Florida Society of Medical Assistants, Inc.

November 8, 2014

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

From: Maria Wiegelmann, CMA (AAMA)
Speaker of the General Assembly

This officer looks forward to working as your Speaker to make the General Assembly a success.

This officer has been advised by the Vice Speaker, Joyce Baldwin, CMA (AAMA) that she will not be in attendance at the General Assembly meeting on Friday, April 24, 2015 at the Renaissance Hotel in Orlando, FL. She will be available to assist until that time but is not able to attend the General Assembly. I will seek the advice of the Executive Council Members at the November 8, 2014 meeting as to what needs to be done to ensure that the General Assembly runs smoothly.

Theresa Errante-Parrino, CMA (AAMA) has again agreed to act as Teller Chair and will be bringing her students to act as tellers and pages. Thank you Theresa for your continued support.

The following appointments remain open:

Credentials Committee Chair
Minutes Committee Chair
Reference/Bylaws Committee Chair
Timekeeper

Sergeant-at-Arms
Parliamentarian

If you are interested in serving as a committee chair or member, or as timekeeper, sergeant-at-arms, or parliamentarian please let the Speaker or Vice Speaker know. We look forward to working together with you to make our General Assembly a success.

Since General Assembly reports must be available to members on the FSMA web-site thirty (30) days prior to the opening of the General Assembly, **I ask that all reports be sent to this officer by 5pm on Sunday, March 8, 2015. Please use Arial font, size 12, and title your report by your office or chapter followed by Annual Report 2015**, e.g., President Annual Report 2015 or Central Gulf Coast Chapter Annual Report 2015. This will allow sufficient time for this officer to complete the General Assembly packet and get it to Mary Lou Allison, CMA (AAMA), in time to be placed on the website 30 days in advance of the General Assembly on April 24, 2015.

Thank you for this opportunity to serve.