



# FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

## EXECUTIVE COUNCIL MEETING

Date

The Executive Council Meeting of the Florida Society of Medical Assistants will now come to order at \_\_\_\_\_PM.

Will the secretary Mary Morris, CMA (AAMA) please take roll?

## ROLL CALL

President

President-Elect

Vice President

Secretary

Treasurer

Speaker of the General Assembly

Vice Speaker of the G.A.

Immediate Past President

## CHAPTER REPRESENTATIVES (Welcome to new Chapters)?

Brevard

Central Gulf Coast

Central Florida

North Florida  
Mid Gulf Coast  
Southeast  
Southwest  
Treasure Coast

**EXECUTIVE COMMITTEE CHAIRS**

Budget & Finance  
Bylaws/Policy & Procedures  
Education  
Educators Forum  
Marketing/Community Outreach  
Meeting Coordinator  
Membership/Certification  
Nominating

**PHYSICIAN LIAISON**

**SEATING OF THE PROXIES**

Are there any proxies to be seated? \_\_\_\_\_

NAME and County \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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What is the pleasure of the Executive Council regarding the seating of the proxies?

\_\_\_\_\_ moved to seat the proxies. Is there a second?  
\_\_\_\_\_. Any discussion?

\_\_\_\_\_ CMA (AAMA) seconded  
the motion. Motion Carried.

The proxies may be seated.

Is there a quorum present?

The minutes of the Executive Board Meeting held April 28, 2011 were available on line and distributed.

Are there any corrections to the \_\_\_\_\_ minutes?

What is the pleasure of the board regarding the \_\_\_\_\_ minutes?

Motion made by \_\_\_\_\_ to accept the minutes as written or corrected. Is there a second? \_\_\_\_\_ Any discussion? \_\_\_\_\_

—

All those in favor of approving the April 28th minutes as written or corrected say yes. All opposed say no.

Motion carried/defeated. Minutes will be filed as written or corrected.

### TREASURER REPORT

Checking:                  Savings:                  Balance:

Treasurer \_\_\_\_\_ requests that all expenses be sent to her ASAP so that checks can be sent out.

## **OFFICER REPORTS**

**President**

**Vice President**

**Secretary**

**Treasurer**

**Speaker of the General Assembly**

**Vice Speaker of the G.A.**

**Immediate Past President**

## **CHAPTER REPRESENTATIVE REPORTS**

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## **CORRESPONDENCE**

Education Support for AAMA \_\_\_\_ Annual Conference

FSMA Members available for Convention Committees (not serving as alternate or delegate)

Reminder to all educators, Medical Assisting Video & Essay contest competition deadline July 1, \_\_\_\_.

Excel Awards Post Marked no Later than July 1, \_\_\_\_; excellent in publishing, excellent in marketing, promotion and recruitment, excellent in website development.

Awards of Distinction: Leadership and Mentoring, Spirit of Medical Assisting, Golden Apple

AAMA nominations deadline was April 1, \_\_\_\_, but anyone interested may run from the floor.

AAMA volunteer forms available.

AAMA Highlights from Board of Trustee Meeting

## **OLD BUSINESS**

## **UNFINISHED BUSINESS**

## **NEW BUSINESS**

## **ANNOUNCEMENTS**

The \_\_\_\_\_ Fall/Annual conference will be held \_\_\_\_\_

Hotel Information Here

Don't forget to make to make your hotel reservations. All information is on the website.

Reservation code:

The minutes will be placed on the FSMA website and send via eNews for all to review.

Further announcements????

There being no further business to be brought before the FSMA Executive Council, this meeting is now adjourned (at \_\_\_\_\_ PM  
by \_\_\_\_\_)