Florida Society of Medical Assistants, Inc.

October 26, 2014

To: Patricia Allen, CMA (AAMA), FSMA President
Executive Board Members
Chapter Representatives
Committee Chairs
Physician Liaison

From: Mary Morris, CMA (AAMA)
FSMA Secretary

Re: Seminar Report for 11/8/2014

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 FSMA annual post conference executive council meeting minutes from 4/27/2014 were emailed to Patricia Allen, CMA (AAMA), FSMA President for her review and approval at 30 days post conference. Corrections were made accordingly. Upon completion of the minutes and their final approval, the minutes were posted on the FSMA web site (www.fsmaonline.org). The taped recording of the minutes were reviewed prior to the minutes being sent to the FSMA President to ensure the accuracy of the minutes as written.

Please note, included in these minutes is an addendum report by Gayle Bell, CMA (AAMA), chapter President for the North Florida Chapter and written reports by Betty Springer, CMA-C, (AAMA), chair of Marketing/Community Outreach committee. Also, Carol Francis, CMA (AAMA), chair of the audit committee submitted a written report and this report will be included in the minutes as well. All of these reports are currently on the FSMA web site under About FSMA and under Documents.

This officer had the extreme pleasure of representing Florida as delegate to the 58th AAMA Annual Conference in St. Louis, MO October 17-20, 2014. A separate delegate report will be submitted.

Thanks for the opportunity to serve as your FSMA Secretary.