FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

October 6, 2018

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

Executive Board Members
Chapter Representatives
Committee Chairs
Physician Liaison

From: Mary Morris, CMA (AAMA)
FSMA Secretary 2018-2019

Re: Fall Seminar Report for 11/17/2018

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

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

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

Thanks for the opportunity to serve as FSMA Secretary.