

20

21 Dr. Brian Hamzavi

22 Advantages of Regenerative Medicine and Outcomes 1.5 CEU C

27 Jeanette Tyler, CMA (AAMA)

28 Customer Service in the Medical Office 1.5 CEU AG

29

30 This chair and committee members: Penny Knight, RMA; Desiree Milan, CCMA, Brian Dickens RCMA  
31 Linda Vitzthum CMA (AAMA) and Marsha Benedict CMA-A (AAMA) worked together this past  
32 year to develop the agenda and provide CEU's via zoom for FSMA.

33

34 The agendas for this year with topics and speakers can be found below.

35

36 2022 Annual Conference was going to be held at the Holiday Inn Resort; Orlando FL; 13351 State  
37 Road 535; instead, we had by ZOOM Meeting.

38 April 30-2022

39

40 Linda Vitzthum, CMA (AAMA)

41 Adulting with ADHD

42

43 Desiree Millan

44 The Human Trafficking Epidemic within Florida and what Healthcare Providers need to Know

45

43 Many thanks to Mary Lou Allison for sending Constant Contact and taking care of registration.

44 Maria Wiegelmann has been our second eye by critiquing and helping with the CEU process. It takes  
45 a team to make an event this large happen.

46

47 FSMA networking is have been fabulous this year. We should all be proud of the accomplishments of  
48 FSMA and our chapters that have held FSMA together during this pandemic with free virtual CEU  
49 sessions. The topics for Education are always interesting knowing there is always "something" to  
50 learn. Send your ideas to the 2022-2023 Education Chair if you have topics or speakers.

51

52 United we make a great and effective team.

53 CC: Penny Knight CCMA (NHA); Theresa Davidson, Desiree Milan, Brian Dickens



# FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

04.29.2022

To: Judy Seymour, CMA (AAMA) Speaker of General Assembly  
Linda Vitzthum, CMA (AAMA) Vice Speaker of General Assembly

From: Mary Lou Allison, CMA-C(AAMA)

Re: Communications and Web Annual Report

This Committee has Designed, Formatted and Posted everything requested by FSMA Committees, Chapters and Officers on the FSMA Website, FSMA Facebook and FSMA Constant Contact in a timely manner.

At the January FSMA Zoom Meeting, a Committee was formed to investigate replacing the current FSMA Website with an updated design. The Committee had a Zoom meeting on 3.10.2022. I had done some research before our meeting and we discussed multiple topics. I received an email address for a Web Design Company <https://gatorwebs.com/>, it is used by another Society and they are very pleased with what they have done and said it wasn't too expensive, the committee members reviewed the other Society Website and we were all impressed with the design. I made an initial contact via email with the Developer. I had a lengthy phone conversation on 3.16.2022 with the Design gentleman about the FSMA's desire to update and redo our website. He understood exactly what we are trying to do and will be sending a proposal within the next week.

We received this proposal by GatorWebs. President Jozefiak took a vote of the Executive Council to accept this proposal. The members voted unanimously to accept.

Jeanette Tyler and Linda Vitzthum are going to develop a simple survey to go on the FSMA Facebook page to see which social media venue's most members use. I made each of them Administrators of the FSMA Facebook Page so they can accomplish it without problems.

Thank you for the opportunity to serve FSMA

Mary Lou Allison, CMA-C (AAMA)

Jeanette Tyler, CMA (AAMA)

Linda Vitzthum, CMA (AAMA)



1



## FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

2 Date: March 18, 2022

3

4 To: Judy Seymour, CMA (AAMA), CCRC  
5 Speaker of the General Assembly

6

7 Linda Vitzthum, CMA (AAMA)  
8 Vice Speaker of the General Assembly

9

10 From: Kathryn Panagiotacos, CMA (AAMA)  
11 Chair, Membership & Certification Committee 2021-2022  
12 Betty Springer, CMA-C (AAMA), Member  
13 Christine Petsalis, CMA (AAMA), Member

14

15 RE: Membership Committee Annual Report

16 Purpose of Committee: TO INCREASE/RETAIN MEMBERS, SUPPORT CHAPTER  
17 INVOLVEMENT IN THE PROCESS

18 PROMOTE AN INCLUSION ATMOSPHERE FOR ALL AND ENCOURAGE  
19 CONTINUED MEMBERSHIP AND PARTICIPATION

20 This Committee reviewed the AAMA Member non-renewal lists for period ending 2021.

21 The statistics approximated 399 members on the non-renewal listing which was  
22 anticipated to be a larger number secondary to virus and economy impacts. Of note is  
23 that it was surmised that the number of nonrenewal was somewhat positively influenced  
24 by the AAMA effort at member discount and due date extensions.

25 In effort to support the Committee's effort for "inclusion, common cause and friendship",  
26 constant contact memos were forwarded to the general FSMA population with a  
27 message of "looking for you....with links to renew and ask questions, as well as mailings  
28 by Chapter from the Chapter President to those area non renewals with a picture of the  
29 President for a "one on one" visual, contact info. Results are not yet calculated.  
30 The examples of the mailings are attached.

31 Statistics were reported by Committee Member Christine Petsalis, CMA(AAMA) and a  
32 time frame review was established.

	Mar 2022	Dec 2021	Dec 2020
--	-------------	-------------	-------------

**Total Membership** 782 1343 967

**Associates** 66 152 168

33 **New Members: 195** (January – December 2021)

34 There will be an addendum which will include reference to statistics that will be accurate  
35 to the business year.

### 36 **Certification**

37 Email correspondence to new CMAs, mostly nonmembers. This was a congratulatory  
38 message from “your FSMA colleagues” with a “looking forward to you joining us”  
39 message. Example attached.

#### **New CMAs & Recerts**

New CMA	96
Recertified	283

40 Committee held several discussions and multiple email correspondence regarding the  
41 issue of Mid Gulf Coast Chapter which was confirmed to be without active leadership.  
42 The leaders of record were contacted, (members or not) with notice of meeting with  
43 Committee, President Jozefiak to discuss and evaluate the status of the Chapter and  
44 assist with recommendations to revitalize or redistribute the Chapter membership.  
45 The first ZOOM meeting was for Leaders of Record only, and the Chapter membership  
46 was also contacted to attend the meeting following. This meeting is scheduled for  
47 March 31, 2022, and the information gathered with recommendation will be forwarded to  
48 the FSMA Board for final action.

49 **TO BE COMPLETED:**

50

51 Facebook project of “selfies” of Chapter and State Officers with encouragement for our  
52 Florida Medical Assistants to share their workday “selfie” with a message to their  
53 colleagues.

54

55 Encourage Chapters to share their Events on the FSMA Web Page special Chapter  
56 Page (to be developed) So that there can be pictures of an event, special recognition  
57 announcement....

58

59 Possibly contact large employers, etc. with help of Chapters to develop a “SPOT ON  
60 JOBS” TO BE VIEWED BY MEMBERS ONLY.

61 As term is ending, create a subcommittee to add a Committee contribution with  
62 MEMBERSHIP AMBASSADORS, creating an ability to share and train future Leaders,  
63 assist with assigned tasks on Chapter.

64 To continue support of redevelopment/modernize web page with members only in  
65 certain areas.

66  
67 It is to be noted that work schedules, with COVID influenced changes and shortage of  
68 appropriately qualified help in offices may create difficulties for volunteers to complete  
69 all tasks within the anticipated time frames, and it is recommended that a preliminary  
70 “anticipated schedule” be formulated at the beginning of the member year so that  
71 Constant Contact, Web entries, data secondary to information request from national,  
72 etc. be taken into consideration to reduce the last minute/rush requests for completion,  
73 added stress and at times.

74  
75 This Committee wants to thank Chapter Leaders, President Jozefiak, Web  
76 Master/Constant Contact production from Mary Lou Allison, Nick Mickowski, AAMA  
77 Continuing Education/Membership Manager. And those members who graciously  
78 helped in various areas of projects.

# Florida State Society

## Monthly Membership Statistics

### March 17, 2022

<u>Member Type Totals</u>	
Active	633
Associate	66
Sustaining	5
Student	68
Affiliate	13
<b>Total:</b>	<b>785</b>

<u>At-Large Member Total</u>
<b>Total:</b>

<u>At-Large CMA Total</u>
<b>Total:</b>

<u>CMA Total by Chapter</u>	
FL003	75
FL004	78
FL010	187
FL026	141
FL037	42
FL039	62
FL038	45
<b>Total:</b>	<b>630</b>

<u>Member Type Total by Chapter</u>	
<b>FL003 Brevard</b>	
Active	78
Associate	11
Sustaining	2
Student	12
Affiliate	1
<b>Total:</b>	<b>104</b>
<b>FL004 Southwest</b>	
Active	78
Associate	7
Student	2
Affiliate	4
<b>Total:</b>	<b>91</b>
<b>FL010 Central Florida</b>	
Active	184
Associate	18
Sustaining	2
Student	13
Affiliate	1
<b>Total:</b>	<b>218</b>
<b>FL026 Central Gulf Coast</b>	
Active	153
Associate	12
Student	6
Affiliate	1
<b>Total:</b>	<b>172</b>
<b>FL037 Treasure Coast</b>	
Active	36
Associate	4
Sustaining	1
Student	16
<b>Total:</b>	<b>57</b>
<b>FL039 Southeast</b>	
Active	59
Associate	13
Student	18
Affiliate	6
<b>Total:</b>	<b>96</b>
<b>FL038 Mid Gulf Coast</b>	
Active	45
Associate	1
Student	1
<b>Total:</b>	<b>47</b>
<b>Total:</b>	<b>785</b>

MY MESSAGE TO YOU IS SIMPLE...

# RENEW YOUR MEMBERSHIP

# RENEW, RENEW, RENEW!!!

For the Chapter to continue  
For the Chapter to grow  
For the Chapter to prosper

## WE NEED YOU

New faces can make all the difference  
Help to revitalize the Chapter so MEMBERS  
continue to be served for years to come

MARY MORRIS, CMA(AAMA), CENTRAL FL CHAPTER PRESIDENT  
QUESTIONS? USE LINK BELOW...WE WILL RESPOND

## CENTRAL GULF COAST CHAPTER



## WOULD LIKE TO WELCOME YOU BACK

KATHRYN PANAGIOTACOS, CMA(AAMA)  
CHAPTER PRESIDENT, FSMA MEMBERSHIP CHAIR  
AAMA PAST PRESIDENT

Just a reminder to let you know you have been missed!

Letting you know there are opportunities available for Virtual Continuing Education,  
Connecting with medical assistants and now is the time to RENEW your membership!!

Should you have any questions, please contact me.

NOW IS THE TIME TO RENEW

With regards, Fellow Member, Kathryn



## "HEY! WE MISS YOU!!"

WE HAVEN'T SEEN YOU AROUND FOR A WHILE!

You've been a member of the AAMA before, so you  
already know there are so many benefits...AND, especially  
being a member of **THE BREVARD CHAPTER**

- FREE Virtual CEU Events
- Networking and fellowship on our Facebook group:  
<https://www.facebook.com/groups/BrevardMedicalAssistants>
- Opportunities to meet other medical assistants from around Florida  
at Florida Society Meetings
- Opportunities to meet other medical assistants from ALL OVER the  
US at AAMA National Conferences (it's in Orlando in 2023!!)

As President of the Brevard Chapter, I'd love to see you at our next meeting!

In the meanwhile, if you have any questions, please feel free to send us an  
email: [ContactBCCMA@gmail.com](mailto:ContactBCCMA@gmail.com)



# BEEN LOOKING FOR YOU!! MISS YOU!! WHERE HAVE

# YOU BEEN??

Long term CMA, Central FL Chapter FSMA Member/Leaders Mary Morris and Maria Wiegmann graciously  
agreed to participate with this notice and wanted to make you smile/feel good about getting your renewal  
done.

WE know what an uneasy time it has been for those in our health care profession

A MESSAGE FOR SOUTHWEST FORMER MEMBERS

FROM DENIECE JOSEFIK, CMA(AAMA)

FSMA PRESIDENT

SOUTHWEST CHAPTER PRESIDENT



The future of FSMA  
Multiple Chapters now

Meetings to keep  
to encourage others to

I believe with  
reach members and non-

Is at your fingertips.  
offer free ZOOM

you certified. WE need  
belong to the WE team.  
personal contact WE can  
members who are

AAMA/FSMA/CHAPTER

**IMPORTANT**

NEW MEMBERS,

THIS PAST YEAR WITH COVID HAS

LATE NIGHTS, MASK RASH, UPSET



**FFER**

RENEWING MEMBERS

BEEN DIFFICULT...

PATIENTS...

RIGID SANITIZING PROTOCOLS TO KEEP FAMILY SAFE...

To recognize your contributions during these difficult times:

**AAMA IS NOW OFFERING**

**MEMBERSHIP (NEW/RENEWAL) DISCOUNTS**

"New or renewing member (if you have ever been an AAMA member):

Join on or after July 1, 2021 and receive membership through  
December 31, 2022. **Early Bird Special!** If you sign up for AAMA membership  
online between July 1 and October 31 (before midnight), you will receive an \$8  
discount! (Discount does not apply to student members.)"



KNOCK-KNOCK IS ANYONE THERE????

The Southeast Chapter is waiting for YOU

To come back to your Chapter Home.

We know times are hard and so busy, and it's so

Easy to forget to RENEW your AAMA DUES.

Membership gives you opportunities to keep  
your Medical Assisting Credential current



# FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

April 30, 2022

To: Judy Seymour, CMA (AAMA) FSMA Speaker  
Linda Vitzthum, CMA (AAMA) Vice Speaker  
FSMA Executive Board  
FSMA Liaison

From: Marsha Benedict, CMA-A (AAMA)  
Nominating Chair

This chairperson has been available to assist FSMA Executive Council and FSMA members when needed. All correspondence has been answered in a timely fashion.

This chairperson requested an e-blast be sent to members asking for volunteers to run for elected offices within this society to serve for the 2022-2023 year. An email was sent to chapter presidents asking for their assistance in reaching out to their members for volunteers to fill the elected positions, committees, and delegates for the 2022-2023 year. Request was made at the Winter zoom conference for volunteers.

Volunteer forms are available on the website for members who wish to volunteer for a committee position, officer for 2022-2023 or Delegate to the AAMA Annual Conference. Volunteers may still enter their names at the time of the General Assembly by presenting their forms to the Nominating Committee Chair prior to the elections.

The following slate of officers that have provided the required volunteer form:

President	Deniece Jozefiak, CMA (AAMA)
Vice President	Open
Secretary	Jeanette Tyler, CMA (AAMA)
Treasurer	Mary Lou Allison CMA-C (AAMA)
Speaker	Linda Vitzthum, CMA (AAMA)
Vice Speaker	Maria Wiegelmann, CMA (AAMA)

Candidates for Delegate to AAMA Conference Myrtle Beach, SC October 21-24, 2022.

Mary Lou Allison CMA-C (AAMA)  
Marsha Benedict CMA-A (AAMA)  
Theresa Davidson CMA (AAMA)  
Deniece Jozefiak, CMA (AAMA)  
Jeanette Tyler, CMA (AAMA)  
Linda Vitzthum, CMA (AAMA)

47 Ballot included for voting purposes.

48

49

50 FLORIDA SOCIETY OF MEDICAL ASSISTANTS

51 BALLOT

52 2022-2023

53 OFFICERS

54 VOTE FOR ONE IN EACH OFFICER POSITION BY PLACING AN "X" IN THE APPROPRIATE BOX

55

56 PRESIDENT

57 Deniece Jozefiak, CMA(AAMA) ( )

58 ( )

59

60 VICE PRESIDENT

61 ( )

62

63 SECRETARY

64 Jeannette Tyler, CMA (AAMA) ( )

65 ( )

66

67 TREASURER

68 MARY LOU ALLISON, CMA-C (AAMA) ( )

69

70 SPEAKER OF THE GENERAL ASSEMBLY

71 Linda Vitzhum, CMA (AAMA) ( )

72 ( )

73

74 VICE SPEAKER OF THE GENERAL ASSEMBLY

75 Maria Wiegelmann, CMA (AAMA) ( )

76 ( )

77

78

79 DELEGATES AND ALTERNATES TO AAMA NATIONAL CONVENTION

80 VOTE FOR UP TO \_\_\_\_\_ BY PLACING AND "X" IN THE APPROPRIATE BOXES

81

82

83 Mary Lou Allison, CMA-C (AAMA) ( )

84

85 Marsha Benedict, CMA -A (AAMA) ( )

86

87 Theresa Davidson, CMA (AAMA) ( )

88

89 Deniece Jozefiak, CMA (AAMA) ( )

90

91 Kathryn Panagiotacos, CMA (AAMA) ( )

92

93 Jeannette Tyler, CMA (AAMA) ( )

94

95 Linda Vitzhum, CMA (AAMA) ( )

96

97 ( )

98

99 ( )

100

101

102 Thank you for the opportunity to serve the Florida Society of Medical Assistants and thank you  
103 to all the volunteers.

104

105 CC: Chapter Presidents

FLORIDA SOCIETY OF MEDICAL ASSISTANTS

BALLOT

2022-2023

OFFICERS

**VOTE FOR ONE IN EACH OFFICER POSITION BY PLACING AN "X" IN THE APPROPRIATE BOX**

PRESIDENT

Deniece Jozefiak, CMA(AAMA) \_\_\_\_\_ (      )

\_\_\_\_\_ (      )

VICE PRESIDENT

\_\_\_\_\_ (      )

SECRETARY

Jeannette Tyler, CMA (AAMA) \_\_\_\_\_ (      )

\_\_\_\_\_ (      )

TREASURER

MARY LOU ALLISON, CMA-C (AAMA) \_\_\_\_\_ (      )

SPEAKER OF THE GENERAL ASSEMBLY

Linda Vitzhum, CMA (AAMA) \_\_\_\_\_ (      )

\_\_\_\_\_ (      )

VICE SPEAKER OF THE GENERAL ASSEMBLY

Maria Wiegelmann, CMA (AAMA) \_\_\_\_\_ (      )

\_\_\_\_\_ (      )

DELEGATES AND ALTERNATES TO AAMA NATIONAL CONVENTION

**VOTE FOR UP TO \_\_\_\_\_ BY PLACING AND "X" IN THE APPROPRIATE BOXES**

Mary Lou Allison, CMA-C (AAMA) \_\_\_\_\_ ( \_\_\_\_\_ )

Marsha Benedict, CMA -A (AAMA) \_\_\_\_\_ ( \_\_\_\_\_ )

Theresa Davidson, CMA (AAMA) \_\_\_\_\_ ( \_\_\_\_\_ )

Deniece Jozefiak, CMA (AAMA) \_\_\_\_\_ ( \_\_\_\_\_ )

Kathryn Panagiotacos, CMA (AAMA) \_\_\_\_\_ ( \_\_\_\_\_ )

Jeannette Tyler, CMA (AAMA) \_\_\_\_\_ ( \_\_\_\_\_ )

Linda Vitzhum, CMA (AAMA) \_\_\_\_\_ ( \_\_\_\_\_ )

\_\_\_\_\_ ( \_\_\_\_\_ )

\_\_\_\_\_ ( \_\_\_\_\_ )

\_\_\_\_\_ ( \_\_\_\_\_ )

\_\_\_\_\_ ( \_\_\_\_\_ )

\_\_\_\_\_ ( \_\_\_\_\_ )



# FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: March 15, 2022

To: Denise Jozefiak, CMA (AAMA)  
FSMA President

From: Jeanette Tyler, CMA (AAMA)  
President, Brevard County Chapter of Medical Assistants

The Brevard Chapter presented the following programs for continuing education:

October 2021: Adulting with ADHD

November 2021: Wound Care Basics

December 2021: off for the holiday

January 2022: Customer Service in the Medical Office

February 2022: no speaker

There are programs scheduled for March, April, May and June 2022.

The following members will serve as officers for 2022-2023:

President: Jeanette Tyler, CMA (AAMA)

Vice-President: Linda Vitzthum, CMA (AAMA)

Secretary: Nicole (Sirry) Burgess, CMA (AAMA)

Treasurer: Theresa Davidson, CMA (AAMA)

Respectfully submitted,

Jeanette Tyler, CMA (AAMA)



# FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 March 12, 2022

2  
3 To: Judy Seymour, CMA (AAMA)  
4 Speaker of the General Assembly

5  
6 Linda Vitzthum, CMA (AAMA)  
7 Vice Speaker of the General Assembly

8  
9 From: Mary Morris, CMA (AAMA)  
10 Central Florida Chapter President

11  
12 Re: Annual Central Florida Chapter Report April 2022

13  
14 The Central Florida Chapter services the following counties: Lake, Levy, Marion,  
15 Orange, Osceola, Seminole, Polk and Volusia counties.

16  
17 The Central Florida chapter continues to welcome those members that were part of the  
18 North Florida Chapter and reside in the North Central section. As the North Florida  
19 Chapter works to revitalize their chapter, we welcome these members with open arms.

20  
21 At this time, the Central Florida Chapter continues to not meet in person. The officers  
22 will revisit the way we meet and the future of the chapter, when the chapter offers a  
23 Zoom CEU with a business meeting to follow on Saturday, May 14, 2022 at 10:00 am.

24  
25 The Central Florida chapter continues to struggle with finding new members to step up  
26 and volunteer for officer positions. This was a problem prior to the pandemic, but only  
27 made worse with the pandemic. It remains to be seen how things will play out in the  
28 immediate future. We must find new members to help fill these important positions so  
29 that the chapter can continue to thrive and exist. The future of the Central Florida  
30 chapter is most definitely in jeopardy without participation by members. Without any  
31 change by mid year 2023, the Central Florida chapter will have no choice but to be  
32 absorbed by other chapters that are still in existence and hopefully thriving.

33  
34 The pandemic has allowed all members ample opportunity to earn CEUS if they choose  
35 to do so via Zoom and other platforms. Thanks once again to the Southwest Chapter  
36 and Brevard chapter for offering CEUS during the pandemic. Chapter members can visit  
37 the AAMA website for additional CEUS being offered by other states as well.

Thank you to Mary Lou Allison, CMA-C, (AAMA), Web Master and Marketing and Communications Chair for posting all chapter updates and job opportunities in a timely manner via the website and eBlasts.

We do invite all members to follow the Central Florida Chapter of Medical Assistants Face book page for the latest updates and happenings with the chapter.



## FLORIDA SOCIETY OF MEDICAL ASSISTANTS

DATE: April 29, 2022

TO: Judy Seymour, CMA (AAMA) FSMA, Speaker General Assembly

Linda Vizthum, CMA (AAMA) FSMA, Vice Speaker General Assembly

FROM: Kathryn J. Panagiotacos, CMA, President-Central Gulf Coast Chapter

RE: Central Gulf Coast Chapter - General Assembly Annual Report

The Central Gulf Coast Chapter current Membership is as of March 2022 #172.

The Central Gulf Coast Chapter has not met face to face since the beginning of the Covid pandemic. The officers of the chapter have had many Conference calls during this past year, discussing the possibilities for future Chapter activities. Several officers met in February 2022, a decision was agreed to plan and present a Virtual meeting for Continuing Education on Saturday, April 2, 2022 (a day and time agreed on by President Jozefiak as an available opportunity). The topic is: Chronic Stable Angina & Heart Failure for 2 CEUs (approved by AAMA) has been placed on the FSMA website along with details to the FSMA membership, we also wish to thank Marylou Allison, CMA-C (AAMA) for assistance. Plans are being made to prepare a Fall Virtual CE meeting 2022. There has been discussion to reach the CGCC members through an updated Chapter page on FSMA website. Also, to communicate to the members with Constant Contact to share the start up of activities, a Zoom chapter session to invite current members to reconnect, new CMAs to meet, seasoned members also, for all present to share their ideas as well.

The members of the Central Gulf Coast Chapter thank Deniece Jozefiak, CMA (AAMA) for her support and availability to the members of the Central Gulf Coast Chapter.



# FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

04-29-2922

To: Judy Seymour, CMA (AAMA) Speaker of General Assembly  
Linda Vitzthum, CMA (AAMA) Vice Speaker of General Assembly

From: Joyce Baldwin, CMA (AAMA), President SouthEast Chapter

Re: Southeast Chapter Report Annual Report

The Southeast Chapter has not had formal meetings this year. We have provided our membership with online information regarding job openings within our chapter. We also use the communication opportunities supplied by the FSMA with the Constant Contact e-mails, our Chapter Web Page and Facebook

We provided Speaker information to the Meetings Committee for the January meeting.

We also continued our sponsorship of providing refreshments to the Medical Assisting Schools in our Chapter for Medical Assistants Day.



# FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 Date: April 29, 2022

2  
3  
4 To: Deniece Jozefiak CMA (AAMA)  
5 FSMA President  
6 FSMA Executive Board

7  
8 From: Deniece Jozefiak, CMA (AAMA)  
9 South West Chapter President

10  
11 The South West Chapter of Medical Assistants continues to hold zoom meetings open  
12 to all AAMA members. Speakers have helped from multi states as they attend the zoom  
13 meetings.

14  
15 The chapter continues to use Facebook as a way of contact. The Board is also on group  
16 text if needed.

17  
18 This Chapter President thanks Mary Lou Allison, CMA-C, AAMA for all her demanding  
19 work sending out the e-blasts for our zoom meetings.

20  
21 The chapter is happy to see other chapters offering zoom meetings. It is great for FSMA

22  
23 Deniece Jozefiak, CMA (AAMA)  
24 South West Chapter President

25  
26  
27



# FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: March 1, 2022

To: President of the General Assembly  
Deniece Jozefiak, CMA(AAMA)  
RE: Treasure Coast Chapter Annual Report

From: Treasure Coast Chapter

The Treasure Coast Chapter of Medical Assistants consists of Martin, St. Lucie, Indian River, and Okeechobee counties. The chapter continues to hold various events to its members.

Our 2021-22 meetings would have been combined with our free continued educational topics and held between January-April and September-November. We traditionally would meet at least monthly however, due to COVID 19 all in-person meetings have been cancelled.

We have not had our chapter elections to determine the 2022-23 board. The chapter meeting is scheduled for April 4, 2022 and decisions will be made at that time and will be sent to FSMA, Inc.

In keeping with COVID 19 recommendations, business meetings for the chapter were conducted via ZOOM. It was decided by the board to continue to promote ZOOM CEU educational opportunities offered through the FSMA and AAMA websites and constant contact. TC Chapter FaceBook page continues to be a valuable platform for communication.

On behalf of the Treasure Coast Chapter, we would like to thank those who support our chapter during the year. We appreciate your time, support, understanding, mentorship, and guidance in our success. We look forward to your continued support and new opportunities.