



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

EXECUTIVE COUNCIL MEETING

Double Tree by Hilton Hotel Sunrise-Saw Grass Mills

Date November 17, 2018

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 Marsha L. Benedict, MSA, CMA-A (AAMA)

Vice President Loxie Kistler, CMA(AAMA)

Secretary Mary Morris, CMA(AAMA)

Treasurer Mary Lou Allison CMA-C(AAMA)

Speaker of the General Assembly Heidi Fortin CMA(AAMA)

Vice Speaker of the G.A. Deniece Josefiak, CMA (AAMA)

Immediate Past President Judy Seymour, CMA (AAMA) Absent approved

CHAPTER REPRESENTATIVES

Brevard Kathleen Quinn CMA (AAMA) Proxy request

Central Gulf Coast Kathryn Panagiotacos, CMA (AAMA) Proxy

RequestCentral Florida Mary Morris CMA (AAMA)

North Florida Loxie Kistler, CMA (AAMA)

Mid Gulf Coast Debra Hancock, CMA (AAMA)

Southeast Joyce Baldwin, CMA (AAMA)

Southwest Deniece Jozefiak, CMA (AAMA)

23 Treasure Coast Theresa Errante-Parrino CMA (AAMA) Proxy request
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26 EXECUTIVE COMMITTEE CHAIRS

27	Budget & Finance	Mary Lou Allison CMA-C(AAMA)
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28 Bylaws/Policy & Procedures Kathryn Panagiotacos, CMA (AAMA)

29	Education	Maria Wiegelman, CMA (AAMA)
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30	Educators Forum	Vacant
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31	Marketing/Community Outreach	Loxie Kistler, CMA (AAMA)
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32	Meeting Coordinator	Marsha Benedict CMA (AAMA)
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33	Membership/Certification	Christine Giri CMA (AAMA)
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34 Nominating Loxie Kistler CMA (AAMA)

35 **PHYSICIAN LIAISON**

36 Joel Martin Absent

37 SEATING OF THE PROXIES

38 Treasure Coast has requested Pam Giannone CMA (AAMA) be seated; Brevard has requested that Linda
39 Vitzum CMA (AAMA) be seated. Are there any more proxies to be seated?

40 NAME and County

41 Pam Giannone CMA (AAMA) Treasure Coast

42 Walter Nichols CMA (AAMA) Brevard

43 Nancy Collins CMA (AAMA) Central Gulf Coast

44

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

46 _____ moved to seat the proxies. Is there a second? _____ Any
47 discussion? _____ CMA (AAMA) seconded
48 the motion. Motion Carried.

49 The proxies may be seated.

50 Is there a quorum present?

51 The minutes of the Executive Board Meeting Pre GA held April 27, 2018 were available on line and
52 distributed.

53 Are there any corrections to the _____ minutes?

54 What is the pleasure of the board regarding the _____ minutes?

55 Motion made by _____ to accept the minutes as written or corrected. Is
56 there a second? _____ Any discussion? _____

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

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

60 The minutes of the Executive Board Meeting Post GA held April 28, 2018 were available on line and
61 distributed.

62 **TREASURER REPORT**

63 Checking: Savings: Balance:

64 Treasurer _____ requests that all expenses be sent to her ASAP so that checks can be sent
65 out.

66 **OFFICER REPORTS**

67 President	Marsha L. Benedict, MSA, CMA-A (AAMA)
68 Vice President	Loxie Kistler, CMA(AAMA)
69 Secretary	Mary Morris, CMA(AAMA)
70 Treasurer	Mary Lou Allison CMA-C(AAMA)
71 Speaker of the General Assembly	Heidi Fortin CMA(AAMA)
72 Vice Speaker of the G.A.	Deniece Josefiak, CMA (AAMA)
73 Immediate Past President	Judy Seymour, CMA (AAMA) Absent approved

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CHAPTER REPRESENTATIVE REPORTS

78	Brevard	Kathleen Quinn CMA (AAMA)/Walter Nichols CMA
79		(AAMA) Report on file
80	Central Gulf Coast	Kathryn Panagiotacos, CMA (AAMA)/Linda Collins CMA
81		(AAMA) Report on file
82	Central Florida	Mary Morris CMA (AAMA)
83	North Florida	Loxie Kistler, CMA (AAMA)
84	Mid Gulf Coast	Debra Hancock, CMA (AAMA) Absent Excused No
85		proxy
86	Southeast	Joyce Baldwin, CMA (AAMA)
87	Southwest	Deniece Jozefiak, CMA (AAMA)
88	Treasure Coast	Treasure Coast, CMA (AAMA)/Pam Gianonne CMA
89		(AAMA) Report on file

90

EXECUTIVE COMMITTEE REPORTS

91	Budget & Finance	Mary Lou Allison CMA-C(AAMA)
92	Bylaws/Policy & Procedures	Kathryn Panagiotacos, CMA (AAMA)
93	Education	Maria Wiegelmann, CMA (AAMA)
94	Educators Forum	Vacant
95	Marketing/Community Outreach	Loxie Kistler, CMA (AAMA), check website new
96		format (ML)
97	Meeting Coordinator	Marsha Benedict CMA (AAMA)
98	Membership/Certification	Christine Giri CMA (AAMA)
99	Nominating	Loxie Kistler CMA (AAMA)

100

CORRESPONDENCE

101 June 2018 AAMA BOT Meeting

102 Approved the Proposed Budget for the General Fund for Fiscal Year 2019.

103•

104 Allocated funds, in the amount of \$65,000 per fiscal year, to the Marketing and
105 Communications Department and authorized them to proceed with marketing initiatives for
106 AAMA goods and services.

107•

108 Renewed the "Recruit Five" membership campaign for another year.

109

110

111 Announced that CEO Balasa will work with the Continuing Education Board to develop future
112 audio-conference education sessions that he will present to the state societies, local
113 chapters, and meetings of employers that state societies or local chapters organize.

114•

115 Approved the Awards Committee to look at developing a new award for the "Best medical
116 institution promoting and hiring CMAs (AAMA)."

117•

118 Approved the updated Strategic Issues Plan.

119•

120 Approved an addition to the mobile app for the AAMA Annual Conference.

121•

122 Approved the submission of a resolution to the 2018 AAMA House of Delegates for a proposed
123 additional option in the payment of AAMA dues—the option of active, associate, and
124 affiliate members paying for a two-year membership with a \$10 discount.

125•

126 Approved the update to the "History of the AAMA."

127•

128 Approved a revision to the Continuing Education Board Policies and Procedures.

129

130 Approved a request from the University of Nevada, Reno/Center for the Application of
131 Substance Abuse Technologies to renew the partnership to promote their campaign on Fetal
132 Alcohol Spectrum Disorders.

133•

134 State and chapter leaders were in attendance from Colorado, Michigan, and Wisconsin.

135 **Support for AAMA Annual Conference**

136 Request for Education Committee was requested from AAMA. The following members were selected
137 from FSMA:

138 Loxie Kistler, CMA (AAMA) and Marsha Benedict CMA-A (AAMA) co chairs

139 Mary Morris CMA (AAMA) and Deniece Jozefiak CMA-AAMA Members

140 Continuing Education Department will be sending the topics soon. FSMA needs to unite for 2020 AAMA
141 conference and provide excellent speakers. Please step up to the challenge.

142

143 **AAMA Representative for 2019 Annual FSMA**

144 Selection by the Executive Officers: Request for AAMA Representative was sent. Patti Licur
145 CMA(AAMA), Monica Case, CMA (AAMA), Deb Novak, CMA(AAMA)

146

147 **September Pre HOD AAMA Highlights from Board of Trustee Meeting and Leadership Meeting**

148 The AAMA will continue to be partners of the American Cancer Society (ACS) in the effort to reduce
149 cancer rates across the Country. In support of the campaign the AAMA will lend voice to spread
150 awareness regarding colorectal cancer screening. Medical Assistants are in a prime position to reduce
151 barriers to screening through practice improvement and committed action.

152 Excelsior College in New York recently acknowledged that the current CMA (AAMA) certification is now
153 approved for (26 semester hours) toward a specific list of health science degrees offered by the school.
154 A partnership was negotiated between Excelsior College and AAMA.

155 The number of student members continues to decrease as the number of CAAHEP-accredited schools
156 have decreased. From 2011-2012 academic year to 2015-2016 academic year, the number of graduates
157 decreased from 111,297 to 74,540. We need to keep our members. A survey was conducted recently
158 asking non renewing members why they have not renewed their membership. Loxie would you please
159 share some of the reasons and the results of the survey.

160 A New Leaders Face book page was shared. AAMA website will soon be reformatted and only allow
161 members to access private areas with your password.

162 Ideas were shared how to make members feel welcome.

163 **Create a Welcome Committee??? Discuss under New Business**

164 Welcome new members, connect to a veteran member, AAMA website will have information.

165 Mr. Balasa was elected to the CAAHEP Board of Directors for a three year term.

166 Mr. Balasa is graciously offering to present a one hour CEU presentation via speaker phone to any
167 chapter, employer or schools that request a date a time to AAMA.

168 The recruit 5 Campaign will be continued for the 2019 membership year.

169 The Social Medial Subcommittee is charged with the help of Jean Lynch to develop new creative ways to
170 increase visibility and active participation with all avenues of media: Face book, Twitter and LinkedIn.

171 "Bright ideas Campaign" is in the process of finalizing and implementing a campaign to solicit additional
172 marketing ideas and will be rolled out late 2018 or early 2019.

173 AAMA logo gear is available direct through <https://cinvysportsshop.com/aama-apparel.php>. Gear can
174 be orders with your name or initials.

175 Marketing and Strategy Team collected information on 250 employers and will be contacting these
176 major employers and provide information on AAMA, CMA(AAMA) profession.

177 **Recognition of Beloved Members**

178 Florida Society of Medical Assistants recognized our beloved members Pat Allen, CMA (AAMA) and
179 Ginny Halligan CMA (AAMA) in the Daily Newsletter and also at the HOD Delegates and presented
180 \$100 in honor of each member to the Maxine Williams Scholarship fund.

181 **AAMA House of Delegates Highlights**

182 **The HOD elected the following officers and trustees:**

183 Officers:

184 President -Sue Hawes, CMA (AAMA), MBA, RHIT, FACMPE
185 Vice President- Debby Houston, CMA-A(AAMA), CPC
186 Speaker of the HOD- Deborah Novak, CMA(AAMA)
187 Vice Speaker of the HOD-Monica Case, CMA(AAMA)

188

189 Trustees:

190 Tandra-Bauman, VMA(AAMA)-RMA(AMT)
191 Sherry Bogar, CMA(AAMA)
192 Claire Houghton, CMA(AAMA)

193

194 Nominating Committee:

195 Lisa Lee, CMA (AAMA) Chair UT
196 Bryna Adani CMA (AAMA) MI
197 Kathy Puckett CMA(AAMA) OR
198 Tanisha Farissier, CMA (AAMA) VA
199 Shelley Gingrich, CMA (AAMA) WA

200 All Officers, Committee Reports, Education Reports, Chief Executive Officer and CEO reports
201 were accepted

202

203 **Resolution 18-01**

204 Introduced by: AAMA Board of Trustees

205 Subject: To provide the option of paying dues for two years of membership for active, associate and
206 affiliate was **defeated**.

207 **Minutes from the HOD will be posted to AAMA website for all members to read.**

208
209
210
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214
215 **Letter from AAMA POST AAMA HOD**

216
217 Hello:

218
219 This communication is being sent out to state society presidents and presidents-elect, and to chapter
220 presidents.

221
222 For your information (and for dissemination to your members) the following two amendments to AAMA
223 Bylaws were approved by the 2018 House of Delegates at the September Annual Conference:

224
225 ARTICLE V—COMPONENT CHAPTERS

226
227 **NEW WORDING**

228 Component (Local) Chapters are those county or district chapters of medical assistants within the
229 geographic limits of a Constituent Society. The Component Chapters shall be under the jurisdiction of
230 that Constituent Society. **Annual chapter dues for all classes of members shall be fixed by the state
231 society.**

232
233 XXIII—AMENDMENTS

234
235 **NEW WORDING**

236 These Bylaws may be amended at any annual House of Delegates meeting by a two-thirds vote provided
237 the proposed amendments shall have been submitted in writing to the elected Delegates no later
238 than **45** days prior to the meeting at which they are to be acted upon.

239
240
241 **NOTE: These amendments do not affect any of the mandatory areas of the AAMA Bylaws, therefore**
242 **state societies are not required at this time to make any changes to their own bylaws.**

243
244 **The AAMA Bylaws will be updated and reposted to the AAMA website.**

245
246 **OLD BUSINESS-**

247 1. Chapter bylaw change due to 2017 AAMA bylaw change; Student Membership. Bylaws Chair
248 Kathryn placed message in her report. Chapters must update their bylaws and send them to her by due
249 date. They will be posted on the Chapter website.

250 2. Update P&P, add documents that are missing;; update documents and bring job descriptions up
251 to date.

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UNFINISHED BUSINESS

- 1. Badges (? remaining) Price to order more. (Mary Lou/ Marsha)
- 2. New Projector purchased (Mary Lou)

NEW BUSINESS

- 1. Motion from South East Chapter regarding renaming of Country Store and donations for purchase of gifts.
- 2. Motion to develop a Welcome Committee under Membership. (Guidelines to be on AAMA website).
- 3. FSMA Bylaw addition: Judicial Review; Kathryn will be looking into this addition and bring the information to the GA.
- 4. Future plans for Annual 2020 and Fall 2020

ANNOUNCEMENTS

The Annual conference will be held on Friday April 26 through April 28, 2019 at the Renaissance Orlando Airport Hotel; 5445 Forbes Pl. Orlando Fl. Telephone 407-513-7232 Rooms rate is \$129.00. There is a reduced parking fee of \$7.

Fl Society of Medical Assistants 2019 Annual Conference online website link:
https://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkData=FL%20Society%20of%20Medical%20Assistants%202019%20Annual%20Conference%5Emcora%60FSMFSMA%60129.00%60USD%60false%604%604/26/19%604/28/19%604/5/19&app=resvlink&stop_mobi=yes Will be posted on FSMA website.

The Fall 2019 Conference will be held on Nov 9, 2019 Embassy Suites by Hilton Fort Myers-Estero; 10450 Corkscrew Commons Drive; Estero, FL 33928; Telephone 230-444-5497. Room rate is \$129.00. Free parking. Hotel Link: Coming soon.

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

The minutes will be placed on the FSMA website and sent via Constant Contact for all to review.

The 63nd AAMA Annual Conference will be held on September 13-16 2019 Sheraton Greensboro at Four Seasons, in Greensboro, North Carolina. September, 2020 AAMA annual conference will be held September 11-14, 2020, Hilton Orlando Lake Buena Vista, Fl.

Further announcements????

There being no further business to be brought before the FSMA Executive Council, this meeting is now adjourned (at _____PM by_____)



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 Date: November 17, 2018

2 President Pro Tem Fall 2018 Report; Marsha Benedict MSA, CMA-A(AAMA)

3
4 At the time of the President's resignation the Executive Board of FSMA vote July, 2018,
5 to elect to make this officer President Pro Tem after the President resigned. It has
6 been a great pleasure to serve FSMA in this position. The Goal of this officer has
7 been: **United WE build a Better Future.**

8
9 At the same time Maria Wiegmann C MA (AAMA) agreed to take over Education and
10 Registration Chair. Thank you Maria.

11
12 Prior to this President Pro Tem taking office, an adhoc committee "United to Begin" was
13 approved by the executive officers. Letters were mailed to all officers, committees and
14 chapters with guidelines to contact, schools,, employers and other credentialed Medical
15 Assistants. A list of all contacts is being kept, along with all information sent by
16 Constant Contact to keep statistics whether the approach was positive in reaching non
17 AAMA credentialed Medical Assistants. (additional report is posted by the chair of this
18 committee; "United to Begin".)

19
20 As part of the Adhoc Committee initiative the Executive Board was surveyed and voted
21 positive to offer a \$10 conference discount on their registration to any member inviting a
22 new attendee credentialed medical assistant to the Fall Conference. This was offered
23 in hopes that they will join the Society and become an active members. If this offer is
24 positive, consideration will be to continue the discount.

25
26 Many hours were spent calling, emailing and mailing letters to schools, employers
27 employees and organizations sharing information about FSMA conferences, chapters,
28 and inviting all credentialed medical assistants to **Unite and Build a Better Future.**

29
30 Communication/Marketing and, Membership/Certification Chairs surveyed three area
31 (Naples, Panhandle and Dade area) to ascertain if additional chapters were needed in
32 those areas. There was a positive response but, at this time, the chapters that serve
33 those areas will try to meet with the members in those areas and offer to help with a
34 seminar in their area. If interest is shown, at a later date, consideration of an additional
35 chapter can be investigated.

36
37

38 Osprey Medical Consulting owner, Mark Nicole, requested FSMA post job openings for
39 Health Care Management Case Managers. He has been employing AAMA Certified
40 Medical Assistants in Florida. This officer contacted AAMA counsel for insight and
41 decided deny posting on the FSMA website at this time until more information is
42 gathered with regard to the scope of practice of this position, The credentialed MA is
43 seeing a real change in job opportunities and we may find our scope will change as
44 health care changes. Mr. Nicole may be a registrant at FSMA Fall conference and we
45 will find out more about his endeavor.

46
47 Executive board was surveyed for consensus on FSMA request for AAMA
48 Representative to attend FSMA annual 2019 meeting in Orlando. Forms were emailed
49 to AAMA with the following request: Patti Licur, CMA (AAMA), Monica Case,
50 CMA(AAMA) and Deb Novak, CMA (AAMA).

51
52 Changes to the AAMA bylaws was shared with Bylaws and Policies and Procedures
53 Chair to change FSMA bylaws.

54
55 This officer requested that bylaws chair bring to the Fall Conference a motion to add an
56 additional bylaw under Judicial Review, so that the executive board could discuss
57 adding the bylaw addition.

58
59 All requests from the FSMA website were answered in a timely manner. Two requests
60 to post job opening on our website were denied after a vote by the executive board.
61 One request regarding scope of practice and several others about conferences,
62 chapters and recertification were answered with the help of the Vice President.

63
64 Thank you to FSMA Executive Board for voting to donate \$500 to the Red Cross to help
65 those who have suffered from Hurricane Matthew.

66
67 This officer would like to thank FSMA for allowing this officer to serve as a Delegate to
68 AAMA House of Delegates. A separate report is posted.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

American Association of Medical Assistants

Date: October 1st, 2018

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

From: Loxie Kistler, Ed.D. M.S. B.S.N. RN CMA (AAMA)
FSMA Vice President

RE: November 17th, 2018 Fall Executive Council Meeting Report

This officer has carried out the duties of FSMA Vice President 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 as well as serving in the capacity of Nominating Chair.

A list of contact information for Executive Council members was created and distributed to FSMA officers, chapter presidents and committee chairs and updated as needed.

The AAMA was notified of newly elected FSMA officers for the 2018-2019 year.

Notification of the delegates and alternate delegates for the 2018 AAMA Conference in Salt Lake City, Utah was made to the AAMA.

Subsequent to the resignation of the FSMA President and a review of the FSMA Bylaws, this officer moved for the Executive Council to approve the appointment of Marsha Benedict, CMA-A (AAMA) to the position of President Pro Tempore for the remainder of current term. The motion passed and Marsha assumed the role of President Pro Tempore immediately. The AAMA was notified of the change in the office of president.

This officer has participated as a member on the Ad Hoc Committee for a United Future through face to face and email contacts with employers and educational institutions.

This officer was elected to the position of Delegate to the AAMA Annual Conference in Salt Lake City, Utah in September and was unable to attend due to family illness. The allocated funds for serving as a delegate was returned to the FSMA and an alternate delegate moved into a delegate position.

This chair attended the Medical All Stars event on October 6th, 2018 in Orlando, Florida with Maria Wiegmann. Maria and this officer distributed informational flyers on upcoming FSMA CEU events, flyers on the medical assisting profession and AAMA created USB informational devices. This officer presented 2 AAMA approved CEUs during the day. An eblast announcing the upcoming event through

35 Constant Contact was sent to contacts in Brevard, Central Florida, Central Gulf Coast and North Florida
36 chapters.

37 It is a pleasure to continue to serve the FSMA.

38

39 Respectfully submitted,
40 Loxie Kistler, Ed.D. M.S. B.S.N. RN CMA (AAMA)
41 FSMA Vice President

42

43

44



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1

2 October 6, 2018

3 To: Marsha Benedict, CMA-A, CMA (AAMA), FSMA President

4 Executive Board Members

5 Chapter Representatives

6 Committee Chairs

7 Physician Liaison

8

9 From: Mary Morris, CMA (AAMA)

10 FSMA Secretary 2018-2019

11

12 Re: Fall Seminar Report for 11/17/2018

13

14 This officer has seen to the duties of FSMA Secretary as outlined in the Policy/Procedure
15 Manual. This officer has been available to the executive board and members as needed.

16

17 The Pre Conference executive council meeting minutes from April 20, 2018 were typed up and
18 emailed to FSMA President Judy Seymour, CMA (AAMA) for her review. The Post Conference
19 executive council meeting minutes were emailed to President Kathleen Quinn, CMA (AAMA)
20 and Vice President Loxie Kistler, CMA (AAMA) for review. Any corrections were made as
21 needed. Meeting minutes were submitted at the 30 day deadline. The minutes are posted on
22 the FSMA web site (www.fsmaonline.org). The taped recording of the minutes was reviewed
23 prior to the final minutes being sent to the FSMA President/Vice President to ensure the
24 accuracy of the minutes as written.

25

26 This officer also had the pleasure of attending the AAMA National Conference in Salt Lake City,
27 Utah, September 14-17, 2018 as a delegate. (Separate report submitted)

28

29

30 Thanks for the opportunity to serve as FSMA Secretary.

31



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

11.17.2018

To: Marsha Benedict, CMA-A(AAMA), President
FSMA Executive Council

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

Re: Fall Meeting 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.

During the AAMA meeting I had the opportunity to speak to the President of the Michigan Society and the North Carolina Society about an online website that possibly could enable us to accept Credit Cards for Registrations at FSMA Seminars. I will be investigating this in depth in the near future.

FSMA BUDGET 2018-2019

Description	ACTUAL	BUDGET
INCOME		
DUES	8865	10000
TOTAL DUES	8865	10000
SEMINARS		
FALL	1200	2785
Ways & Means Income	0	0
EXHIBITOR	100	0
TOTAL SEMINARS	1300	2785
ANNUAL MEETING		
Registration Income	0	9245
Ways & Means Income	0	550
Exhibitor	0	0
TOTAL ANNUAL MEETING	0	9795
FUND TRANSFER FOR SPECIAL PROJECTS		
	0	0
	0	0
	0	0
TOTAL SPECIAL PROJECTS	0	0
TOTAL INCOME	10165	22580
EXPENSES		
AAMA ANNUAL MEETING		
Flowers/Misc	0	50
NATIONAL DEL/ALT	4999.94	5000
Photo	0	50
TOTAL AAMA ANNUAL MEETING	4999.94	5100
SCHOLARSHIPS		
MAXINE WILLIAMS	200	100
FSMA	0	0
TOTAL SCHOLARSHIPS	200	100
SPECIAL PROJECTS		
BEST BUY PROJECTOR	522.15	0
BEST BUY CORD	19.25	0
RED CROSS DONATION HURRICANE MICAHAEAL	500	0
	0	0
	0	0
	0	0
TOTAL SPECIAL PROJECTS	1041.4	0
PRESIDENT		
Travel	0	125
Misc Expense	0	25
TOTAL PRESIDENT	0	150
PRES-ELECT		
Presidents Gift	0	50
Packets	0	50
Misc Expense	0	10
TOTAL PRES-ELECT	0	110
SECRETARY		
Misc Expense	0	10
TOTAL SECRETARY	0	10
TREASURER & PIN		
Bond	122	125
Pres. Pin Expense	0	175
	0	0
	0	
TOTAL TREASURER	122	300
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	0
AWARDS	0	0
Misc Expense	0	10
TOTAL CERTIFICATION & MEMBERSHIP	0	10
Communications		
Constant Contact	325	780
Website	119.4	320
Survey Monkey	0	350
Misc Expense		10
TOTAL Communications	444.4	1460
CONTINUING EDUCATION		
Misc Expense	0	10
TOTAL CONTINUING EDUCATION	0	10
EDUCATOR ASSEMBLY		
Misc Expense	0	100
TOTAL EDUCATOR ASSEMBLY	0	100
MARKETING & COMMUNITY OUTREACH		
Communication	0	1000
Marketing	34.68	1000
Misc Expense (TSHIRTS)	0	10
TOTAL MARKETING	34.68	2010
Meeting Coordinator		
Misc Expense	0	10
TOTAL Meeting Coordinator	0	10
NOMINATING COMMITTEE		
Misc Expense	0	10
TOTAL NOMINATING COMMITTEE	0	10
Annual Meeting Expenses		
AV	0	1000
HOTEL DEPOSIT RENAISSANCE ORL 4.26.19	4569.28	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	0	1250
Misc Expense	0	10
TOTAL Annual Meeting Expenses	4569.28	9760
Fall Seminar		
AV	0	250
HOTEL DEPOSIT SAWGRASS 11.16.2018	1000	0
Hotel Expense/FOOD	0	2500
Reg Supplies	0	150
Speaker Honorarium	0	500
Misc Expense	0	10
TOTAL Fall Seminar	1000	3410
TOTAL EXPENSES	12411.7	22580
TOTAL INCOME	10165	22580



Dear MARY LOU ALLISON on behalf of Florida Society of Medical Assistants,

The American Red Cross is very grateful for your generous gift of \$500.00 on October 23, 2018 to Hurricane Michael.

Please see below for a copy of your tax receipt information for your donation. A copy of this tax receipt will also be emailed to fsmamail@fsmaonline.org.

The humanitarian efforts of the Red Cross provide comfort and hope to so many during their times of need. Thank you for your commitment to this critically important work. Our mission depends on the support and compassion of donors like you.

On behalf of those we serve, thank you for standing with us.

Sincerely,

A handwritten signature in black ink that reads "Gail McGovern".

Gail McGovern

President and CEO, American Red Cross

P.S. Did you know that many employers match gifts from their employees? Your gift could go twice as far. Please visit redcross.org/matching to view a list of participating companies.

Please print this page for tax purposes. As required by IRS regulations, we provide the following information: The American Red Cross is a 501(c)(3) not for profit organization. Our federal tax identification number is 53-0196605. As no goods or services have been provided in connection with this gift, the full amount is deductible to the fullest extent provided by law.

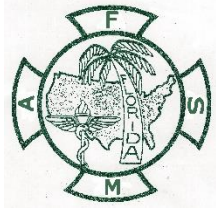
Donation Details

Donation Amount: \$500.00

Designation: Hurricane Michael

Donation Date: 10-23-2018

Transaction ID: 70770000000000000000000000000000



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: October 20, 2018

To: Marsha Benedict, CMA-A (AAMA), CPC FSMA President
FSMA Executive Council Members
Physician Liaison
Committee Chairs

From: Heidi Fortin, CMA (AAMA) Speaker of the General Assembly

This officer has kept in communication with the executive board through emails in a timely manner.

I have been communicating with Deniece Josefiak, CMA(AAMA), Vice Speaker of General Assembly on planning and setting deadline dates for the following:

Reports due Date March 24, 2019

Volunteering for the following needed positions for a successful General Assembly:

- Reference Committee
- Parliamentarian
- Minutes Chair
- Tellers
- Presentation of Colors, National Anthem, and Pledge of Allegiance
- Invocation

Please let me or Deniece know at the Fall meeting on November 17, 2018 and thank you again for your time to prepare for a Successful General Assemble for 2019.

The Speaker and Vice Speaker of the General Assembly would like to have about 30 minutes for orientation for members and students prior to the General Assembly. We would like to hand out the ABC's of Parliamentary Procedures.

Reminder: 2019 Annual Conference will be held April 26-27, 2019 at the Renaissance Orlando Airport Hotel; 35 5445 Forbes Place; Orlando Fl 32812, 407-513-7232. Room rate is \$129.00. Parking \$7.00 daily



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: November 17,2018

To: Marsha Benedict, CMA-A AAMA)
FSMA President
FSMA Executive Board

From: Deniece Jozefiak, CMA (AAMA)
FSMA Vice Speaker of the General Assembly

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

This officer attended the AAMA National as a Delegate for FSMA.

This officer has been working closely with Heidi Fortin, CMA (AAMA), Speaker of the General Assembly. At the FSMA meeting November 17, 2018 we will be trying to fill the needed positions to make sure the General Assembly runs smoothly.

Both the Speaker and the Vice Speaker would like 30 minutes before the Reference Committee Hearings to speak to voting members of the General Assembly regarding Parliamentary procedures.

This officer has a question on how the credentials chair will be able to verify non-CMA (AAMA) credentials and if they are up to date? This will need to be determined before the registration form goes out asking if they are attending the General Assembly as an eligible voter.

This officer would like to thank those in advance on those volunteering to help during the General Assembly.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 Date: November 17, 2018

2
3 To: Marsha Benedict, MSA, CMA-A (AAMA)
4 President FSMA 2018-2019

5
6 From: Kathryn J. Panagiotacos, CMA (AAMA)
7 Chair - Bylaws/Policy & Procedures

8
9 Report Fall 2018

10
11 The Florida Society of Medical Assistants held our annual meeting along with the
12 General Assembly meeting on April 20, 2018 in Orlando, Florida. After the General
13 Assembly completed the FSMA business and annual elections, the 2018-2019 Officers,
14 Chapter Representatives and Committee Chairs ~~the of the~~ newly elected individuals
15 were published and distributed to the membership. The test of a healthy society is
16 supporting the newly elected Executive Council who meet changes and challenges with
17 respect to each circumstance and the member/s needing to make decisions which
18 impact their life and must keep priorities in perspective. Following the change in our
19 newly elected president Kathleen Quinn, CMA (AAMA) with the announcement of her
20 resignation, the FSMA members extended appreciation and best wishes. Then action
21 was taken to place Marsha Benedict, MSA, CMA-A (AAMA) as current President, the
22 Executive Council along with the FSMA members then congratulated and extended our
23 appreciation to her for willingly agreeing to the task.

24
25 After accepting the request to chair Bylaws/Policy & Procedures, now ready to work
26 alongside the Executive Council with the FSMA members. It is the responsibility of this
27 Committee to Update and Maintain accurate copies of the Bylaws and Policy &
28 Procedures documents. Also, to perform editorial changes to the bylaws when AAMA
29 HOD makes changes to membership qualifications. And, provide new chapters with
30 sample Bylaws which are available on the FSMA website.

31
32 **An Official Announcement regarding FSMA Bylaws change 2018 was published**
33 and placed on aamafsma@hotmail.com for the membership to be informed and aware
34 on May 6, 2018. A copy is included with this report as well as the following:
35 **Bylaws change effective immediately.**

36
37 *Article V – Membership Section 1. Classes. D-Associate Member*

38 *An “associate” member is an American Association of Medical Assistant (AAMA)*
39 *member and medical assistant who is not a CMA (AAMA) and does not fall under any*

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other membership category such as active, sustaining, life, student or honorary member.

In order to vote in the general Assembly and to hold an office, the associate member must be current member in good standing with the AAMA with dues paid by December 31 of the preceding calendar year.

Following AAMA Bylaws, an associate member is NOT permitted to serve as a national voting delegate in the AAMA annual conference House of Delegates.

A communication will be sent to Chapter Presidents regarding update to be made to their Chapters Bylaws.

A request was made by President Benedict and Vice President Kistler to active Chapter Presidents to send their Chapter Bylaws. All Chapter Bylaws have been received. ~~The f~~Following is a list of Active Chapters: Brevard, Central Gulf Coast, Central Florida, Mid-Gulf, North Florida, Southeast, Southwest, Treasurer Coast.

President Benedict forwarded from AAMA Kathy Langley, Board Services, an email for Amendments to AAMA Bylaws.

For your information (and for dissemination to your members) the following two amendments to AAMA Bylaws were approved by the 2018 House of Delegates at the September Annual Conference:

ARTICLE V—Component Chapters

NEW WORDING

*Component (Local) Chapters are those county or district chapters of medical assistants within the geographic limits of a Constituent Society. The Component Chapters shall be under the jurisdiction of that Constituent Society. **Annual chapter dues for all classes of members shall be fixed by the state society.***

ARTICLE XXIII---AMENDMENTS

NEW WORDING

*These Bylaws may be amended at any annual House of Delegates meeting by a two-thirds vote provided the proposed amendments shall have been submitted in writing to the elected Delegates no later than **45** days prior to the meeting at which they are to be acted upon.*

NOTE: *These amendments do not affect any of the mandatory areas of the AAMA Bylaws, therefore state societies are **not** required at this time to make any changes to their own bylaws.*

The AAMA Bylaws will be updated and reposted to the AAMA website.

Received communication from President Benedict regarding the consideration to a new Bylaw addition pertaining to a Judicial Council for the FSMA.

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86 The AAMA has in their Bylaws as well as other State Societies a Judicial Council.
87 Currently the FSMA does not have a Judicial Council. With the consensus of the
88 Executive Council, research will be initiated to investigate information and present at the
89 FSMA annual General Assembly 2019.

90
91
92 Information has been received during this time between the annual meeting and now,
93 as well as being acted upon in a timely manner.

94
95 Joining the FSMA members to promote the growth of our society. This quote by
96 Mahatma Gandhi, "You must be the change you wish to see in the world"

97
98 Respectfully submitted,
99 Kathryn J Panagiotacos, CMA (AAMA)

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FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: October 20, 2018

To: Marsha Benedict, MSA, CMA-A (AAMA)
President FSMA 2018-2019

From: Christine Giri, CMA (AAMA)
Membership & Certification

2018 Fall Report

Membership statistics

	October 2017	DEC 2017	April 2018	Oct 2018
Total Membership	1104	1192	873	1010
Active	773	827	637	714
Associate	248	251	116	139
Sustaining	10	10	10	9
Students	65	95	132	138
Affiliate	7	8	6	13
International	1	1	1	1

Three surveys were sent to Everglade, Central Florida and South East Areas. Some interest was shown by several members to become involved with FSMA. Therefore, if the members will work with the nearby chapters, a seminar will be held in their area periodically.

The North Florida officers have requested to move the following counties to the North Florida chapter, as this makes the most sense geographically.

The chair recommends to move Bay, Calhoun, Dixie, Escambia, Franklin, Gadsden, Gulf, Hamilton, Holmes, Jackson, Jefferson, Lafayette, Leon, Liberty, Madison, Okaloosa, Santa Rosa, Suwanee, Taylor, Wakulla, Walton & Washington Counties to the North Florida chapter. (currently in Central FI Chapter).

Five counties have active/associate members and the remaining 17 counties have zero members.

Escambia (23) = Active-18 , Associates-4 , Students -1

Leon (7) = Active

Santa Rosa (8) = Active

Gadsden (2) = Active

Madison (1) = Active

Central Florida has Lake, Marion, Orange, Osceola, Polk, Seminole, and Volusia counties. (270 members)

April - August 2018 -Membership/Certification reports were submitted to President Benedict, Communications Chair Kistler, and Chapter presidents.

The AAMA Membership department has provided new member data on a bi-monthly basis as requested. There seems to be a challenge with chapter/ zip code assignments. On several occasions the chair has sent zip codes back to AAMA membership for re-assignment. Recently the zip codes for Pensacola, Port Charlotte, Engelwood, Arcadia, Palm Coast and Nokomis were assigned as At Large Members. This has been corrected and new membership cards were mailed to the members. The Certification department reports remains to be a struggle. The report for July/August New CMAs and Recertified CMAs will follow post Fall Meeting.

Chapter Membership May 2018:

Brevard	97	8% increase
Central Florida	354	6.5% increase
Central Gulf coast	156	8% increase
Mid Gulf	71	- -
North Florida	66	9% increase
Southeast	200	9% increase
Southwest	140	- -
Treasure Coast	101	18% increase

Greatest increase in overall membership = Treasure Coast Chapter

Greatest increase in Active Members = Central Gulf Coast Chapter

Greatest increase in Student Members = Southeast Chapter

New report coming this month.

	Active	Non members	Students	
NEW CMA	33	86	4	
Re Certified	127	34	n/a	

	Active	Associate	Students	Affiliate
New Members	51	27	45	18



A SOCIETY OF MEDICAL ASSISTANTS

American Association of Medical Assistants

Date: October 15, 2018

To: Marsha Benedict, CMA-A (AAMA)
Executive Board
Chapter Representatives
Committee Chairs
Physician Liaison

From: Maria Wiegelmann, CMA (AAMA)
FSMA Education Chair

All the work of getting the speakers for the FSMA Fall 2018 seminar has been done by Loxie Kistler and her Committee members. WE thank them for the excellent job they did!

I am working on speakers for the 2019 Annual Conference in Orlando. Possible topics: diabetes, medical marijuana, domestic abuse (Harbor House), foot and ankle problems and treatment, brain health. If you have any suggestions or recommendation for speakers, please let me know.

I will be handling registration duties for this meeting and the 2019 Annual Conference. If you would like to help let me know!

Thank you for the opportunity to serve as your Education/Registration Chair.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

American Association of Medical Assistants

Date: October 1st, 2018

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

From: Loxie Kistler, Ed.D. M.S. B.S.N. RN CMA (AAMA)
Communications and Community Outreach Chairperson 2018-2019 Term

Theresa Errante-Parrino CMA (AAMA)
Member

RE: November 17th, 2018 Fall Seminar Executive Council Meeting Report

This chair assumed this position in May of 2018 and has communicated to FSMA members and external stakeholders through Constant Contact. Calls took place with Constant Contact to transition administrative rights from Betty Springer CMA-C (AAMA) to myself.

Thank you to Betty Springer for years of exemplary communication and building the Constant Contact to over 2,800 contacts and serving as a mentor and resource during this transition period.

Communication was established with chapter presidents.

Monthly CEU events were communicated to both active and non-renew members via Constant Contact after communication with chapter presidents. Reminders of CEU events were sent as eblasts for the following chapters: Brevard, Central Florida, Central Gulf Coast, North Florida, Southwest and Treasure Coast.

This chair sent eblasts to current and non-renewed members on various topics such as: MAR Week Observance, the Fall Seminar, various career opportunities, condolence notices, new members and new CMA's.

Lists of active and non-renew FSMA members were updated. Members at large were moved to appropriate Chapters with the assistance of Mary Lou Allison and notification made to AAMA by Christine Giri, Membership Chair. Changes made weekly when "unsubscribe" requests were received.

Constant Contact was available to the Ad Hoc United for the Future Committee for sending letters. As new contacts were identified, the names and contact information were added to Constant Contact.

An email blast for the November 17th, 2018 Fall Seminar in Sunrise, Florida took place.

"Click rates" were monitored for each campaign and reported to appropriate parties.

36 Email addresses that “bounce” were sent postcards via US mail for correction or clarification with the
37 AAMA.

38 This chair attended 2 webinars offered by Constant Contact to improve and enhance designing of
39 campaigns on 7/26/2018 and 8/23/2018.

40 Constant Contact eblasts occurred to gather interest in creation/revival of the following: Everglades
41 Chapter and new chapters in the Florida panhandle and Miami areas. Names of those interested were
42 forwarded to President Pro Tempore Marsha Benedict and surrounding Chapter Presidents.

43 Special thanks to Christine Giri Membership Chair for distributing updated AAMA lists of new
44 members and newly certified members. Email lists within Constant Contact are updated as new AAMA
45 lists are distributed.

46 Continual communication occurs between this chair and Mary Lou Allison as important information is
47 placed on both Constant Contact and the FSMA website.

48 Thank you to Dr. Theresa Errante-Parrino for taking charge of the FSMA Facebook page with
49 outstanding results. “Viewings” and “likes” have increased greatly with the placing of valuable health
50 related information on the FSMA page. Upcoming FSMA events are placed on the page in a timely
51 manner.

52 Included in this Committee is the online learning opportunity known as Constant Learning. These 4
53 CEU offerings are as follows: Hand Hygiene 1 C CEU, Vaccines for Children 2 GC CEUs, Patient
54 Rights 1 G CEU and Customer Service 1 G CEU. These learning opportunities are free of charge to
55 anyone who completes the modules. Scheduled for loading in January of 2019 are the following:
56 Telephone Screening and Documentation (1 AC CEU) and Telemedicine (1 AG CEU). AAMA
57 members’ completions were submitted to the AAMA for placement on his/her transcript on a monthly
58 basis. Certificates of completion were sent to all successful completers within a 7 day timeframe of
59 completion. Any questions regarding Constant Learning were responded to within a 24 hour timeframe.
60 Nearly 30% of those completing the modules are credentialed medical assistants in Florida who are not
61 AAMA members. A letter from the Ad Hoc Committee United for the Future letter was sent to those
62 30% who are not current AAMA members outlining the many benefits of membership in the AAMA.

63 Due to completion of the Constant Learning modules by a large number of out of state non-Florida
64 medical assistants (67) a disclaimer was placed on the FSMA website and on Survey Monkey that only
65 “Florida Credentialed Medical Assistants will have their completions processed” after July 14th, 2018.
66 All 67 out of state medical assistants were sent certificates of completion within 48 hours and their
67 information submitted to AAMA for transcripts by July 31st, 2018 as a courtesy.

68 This chair received training on Survey Monkey from Dr. Theresa Errante-Parrino in October 2018.

69 Medical Assisting students from Fortis College completed the Constant Learning modules as learning
70 tool supplements during their classes in the summer term.

71 Thank you to Dr. Theresa Errante-Parrino for coordinating, revising and troubleshooting Survey
72 Monkey. Dr. Errante-Parrino authored a module titled “Patient’s Rights” and Dr. Loxie Kistler authored
73 a module titled “Customer Service.” Both modules are available until July of 2019. Thanks to Marsha

74 Benedict and Kris Hardy for authoring “Telephone Screening and Documentation” and “Telemedicine”
75 which will be available in January of 2019 on Constant Learning.

76 This chair in coordination with President Marsha Benedict created a survey/questionnaire to explore
77 rationale for the non-renewal of membership in the AAMA. A template survey from the AAMA was
78 the model for the survey. The survey was sent to 1,380 previous AAMA/FSMA members who have non
79 renewed since 2015. Return deadline was set at November 1st, 2018. Results will be shared at the Fall
80 Seminar on November 17th, 2018.

81 This chair maintained the budgetary guidelines established for Constant Contact and practiced security
82 measures as holder of the rosters housed within Constant Contact.

83 It is a pleasure to continue to serve the FSMA in this capacity and I greatly appreciate your patience as
84 this transition will continue to take place over time.

85

86 Respectfully submitted,

87 Loxie Kistler, Ed.D. M.S. B.S.N. RN CMA (AAMA)
88 Communications and Community Outreach Chairperson

89

90

91



Florida Society of Medical Assistants, Inc.

FSMA Meeting Coordinator Chair, Fall 2018
Marsha Benedict MSA, CMA-A (AAMA)

Maria Wiegelmann, CMA(AAMA)
Registration Chair; Committee Member

Annual Conference was held at the Best Western; Lake Buena Vista Resort Hotel; 2000 Hotel Plaza Blvd; Lake Buena Vista, FL 32380 407-828-2424. April 19-21, 2018. Room rate is \$99 and there is a parking rate of \$7 per day. Fee for registration is \$55.00 for members, \$75.00 for nonmember, student member \$45.00, non student member \$65.00.

The following hotels have been approved by the executive board:

Fall Conference; DoubleTree by Hilton; 13400 West Sunrise Blvd. Sunrise, FL 954-851-1020. November 16-18, 2018. Room rate \$109 for single and double. \$119 for quad. There is no charge for parking.

2019 Annual Conference will be held April 26-27, 2019 at the Renaissance Orlando Airport Hotel; 5445 Forbes Place; Orlando FL 32812, 407-513-7232. Room rate is \$129.00. Parking \$7.00 daily.

2019 Fall Conference will be held November 9, 2019 at the Embassy Suites by Hilton 10450 Corkscrew Commons Drive, Estero, FL near Fort Meyers, FL. 239-949-4222. Room rate is \$129.00.

This chair is currently seeking sites for the 2020 Annual Conference in Orlando.

It has been another good year for FSMA networking. We always look forward to new credentialed registrants for our meetings and where they are coming from as well as meeting again and getting to know our ongoing members. The topics for Education are always interesting knowing there is always "something" to learn from each one". The packets for Registration are consistent and informative so glance through and remind ourselves of what we are accomplishing and what more we can do for our organization.

A special thank you to Maria Wiegelmann, CMA(AAMA) Registration Chair that prepared the registration forms, packets and greeted all the members and guests on their arrival all conferences. Thank you to Loxie for developing all the E-blast through Constant Contact to promote the conference. Thank you to all of members who sent letters, made calls, sent emails inviting other credentialed Medical Assistants to attend seminars. Thank you to all who worked diligently to provide excellent education. **United WE build a Better Future.**



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

American Association of Medical Assistants

Date: October 1st, 2018

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

From: Loxie Kistler, Ed.D. M.S. B.S.N. RN CMA (AAMA)
Chair Nominating Committee

RE: November 17th, 2018 Fall Seminar Executive Council Meeting Report

This committee chair actively recruited qualified members, as per FSMA Bylaws, to volunteer to serve on the Executive Council for the 2019-2020 year. Each chapter president was notified of this opportunity during the months of September and October 2018.

Emails and consent to serve forms were emailed to each Chapter President and current officers in mid-September and October 2018.

The FSMA Bylaws detail the requirements to serve on the FSMA Executive Council. Opportunities exist in various FSMA offices, as committee chairs and members and as voting delegates to the AAMA Annual Conference in 2019.

Consent to serve forms were available at the Fall Seminar on November 17th, 2018.

Individuals willing to serve were asked to notify the Nominating Chair by email or in person by the November 17th, 2018 Fall Seminar located in Sunrise, Florida.

Individuals not previously serving on the Executive Council were offered the opportunity to volunteer.

All members were notified of the need to complete a Consent to Serve (available on the FSMA website) and submit to the Nominating Chair.

It is a pleasure and honor to serve members of the FSMA.

Respectfully submitted,
Loxie Kistler, Ed.D. M.S. B.S.N. RN CMA (AAMA)
Nominating Committee Chair



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: September 25, 2018

Committee: Adhoc Unite; Fall 2018

From: Kris Hardy, CMA (AAMA) Ad-Hoc Chair

To: Marsha Benedict CMA (AAMA), FSMA President, and Executive Board

This chair has fulfilled all duties as were discussed at the last annual meeting. Multiple types of letters were created and distributed to the chapter presidents and to the executive board members.

It was established that Mary Lou would be the point of holding for any letters/contacts made by the members. There are no real statistics to be shared at this time on my end. It will take time and a team effort if we are too see future benefits. We look forward to the membership statistics in 2019 at which time it will tell us if our endeavor is being effective.

This chair sent letters to the following organizations:

American Medical Certification Association (AMCA)

800 960-2622

National Center for Competency Testing (NCCT)

900 875-4404

National Health Association (NHA)

800 499-9092

Letters were also sent to several major healthcare organizations in Brevard County: Health First, Osler, Stuard, and Melbourne Associated of Brevard.

Follow-up calls were made at various intervals in the last two months. Unfortunately, no one from the organizations were willing to talk. We have a good standing relationship with the other affiliations in Brevard County and have been told that the information would be posted in various places throughout their facilities. Student letters have been given to those in my program as well a letter to Keiser College. The Brevard County Chapter President or Vice-president has not been active in this endeavor to my knowledge.

This chair has worked closely with the president and vice-president with this united endeavor and have done everything delegated.

This chair created a "Telemedicine" CEU for the FSMA on-line CEU's and have several in the works for future use.

This chair attended the FSMA 2018 Annual meeting and General Assembly. It has been a pleasure serving the board to date.

This chair is grateful to all the members who have reached out to community and sent letters as well as to Mary Lou for keeping and maintaining the information on who was sent letters.

Below is the list of community, associations, and schools who have thus far received our communication.

ASSOCIATIONS

American Medical Certification Association (AMCA)
310 Passaic Ave, Suite 204B
Fairfield, NJ 07004
ATTN: Danielle Sadighi, President
888 960-2622
Their credential is: CMAC

National Center for Competency Testing (NCMA)
7007 College Blvd, Suite 385
Overland Park, KS 66211
ATTN: NCCT Board Members
ATTN: Davis Stockburger, PhD, Chair
(Send one letter each to both of them)
800 875-4404
Their credential is: (NCMA)

National Healthcare Association (NHA)
11161 Overbrook Rd
Leawood, KS 66211
800 499-9092
ATTN: Mike Dahir, General Manager
Mary Monroe - Industry Awareness
(Send to each)
Their credential is: CCMA

EMPLOYERS/ORGANIZATIONS

NORTH FLORIDA CHAPTER

Baptist Primary Care - Jacksonville
University of Florida Ambulatory Care - Gainesville
Physician Services Group - Jacksonville
Adventis Ambulatory Care - Palm Coast
Flagler Hospital - St Augustine

Stacey Rhodewalt Martin Memorial Hospital, Stuart F

Stacey.Rhodewalt@martinhealth.org
772-221-2000

Physicians Primary Care
Cape Coral, FL

Tenet Florida Physicians
West Palm Beach

Attended inservice 6/18/18 for 45 MAs (non AAMA members) in Jacksonville. Spoke to them regarding educational opportunities with FSMA. All provided contact information. Today sent North Florida newsletter and information on upcoming local, state and national opportunities. Several plan to attend North Florida August meeting.

Elizabeth Collins, BSN, RN
Practice Transformation Specialist
Baptist Primary Care
elizabeth.collins2@bmcjax.com

Lisa Brannon BSN, RN
lisa.brannon@jax.ufl.edu
Clinical Educator, BS Ed.
UF Health Ambulatory Services

University of Florida Jacksonville Physicians, Inc.
653 West 8th Street
Jacksonville, FL 32209
(904) 403-5202 Cell
(904) 244-4583 Office
(904) 383-1670 Fax

Tyler Wolfendale

Recruitment Specialist
Physician Group Services
11555 Central Parkway, Suite 603
Jacksonville, FL 32224
p: (904)-265-8234
[e: twolfendale@cspcjax.com](mailto:twolfendale@cspcjax.com)



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date September 29, 2018

To: Marsha Benedict, CMA(AAMA) President FSMA

From: Fall 2018 Brevard County Chapter of Medical Assistants Kathleen M. Quinn,
CMA(AAMA)

We have been busy hosting meetings almost every month. We have found us a home at Project Response in Melbourne, Florida. Project Response is a lifeline for over 600 people living with HIV/AIDS on the Space and Treasure Coasts as an HIV/AIDS organization and case management agency. Project Response strives to provide the essential services that its clients need to manage HIV disease successfully.

WE have been conducting monthly meetings and hosting some very interesting speakers including such topics as Preventing Medication Errors, HIV Lab Seminar and Mental Health Issues.

We look forward to our continued growth of our chapter and working with Eastern Florida State College to get more students involved.

Wishing everyone a successful continuing education day and meeting.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

October 6, 2018

To: Marsha Benedict, CMA-A (AAMA), FSMA President
Executive Board
Chapter Representatives
Committee Chairs
Physician Liaison

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

Re: Central Florida Fall Seminar Report for 11/17/18

The Central Florida Chapter continues to meet 6 times a year, alternating between Grace Medical Home, 51 Pennsylvania Street Orlando, FL 32806 and Denny's 2684 Lee Road, Winter Park, FL 32789 in hopes of increasing attendance at meetings. Nearly all chapter meetings have 1 free CEU offered. During the year, the chapter also has two mini seminars that offer 4 CEUS.

The remaining meetings for 2018 are as follows:

*Saturday October 13, Mini Seminar at Florida Career College 989 N Semoran Blvd, Orlando, FL, 8:30 am to 1 pm, 4 CEUS, Topics to include: Stop The Bleed (1.5), ICD 10 updates (1.5), and Jeopardy (1).

*Tuesday, October 16, 2018, Central Florida chapter meeting and 1 Free CEU, education from 6:30-7:30 pm with business meeting immediately to follow. CEU topic is Medicare, Medicaid and ACA Update.

*Wednesday, November 14, 2018, Central Florida chapter meeting and 1 Free CEU, education 6:30-7:30 pm with business meeting immediately to follow. Topic TBA.

After discussion with member meeting attendees, the CFCMA is going to try something new in 2019. Instead of meeting 6 times a year during the week with 2 mini seminars, the chapter will have 3 mini seminars (4 CEUS) that will take place on a Saturday. (January 26, 2019, March 16, 2019, and October 19, 2019.) The only two times we will meet during the week will be in the months of May and September on a Tuesday. No less than 12 CEUS will be offered for our chapter members in a given year. The

attendance at our Saturday mini seminars is generally much better than the attendance during the work week. Only time will tell if this proves to be a good change for the chapter.

We want to thank Loxie Kistler, CMA (AAMA), FSMA Communications/Marketing chair for sending out the eBlasts to keep our members informed of all chapter happenings. Thank you to Mary Lou Allison, CMA-C, (AAMA) our Web Master, for posting all updates to the FSMA website.

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



FLORIDA SOCIETY OF MEDICAL ASSISTANTS, INC

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

FROM: Kathryn J. Panagiotacos, CMA (AAMA)
President, Central Gulf Coast Chapter

RE: Fall Report

DATE: October 20, 2018

We are actively working on the welfare of our chapter. In early 2018 there was much discussion whether to continue with CGC chapter. Past President Allen sent a letter to all members requesting their input regarding the dissolution of the chapter.

Our core officers continued and maintained 13 CEUs annually. We held two mini seminars in May and August of this year. During this difficult time the mini seminar was well attended by RMAs, NCMAs, CMA (AAMA)s, and 3 students (Tampa). As we strive to inform members and potential members who we are, we included the FSMA mission and FL statute Scope of Practice at our seminars.

The Central Gulf Coast Chapter received the request to distribute the ad-hoc letters to program directors, employers , and local medical associations. It was the consensus of our chapter that we do not have the ability to fulfill the request. Presently we are focusing at rebuilding the chapter.

The chapter donated a monetary gift to the Veterans organization in memory of Patricia K. Allen CMA (AAMA), who faithfully and relentlessly supported education, ways and means, and all activities throughout many years in our chapter. For the members that made their presence at Pat's memorial we are grateful for your support.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date October 20, 2018

To: Marsha Benedict

From: Debra Hancock, CMA AAMA President Mid-Gulf-Coast Chapter

Our Chapter met last on July 25th, 2018 where our speaker from Meridian College did the second part of his program on Opioids in America. He received many questions from the attendees and the program proved to be very interesting and informative. The second part of our meeting consisted of myself hosting Medical Jeopardy. Our group proves to be very interested in the question and answer segment of our meetings.

We are planning more meetings including one from one of our own members speaking on vaccinations for both children and adults. We also have our Treasurer, Cheryl Wagner planning a presentation on "Careers for Medical Assistants and where to find them" (temporary title). I will be presenting an updated version of Medicare requirements for Durable Medical Equipment in next year's agenda.

Our meetings at the Meridian College in Lakewood Ranch have proven to be quite successful and we are able to pull speakers from their many instructors there at the college. We presented the college with a Letter of Appreciation at our last meeting July 26th. They have proven to be very supportive of our chapter and we wanted to show our gratitude.

Upcoming meetings are tentatively scheduled beginning early December through May of 2019. Dates have not yet been set and the board will soon be meeting to determine those dates and subjects.

We are continually striving to help our members attain CEU's and encourage our members to grow and network in their profession and to be a vital part of the community as well as our chapter.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

American Association of Medical Assistants

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

From: Loxie Kistler, Ed.D. M.S. B.S.N. RN CMA (AAMA)
President North Florida Chapter of Medical Assistants

Re: November 17th, 2018 FSMA Executive Council Meeting Report

Since April of 2018 this President completed the following activities:

Participated in and responded to all correspondence from the FSMA and AAMA.

Created and maintained a Facebook page for North Florida Chapter of Medical Assistants.

Distributed 3 editions of the North Florida Beacon newsletter via email and sent one to member via US mail.

Collaborated with Baptist Primary Care, Physician Group Services, Nemours and University of Florida regarding educational opportunities with the North Florida Chapter of Medical Assistants. Distributed United for the Future Ad Hoc Committee letters in person to above mentioned organizations.

Communicated and offered assistance and guidance with Baptist Primary Care regarding obtaining credentialing for current medical assisting employees.

Updated email lists with current AAMA members and developed an email list for previous North Florida members and Baptist Primary Care.

This officer sent personal welcome and congratulation email communications to new AAMA members and new CMA members when received from FSMA Membership Chair Christine Giri.

Contacted Florida Hospital Flagler St. Augustine to reserve rooms for August 11th and December 1st, 2018 upcoming CEU events.

Submitted CEU applications from Dr. Alesha Fleming and Loxie Kistler for the August 11th, 2018 meeting. Over 20 attendees earned 3 AAMA approved CEUs at this event.

Recruited Leslie Woodin from Baptist Primary Care to present 1 AAMA approved CEU at the December 1st, 2018 North Florida meeting.

43 Sent North Florida updates to webmaster Mary Lou Allison.
44
45 Attended 3 Baptist Primary Care educational seminars and spoke with/was available to answer questions
46 from medical assisting employees.
47
48 Visited Fortis College and Keiser University in Daytona Beach to share opportunities available with
49 membership in the AAMA.Distributed United for the Future Ad Hoc Committee letters in person to
50 above mentioned organizations.
51
52 This officer accepted positions on Fortis College and Keiser University advisory committees and
53 attended meetings on both campuses. Opportunities for students and faculty with AAMA/FSMA
54 membership were presented.
55
56 This officer initiated, distributed and collected nominations from the North Florida region for MA
57 Student of the Year, MA of the Year and Provider of the Year to be awarded at the December 1st, 2018
58 CEU event.
59
60 Became Communication Chair for FSMA which includes coordinating Constant Contact and Constant
61 Learning.
62
63 It is a pleasure and honor to serve the medical assistants in the North Florida Chapter region.
64
65 Respectfully Submitted,
66
67 Loxie Kistler,Ed.D. M.S. B.S.N. RN CMA (AAMA)
68 President, North Florida Chapter
69
70
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72
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74
75



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

11.17.2018

To: Marsha Benedict, CMA-A(AAMA), President
FSMA Executive Council

From: Joyce Baldwin, CMA (AAMA), President

Re: Southeast Chapter Report

So far this year we have endeavored to make more contacts throughout the chapter to explore how to serve our members and increase membership.

We also continued to offer our sponsorship of providing refreshments to all of the Medical Assisting Schools within our chapter for Medical Assistants Day.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: November 17, 2018

To: Marsha Benedict, CMA-A (AAMA)
FSMA President
FSMA Executive Board

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

The South West Chapter of Medical Assistants meets the first Thursday of the month at Fawcett Hospital in Port Charlotte. Speakers have been set for the rest of 2018. There will be a mini seminar on November 3, 2018 at Venice Hospital. An e-blast has been sent to all three chapters in the West Coast.

Like other chapters, this chapter is finding the same few members attend monthly meetings. There has been discussion on cutting the monthly meeting out and doing three seminars in different areas of the chapter. This chapter is having problems finding speakers and it's the same few members attending and the same few doing the work. We have lost members due to death, family illness and retirement which has been the main reason for this.

Chapter members Ruth Lapio, CMA (AAMA) and Paul Steele, CMA (AAMA) will be talking to the one school in Charlotte County to see if we can get interest again from the students. We will be reaching out to all credentialed medical assistants in the area.

There is some interest in getting the Everglades Chapter back up and running. An email went out to all members of the South West Chapter asking for interest and participation. There has been no response to an additional e-mail that went out to those who responded to the original e-mail. It was explained that this President would be willing to do the paperwork if they obtained a meeting room and speaker. All meeting would be posted on the FSMA website and an e-blast would go out to all members of the chapter.

This chapter will be meeting on December 8, 2018 at Cartaba's for our annual Christmas dinner and ornament exchange.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: October 4, 2018

To: FSMA President Marsha Benedict, CMA-A (AAMA) and the Executive Board

RE: Treasure Coast Chapter Fall Report

From: Treasure Coast Chapter

The Treasure Coast Chapter of Medical Assistants consists of St. Lucie, Indian River, and Okeechobee counties. The chapter continues to hold various events to its members. We meet at Indian River State College located at 3209 Virginia Ave. Fort Pierce, FL 34981 in the FSU/IRSC College of Medicine Building Room 126. All meetings start at 6:00pm with refreshments. Our meetings are open to all and certificates of attendance are available.

Our 2018 meetings are combined with our 1.5 continued educational units with relative topics. Our meetings are held between January-April and September-November and we meet at least monthly. We take the summer months off for planning and re-alignment.

The chapter held election in April and new officers were appointed. Congratulations to the following Treasure Coast Chapter Executive Board:

- Theresa Errante-Parrino, CMA (AAMA)- President
- Pamela Giannone, CMA (AAMA)-Vice President
- Nancy Brown, CMA (AAMA)- Secretary
- Zooshan Plummer, CMA (AAMA)- Treasurer
- Betty Springer, CMA-C (AAMA)- Marketing Interim
- Nicole LaMartina, CMA (AAMA)- Social Media
- Kim Eline, CMA (AAMA)- Public Policy
- Debra Kuiack, CMA (AAMA)- Public Policy

The new executive board met in August to discuss the workings of the chapter, confirm the fall line-up, and did a mailing to all chapter members. The mailing was a three in one, one to current members to inform them of our upcoming meeting dates and topics, the second was to non- members inviting them to join, and third was to non-renewals. We also included information on the bylaw changes. During this productive meeting, we also decide to rotate presentation days, this would allow those who can not attend on our usually scheduled 3rd Wednesday of the month meeting an opportunity to still attend other topics and learn about new topics, network, and earn credits.

Our Fall line-up is as follows:

- Tuesday, Sept. 18- Chronic Pain Management- 22 in attendance (1.5 C,G)
- Thursday, Oct. 18- Breast Cancer Myths vs Facts- 24 in attendance (1.5 A,C)
- Wednesday, Nov. 7- Nutrition (1.5 A,C)
- Tuesday, Dec. 4- Legal Implications (1.5 A,G)
- Monday, Jan. 28, 2019- Blood Management (1.5 A,C)

Each of the fall topics is worth 1.5 AAMA A,C or A,G credits. Once of our recent surveys also indicated a need for more Administrative CEUs, so we have been able to fulfill member requests this fall with Administrative approvals. We have been fortunate enough to have a local healthcare facility with a speaker's bureau that provides our chapter with speakers and up to date topics.

We advertise our meeting on Facebook through the Treasure Coast Chapter of Medical Assisting Group Page, on the FSMA Event Calendar, personal emails, letters through the US postal service, word of mouth, and through E-Blast with Constant Contact. The chapter has seen an increase in attendance this fall from about 15 in attendance in the Spring to an average of 23 in attendance this fall. We are currently working on topics and speakers for February to April.

For Medical Assisting Week, we held a chapter meeting on Wednesday, Oct. 18, MA Day and incorporated Special Guest attendees, cake, give-aways and AAMA MAR week promotional items. The Chapter also held an online drawing for FREE Registration to Fall Seminar. Eligibility was based on the following:

- must be able to attend seminar on Nov. 17
- must be AAMA member (with dues paid)
- must be part of Treasure Coast chapter
- must advocate for the Medical Assisting profession
- must have verified community service hours or be involved with an addition organization that provides community service

Survey results showed that some members would like to meet further south, since many members work until 5pm and it is difficult for many of them to drive to Fort Pierce by 6pm for our meetings. Venue is being looked at further south of Fort Pierce but may not occur until January 2019. If a venue cannot be found, perhaps starting the meetings at 6:30pm maybe an option.

Community service, we are trying to form a team and Fundraise for Relay for Life. The Walk is scheduled for March 30, 2019. Relay for Life is part of the American Cancer Society that supports all cancers. Relay is staffed and coordinated by volunteers in thousands of communities and 27 countries. Volunteers give of their time and effort because they believe it's time to take action against cancer. This event remembers loved ones lost, honor survivors of all cancers, and raises money to help the American Cancer Society make a global impact on cancer.

78 During the year, we have worked with many different speakers, agencies, and
79 members. On behalf of the Treasure Coast Chapter, we would like to thank those who
80 support our chapter during the year. We appreciate your time, support, understanding,
81 mentorship, and guidance in our success. We look forward to your continued support
82 and new opportunities.

83

84 All correspondences received were answered in a timely manner. There was open
85 communications between all parties.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: November 17, 2018

To: Marsha Benedict, CMA-A (AAMA)
FSMA President
FSMA Executive Board

From: Deniece Jozefiak, CMA (AAMA)
Delegate's Report from AAMA Conference

This Delegate attended the Delegate/Alternate orientation on Saturday September 15, 2018. During this session delegates/alternates were given the a-b-c's of Parliamentary Procedures. This was a great hand out and discussion that all states can use at their annual meetings.

It was discussed that all cell phones be shut off and to dress appropriately. No jeans are to be worn in the HOD.

During this meeting voting members were taught and got to practice the electronic voting method that is used during the AAMA House of Delegates.

This Delegate had the pleasure of serving as member and secretary of the Reference Committee on Resolutions for AAMA.

This Delegate attended the House of Delegates on Sunday September 16, 2018. The first session in the morning was to take care of normal business and meet the candidates that were running for office.

During this session it was discussed it is not proper to take pictures of anyone attending the conference without their permission. As this is invasion of personal information.

After the first session the Reference Committee Hearings were heard on reports, Proposed Bylaw changes and Proposed Resolutions. There was a lot of discussion on the resolutions. The proposed Bylaw changes were adopted.

39 ARTICLE V COMPONENT CHAPTERS

40
41 Changes were Annual chapter dues for all classes of members shall be fixed by the
42 state society.

43
44 ARTICLE XXIII AMENDMENTS

45 This too was adopted.

46
47 These Bylaws may be amended at any House of Delegates meeting by 2/3 vote
48 provided the proposed amendments shall have been submitted in writing to the elected
49 Delegates no later than 45 days prior to the meeting at which they are to be acted upon.

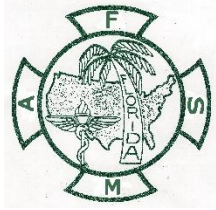
50
51 There were 2 Resolutions but before the House.

52
53 The first one 18-01 from the AAMA Board of Trustees was to allow a \$10.00 discount if
54 paid for two years of dues at the same time. There was discussion about up to date
55 membership cards and if AAMA could keep accurate track of this. This was sent back to
56 the Board of Trustees for further study and report back next year if desired.

57
58 The second one 18-02 from the Iowa Society was to teleconference all Board of Trustee
59 Meetings as many members and states cannot afford to attend and the meeting time
60 allowed for those attending was only the beginning of the meeting. The majority of the
61 Board of Trustee meetings are held in closed session.

62
63 The Reference Committee recommended that this not be adopted as the time of the
64 meetings would only allow a few members to actually be Able to be on the phone at the
65 same time. It was recommended that the Board of Trustees make a greater effort in
66 communicating with State and Chapter Presidents as to what was discussed at the BOT
67 meetings.

68
69 This member appreciates the vote of confidence that was placed upon thus delegate to
70 act in the best interest of FSMA and its members. It was an honor and privilege to
71 serve as your FSMA Delegate.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: October 20, 2018

To: Marsha Benedict, CMA-A (AAMA), CPC, FSMA President
FSMA Executive Council Members
Physician Liaison
Committee Chairs

From: Heidi Fortin, CMA (AAMA), FSMA Delegate

It was an honor to represent the Florida Society of Medical Assistants at the 62nd AAMA annual conference held September 14 through September 17 at the Hilton Salt Lake City Center in Salt Lake City, Utah.

This Delegate attended on Saturday, September 15, 2018 the House of Delegates/Alternate Orientation from 10:30 am to 12:30 pm. This was very informative to refresh on the A-B-C's of Parliamentary Procedure for the order of business to move through the House of Delegates. We reviewed how to make a motion, second a motion, debate a motion, and vote on a motion. At the orientation we practiced using the electronic voting devices and prepare ourselves to exercise the electronic voting power on behalf of our state society.

Delegates and Alternates had to check in Saturday, September 15, 2018 prior to Sunday, September 16rea 2018 House of Delegates. AAMA current membership card was presented to the Credentials Desk and approved as a Delegate for FSMA.

I also attended several educational sessions on Saturday, September 15, 2018 which were very informative to apply in our scope of practice as a Certified Medical Assistant.

- | | |
|---|------------|
| • Do You Remember How to Communicate | 2 CEU -G |
| • A Review of MACRA's Quality Payment Program | 2 CEU -A |
| • Active Shooter Response Preparedness | 2 CEU -A |
| • Management Survival Training | 2 CEU - GA |
| • SART – Sexual Assault Response Team | 2 CEU – AC |

House of Delegates (HOD) was Sunday, September 16, 2018 and all Delegates and Alternates had to be checked in presenting their current membership card to the Credentials Desks and be seated 15 minutes prior to the start time at 8:00 am.

Call to Order for the HOD was Debby Houston, CMA (AAMA), CPC, Speaker of the House. There were 139 Delegates and 6 Proxies which was a total of 145 in the House. The morning session consisted of Presentation of Colors, National Anthem, and Pledge of Allegiance, Introductions, Report of the Credential Chair, and Agenda Approval. The House also reviewed Orientation of Delegates, Adoption of House Rules, Appointment of Reference, Committees, and Tellers.

Lisa Lee, CMA (AAMA) President read a supplemental report to the House of Delegates regarding additional activities during the conference and questions that were addressed to her regarding the AAMA Strategic Plan and goals which are available to the members on the AAMA website. Also, how to volunteer for AAMA committees and task forces which is also on the AAMA website under the drop-down tab Volunteers/Guidelines and forms.

Report of the Nominating Committee was given by Julie Flatten, CMA (AAMA) RN, EMT and Debby Houston, CMA (AAMA), CPC took Nominations from the Floor. The House was recessed, and the candidates spoke to the Delegates and Alternates to answer any additional questions before voting in the second half of the HOD.

This delegate attending the reference committees from 1:00 pm to 2:30 pm. The reference committees consisted of Reports, Bylaws, and Resolutions. This was the time to discuss proposals, resolutions, and concerns of all AAMA members. There were approximately 225 members that were present. Each committee meets after discussion and presents their report of recommendation in the second half of the HOD.

The second half of the HOD was called to order at 6:30 pm by Debby Houston, CMA (AAMA), CPC Speaker of the House. All Delegates and Alternates checked in with Credentials Desk with their current AAMA membership card and must be seated 15 minutes prior to 6:30 pm.

Report of the Credentials Chair there were 138 Delegates and 7 proxies for a total of 145 in the HOD. The electronic voting devices were handed out to vote on Officers, Trustees, and Nominating Committee. T

The report of the Reference Committee on Reports was approved and accepted to be filed for future reference.

The report of the Reference Committee on Bylaws recommended that Proposed Bylaw **Amendment 18-01** proposed wording be adopted: Component (Local) Chapters are those county or district chapters of medical assistants within the geographic limits of a Constituent

Society. The Component Chapters shall be under the jurisdiction of the Constituent Society.
Annual chapter dues for all classes of members shall be fixed by the state society.

The second Proposed Bylaws **Amendment 18-02** proposed wording be adopted: These Bylaws may be amended at any annual House of Delegates meeting by a two-thirds vote provided the proposed amendments shall have been submitted in writing to the elected Delegates no later than **45 days** prior to the meeting at which they are to be acted upon.

The report of the Reference Committee on Resolutions recommendation on **Resolution 18-01** which was to provide the option of paying dues for two years of membership for active, associate, and affiliate members which would give a benefit of \$10 discount to members. The issue that was discussed by the members was when a member pays a two-year membership and moves to another state the dues that were received prior are not transferable. The Reference Committee moves that the **Resolution 18-01** be referred to the Board of Trustees for further study and reported to the next House of Delegates. **Resolution 18-02** was recommended by Iowa Society of Medical Assistants to propose a Teleconference of the AAMA Board of Trustees Meetings due to lack of attendance by the State Societies due to cost. Donald A. Balasa, JD, MBA, addressed concerns regarding official records of the AAMA at these meetings and can open a new problem of reproducing audio or video material which is also a copy right issue. The committee's recommendation was to move not to adopt Resolution 18-02 and recommended the greater effort should be directed at ongoing communication with the state societies and local chapters regarding AAMA news and information.

Minutes from the HOD will be posted to AAMA website for all members to read.

The AAMA 63rd Annual Conference will be held at the Sheraton Greensboro at Four Seasons in Greensboro, North Carolina on September 13 -16, 2019.

It is a pleasure to serve as a delegate for the members of FSMA during the 2018-2019 year.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

October 6, 2018

To: Marsha Benedict, CMA-A, (AAMA), FSMA President
Executive Board
Chapter Representatives
Committee Chairs
Physician Liaison

From: Mary Morris, CMA (AAMA)
Delegate to AAMA National Conference 2018

Re: Delegate Report

This delegate had the extreme pleasure of attending the 62nd Annual AAMA Conference September 14-17, 2018 in Salt Lake City, Utah. As usual, the national conference offered possibilities to earn many CEUS and to network and socialize with CMA'S from other states. 668 were registered for this conference.

This delegate was able to attend the Welcome and Awards celebration Friday evening after a day full of travel. Awards given out included: Publishing, Website Development, Marketing, Promotion, and Recruitment, Community Service, Membership Retention, Membership Recruitment, Student Membership Recruitment, Greatest Percentage increase of member CMAs (AAMA), and the FA Davis Student Award. Awards of Distinction included the Golden Apple Award, Leadership and Mentoring, and Medical Assistant of the Year.

This was the second year that the conference offered a free app through CrowdCompass. The app offered access to speaker and session information, schedules, and maps. Scheduling changes and session updates could be obtained thru the app as well with notifications sent to your phone. You could also take photos and post them to the site as well. It was nice to have the app to go to as a quick reference without having to shuffle through papers to find what you were looking for.

Recruit 5 is still ongoing. The AAMA wants to reward you for supporting the profession and helping the membership grow. Recruit 5 new AAMA members, and have your next annual dues payment covered. Contact AAMA for more information.

CMA (AAMA) recertification policy change to take effect January 1, 2020 – To better ensure current competence and knowledge, the certifying board of AAMA has made the

40 following change in policy regarding the time limit for recertifying the CMA (AAMA)
41 credential by continuing education: Effective 1/1/2020, an individual whose credential
42 has been expired for more than 3 months forfeits the right to reactivate the credential by
43 continuing education and must sit for the CMA (AAMA) Certification/Recertification
44 Exam. Three attempts are allowed to sit for and pass the exam. If the candidate does
45 not pass the exam on the third attempt, the candidate is no longer eligible for the exam
46 or to recertify the CMA (AAMA) credential. Payment of a \$50.00 reactivation fee plus
47 the current exam fee is required.

48
49 The HOD delegate/alternate orientation took place Saturday morning. This session is a
50 requirement for all Florida delegation. The ABC's of Parliamentary Procedure is handed
51 out at this session as reminder of how to conduct oneself in the House. Voting
52 continues to be handled electronically and has been so for 5 years now. Each year a
53 demonstration is given and practiced to make sure all delegation understands the
54 electronic voting process. This is obviously most helpful for first time delegates and
55 alternates as well as a good reminder for those who have voted before. For credential
56 check in, the delegates and alternates are required to have their AAMA membership
57 card. This mandate went into effect five years ago as well.

58
59 The AAMA HOD had a long day filled with vital business. The HOD elected the following
60 officers and trustees:

61
62 Vice President – Debby Houston, CMA (AAMA) CPC
63 Speaker of the House – Deborah Novak, CMA (AAMA)
64 Vice Speaker of the House – Monica Case, CMA (AAMA)
65 Trustee – Tandra Bauman, CMA (AAMA), RMA
66 Trustee – Sherry Bogar, CMA (AAMA)
67 Trustee – Claire Houghton, (AAMA)
68 Trustee – Aimee Wicker, CMA (AAMA)

69
70 Nominating Committee:

71 Bryna Adani, CMA (AAMA)
72 Natasha Geno, CMA (AAMA)
73 Shelley Gingrich, CMA (AAMA)
74 Kathleen Puckett, CMA (AAMA)

75
76 No bylaws amendment or resolutions were adopted or approved by the House.

77
78 Education topics of interest for this delegate on Saturday were: If Your Feet Hurt, You
79 Hurt All Over; A Review of MACRA's Quality Payment Program – MIPS Quality
80 Measures; SART – Sexual Assault Response Team; Active Shooter Response
81 Preparedness and Eating Disorders. An ample amount of clinical, general, and
82 administrative topics were offered during the conference.

83
84 The next AAMA National Conference will be held September 13-16, 2019 at the
85 Sheraton Greensboro at Four Seasons in Greensboro, North Carolina. In 2020, get

86 ready for the conference to be held September 11-14 at the Hilton Orlando Lake Buena
87 Vista, Lake Buena Vista, Florida.

88

89 It was an honor for this delegate to represent the state of Florida.

90



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

November 17, 2018

TO: FSMA President
Florida Executive Council
Committee Chairs
Chapter Representative

FROM: Marsha Benedict, MSA, CMA-A (AAMA)
FSMA Delegate

Thank you to FSMA for allowing this delegate to represent the society and serve on the AAMA reference committee on Reports.

The 62nd Annual AAMA conference began Thursday September 14, 2018 at the Hilton Salt Lake Center through Monday September 18, 2018.

Many excellent educational sessions were offered for educators, clinical and administrative certified medical assistants. A first-timers and student reception was held and Board of Trustees, Endowment meeting on Friday.

A Conference App was provided for smart phones via CrowdCompass. With this free app conference attendees were able to access scheduling changes and updates, find restaurants and stores, and download the AttendeeHub to stay in touch with friends attending the conference. Pictures were downloaded and available on the app. This new app is contracted for the next five years.

The AAMA will continue to be partners of the American Cancer Society (ACS) in the effort to reduce cancer rates across the Country. In support of the campaign the AAMA will lend voice to spread awareness regarding colorectal cancer screening. Medical Assistants are in a prime position to reduce barriers to screening through practice improvement and committed action.

Friday evening of socializing and dessert social was enjoyed by all. Many states won Excel Awards. Winners will be published in the Jan/Feb 2018 issue of CMA Today.

Saturday September 15, 2018 Delegates and Alternates attended an orientation. State Leaders Session was presented by the Leadership Development Strategy Team. The session was very informative. Ideas were shared how to use social media to promote Chapter and State Events. A New Leaders Facebook page was shared. AAMA website will soon be reformatted and only allow members to access private areas. Ideas were shared how to make members feel welcome.

Excelsior College in New York recently acknowledged that the current CMA (AAMA) certification is now approved for (26 semester hours) toward a specific list of health science degrees offered by the school. A partnership was negotiated between Excelsior College and AAMA.

The number of student members continues to decrease as the number of CAAHEP-accredited schools have decreased. From 2011-2012 academic year to 2015-2016 academic year, the number of graduates decreased from 111,297 to 74,540.

Mr. Balasa was elected to the CAAHEP Board of Directors for a three year term.

As the Scope of Practice continues to change in many states, Mr. Balasa has updated the Practice Laws on the AAMA website. Mr. Balasa is graciously offering to present a one hour CEU presentation via speaker phone to any chapter, employer or schools that request a date a time to AAMA.

The recruit 5 Campaign will be continued for the 2019 membership year.

The Social Media Subcommittee is charged with the help of Jean Lynch to develop new creative ways to increase visibility and active participation with all avenues of media: Facebook, Twitter and LinkedIn.

"Bright ideas Campaign" is in the process of finalizing and implementing a campaign to solicit additional marketing ideas and will be rolled out late 2018 or early 2019.

AAMA logo gear is available direct through <https://cinvysportsshop.com/aama-apparel.php>. Gear can be orders with your name or initials.

Marketing and Strategy Team collected information on 250 employers and will be contacting these major employers and provide information on AAMA, CMA(AAMA) profession.

Florida Society of Medical Assistants recognized our beloved members Pat Allen, CMA (AAMA) and Ginny Halligan CMA (AAMA) in the Daily Newsletter and also at the HOD Delegates and presented \$100 in honor of each member to the Maxine Williams Scholarship fund.

The HOD elected the following officers and trustees:

Officers:

President -Sue Hawes, CMA (AAMA), MBA, RHIT, FACMPE
Vice President- Debby Houston,CMA-A(AAMA), CPC
Speaker of the HOD- Deborah Novak, CMA(AAMA)
Vice Speaker of the HOD-Monica Case, CMA(AAMA)

Trustees:

Tandra-Bauman, VMA(AAMA)-RMA(AMT)
Sherry Bogar, CMA(AAMA)
Claire Houghton, CMA(AAMA)

Nominating Committee:

Lisa Lee, CMA (AAMA) Chair UT

98 Bryna Adani CMA (AAMA) MI
99 Kathy Puckett CMA(AAMA) OR
100 Tanisha Farissier, CMA (AAMA) VA
101 Shelley Gingrich, CMA (AAMA) WA
102

103 All Officers, Committee Reports, Education Reports, Chief Executive Officer and CEO reports were
104 accepted
105

106 **Bylaws Amendment adopted:**
107

108 Article V. Component Chapters
109 Component (Local) Chapters are those county or district chapters of medical assistants within the
110 geographic limits of Constituent Society. The Component Chapters shall be under the jurisdiction of
111 that Constituent Society. **Annual chapter dues for all classes of members shall be fixed by the**
112 **state society.**
113

114 **Resolution 18-01**
115

116 Introduced by: AAMA Board of Trustees
117

118 Subject: To provide the option of paying dues for two years of membership for active, associate and
119 affiliate was **defeated.**
120

121 **Minutes from the HOD will be posted to AAMA website for all members to read.**
122

123 The 63nd AAMA Annual Conference will be held on September 13-16 2019 Sheraton Greensboro at
124 Four Seasons, in Greensboro, North Carolina. September, 2020 AAMA annual conference will be
125 held September 11-14, 2020, Hilton Orlando Lake Buena Vista, Fl.
126



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

11.17.18

To: Marsha Benedict, CMA-A(AAMA), President
FSMA Executive Council

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

Re: Alternate to AAMA Report

The AAMA 62nd Annual Meeting was held at the Hilton Salt Lake City Center Hotel in Salt Lake City, Utah. As an Alternate I attended all the meetings concerning the Business of the AAMA House of Delegates.

At the orientation of Delegates and Alternates we learned to use the electronic voting machines, received an update and booklet regarding Parliamentary Procedure.

This year at the State Leaders Session, the AAMA Leadership Development Strategy Team presented excellent ideas and changes that will be going on the AAMA Website. New Members Only Pages containing New Member Orientation information, and ideas for increasing membership and many more opportunities for members.

The two Proposed AAMA Bylaw Changes were adopted and the two Proposed Resolutions were rejected.

Thank you for the opportunity to serve the FSMA at the AAMA Annual Meeting.