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