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)

Treasure Coast	Theresa Errante-Parrino CMA (AAMA) Proxy request

EXECUTIVE COMMITTEE CHAIRS

Budget & Finance	Mary Lou Allison CMA-C(AAMA)
Bylaws/Policy & Procedures	Kathryn Panagiotacos, CMA (AAMA)
Education	Maria Wiegelman, CMA (AAMA)
Educators Forum	Vacant
Marketing/Community Outreach	Loxie Kistler, CMA (AAMA
Meeting Coordinator	Marsha Benedict CMA (AAMA)
Membership/Certification	Christine Giri CMA (AAMA)
Nominating	Loxie Kistler CMA (AAMA)

PHYSICIAN LIAISON

Joel Martin Absent

SEATING OF THE PROXIES

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

NAME and County

Pam Giannone CMA (AAMA) Treasure Coast

Walter Nichols CMA (AAMA) Brevard

Nancy Collins CMA (AAMA) Central Gulf Coast

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

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

The proxies may be seated.

Is there a quorum present?

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

Are there any corrections to the _____ minutes?

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

Motion made by _____to accept the minutes as written or corrected. Is there a second?_____Anydiscussion?_____

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

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

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

TREASURER REPORT

Checking: Savings: Balance:

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

OFFICER REPORTS

President	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 REPRESENTATIVE REPORTS

Brevard	Kathleen Quinn CMA (AAMA)/Walter Nichols CMA (AAMA) Report on file
Central Gulf Coast	Kathryn Panagiotacos, CMA (AAMA)/Linda Collins CMA (AAMA) Report on file
Central Florida	Mary Morris CMA (AAMA)
North Florida	Loxie Kistler, CMA (AAMA)
Mid Gulf Coast	Debra Hancock, CMA (AAMA) Absent Excused No proxy
Southeast	Joyce Baldwin, CMA (AAMA)
Southwest	Deniece Jozefiak, CMA (AAMA)
Treasure Coast	Treasure Coast, CMA (AAMA)/Pam Gianonne CMA (AAMA) Report on file

EXECUTIVE COMMITTEE REPORTS

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

CORRESPONDENCE

June 2018 AAMA BOT Meeting

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

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

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

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

- Approved the Awards Committee to look at developing a new award for the "Best medical institution promoting and hiring CMAs (AAMA)."
- Approved the updated Strategic Issues Plan.
- Approved an addition to the mobile app for the AAMA Annual Conference.
- Approved the submission of a resolution to the 2018 AAMA House of Delegates for a proposed additional option in the payment of AAMA dues—the option of active, associate, and affiliate members paying for a two-year membership with a $10 discount.
- Approved the update to the "History of the AAMA."
- Approved a revision to the Continuing Education Board Policies and Procedures.

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

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

Support for AAMA Annual Conference

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

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

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

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

AAMA Representative for 2019 Annual FSMA

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

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

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.

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. We need to keep our members. A survey was conducted recently asking non renewing members why they have not renewed their membership. Loxie would you please share some of the reasons and the results of the survey.

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

Ideas were shared how to make members feel welcome.

Create a Welcome Committee??? Discuss under New Business

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

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

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 Medial 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: Face book, 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.

Recognition of Beloved Members

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.

AAMA House of Delegates Highlights

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
Bryna Adani CMA (AAMA) MI
Kathy Puckett CMA(AAMA) OR
Tanisha Farissier, CMA (AAMA) VA
Shelley Gingrich, CMA (AAMA) WA
All Officers, Committee Reports, Education Reports, Chief Executive Officer and CEO reports were accepted

Resolution 18-01

Introduced by: AAMA Board of Trustees

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

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

Letter from AAMA POST AAMA HOD

Hello:

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

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.**

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.

OLD BUSINESS-

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

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

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; Esterro, 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_____)