



Florida Society of Medical Assistants, Inc.

TO: FSMA Executive Board Members
Chapter Representatives
Committee Chairs
Physician Liaison

FROM: Deniece Jozefiak, CMA (AAMA)

Date: March 5, 2022

RE: Call to Executive Board Meeting

This is your official call to the Executive Council Meeting of the Florida Society of Medical Assistants on April 29, 2022. **This will be a zoom meeting.** The meeting is scheduled to begin at **7:00 pm** Friday night via zoom.

The FSMA Post Board meeting will be held after the FSMA General Assembly Saturday April 30, 2022.

Each Officer, Committee Chair, and Chapter President will be called upon to report on any activity they have to date. These reports should be emailed to Judy Seymour, CMA (AAMA) FSMA Speaker of the General Assembly and Linda Vitzhum, CMA (AAMA) FSMA Vice Speaker of the General Assembly no later than **March 18, 2022**. Only reports sent to the Speaker and Vice Speaker and placed on the website will be honored. Unless there is an update to an already turned in report. Please ensure all reports are saved in **word document in 2003-2007 formats**. Please check the FSMA website if you are unsure of how the reports are to be written and page line on your report. All reports will be posted on the website following the **March 18, 2022**, deadline. It will a week for Mary Lou to get them posted

The **January board meeting minutes** are currently on the website. Thank you in advance for remembering to download copies of the minutes with you when you attend the Board Meeting.

If for any reason whatsoever you will NOT attend the Executive Council meeting, please email me so that I know ahead of time. Please let me know who your proxy will be. Everyone is responsible for submitting a report REGARDLESS of one's absence.

The agenda for the Executive Council meeting, Education, Education, General Assembly, and post Board meeting will be placed on the Web two weeks prior to the meeting. If something needs to be added to the agenda, please let me know before the agenda is completed.

Looking forward to seeing you on Zoom for the Annual Meeting. You will need to sign in for 3 separate zoom meetings. Friday night FSMA Board meeting, Saturday May 1 Education, and the General Assembly the FSMA post board meeting will be included in the General Assembly zoom sign in