



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

66TH ANNUAL GENERAL ASSEMBLY

RENAISSANCE ORLANDO AIRPORT HOTEL

APRIL 26, 2019

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5 **Call to order:** The 66th annual meeting of the Florida Society of Medical Assistants was
6 called to order. The speaker requested all cell phones be placed on silent. Breaks will
7 be taken as needed.

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9 **Opening ceremonies:** The colors were presented by VFW Post 4287 of Orlando as
10 well as the pledge of allegiance. The National Anthem was sung by Emma Thompson
11 with the Orlando Gay Chorus. President Benedict introduced Heidi Fortin, CMA (AAMA)
12 for the invocation.

13 Marsha Benedict, CMA-A, (AAMA) thanked the VFW Post and Emma Thompson for
14 coming. The Speaker of the General Assembly, Heidi Fortin, CMA (AAMA) was
15 introduced by Marsha Benedict, CMA-A (AAMA).

16 Heidi Fortin, Speaker of the General Assembly called the meeting to order. She
17 apologized for the agenda needing many updates. Heidi will send a corrected version to
18 Mary Lou for posting on the web site. Corrections to be made to the agenda include:
19 General session begins at 4:00 pm, presentation of colors goes before the pledge of
20 allegiance, Heidi's name will replace Deniece's name after introduction of past
21 Presidents and General Assembly appointments, presentation of official program is
22 Maria Wiegelmann, under report of nominating chair President Elect will be changed to
23 Vice President, report of the tellers is Patricia Rock, LPN, and under reference
24 committee reports the chair is Judy Seymour, CMA (AAMA). Heidi again apologizes for
25 all the changes in the agenda.

26 Heidi Fortin, CMA (AAMA) asked for motion to accept the agenda as corrected. Marsha
27 Benedict, CMA-A, (AAMA) made a motion to accept the agenda as corrected. Maria
28 Wiegelmann, CMA (AAMA) seconded. No further discussion. **MOTION CARRIED.**

29 **Introduction of Officers:**

30 Mary Morris, CMA (AAMA) Secretary

31 Mary Lou Allison, CMA-C (AAMA) Treasurer

32 Marsha Benedict, CMA-A, (AAMA) President

33 Loxie Kistler, CMA (AAMA) Vice President

34 Judy Seymour, CMA (AAMA) Immediate Past President

35 Janice Caplan, Parliamentarian

36 Deniece Jozefiak, CMA (AAMA) Vice Speaker of General Assembly

37 Dr. Brent Schillinger, Physician Liaison

38 Heidi Fortin, CMA (AAMA) Speaker of General Assembly

39 These are the officers for 2018-2019 who have faithfully committed themselves to the
40 goals of the Florida Society of Medical Assistants. A round of applause was given to
41 express appreciation to them for their faithful service.

42 **FSMA Past Presidents:** At our 50th anniversary, we took time to honor our past
43 Presidents. These past Presidents were seated throughout the room. We continue to
44 keep this practice going to let these dedicated members know how much we appreciate
45 their continued support during the years. It is an honor to acknowledge those past
46 Presidents who are here with us today.

47 Mary Lou Allison, CMA-C (AAMA) 1982, Past President AAMA, FSMA/AAMA Life
48 Member

49 Deniece Jozefiak, CMA (AAMA) 2001, 2014

50 Carol Francis, CMA (AAMA) 2006

51 Mary Morris, CMA (AAMA) 2008

52 Judy Seymour, CMA (AAMA) 2013, 2018

53 Maria Wiegelmann, CMA (AAMA) 2017

54 Marsha Benedict, CMA-A, (AAMA) 2012, 2019

55 **Announcement of GA appointments:**

56 Credential chair: Joyce Baldwin, CMA (AAMA) with committee member Mary Lou
57 Allison, CMA-C (AAMA).

58 Reference committee chair: Judy Seymour, CMA (AAMA) with committee members
59 Pam Nemanick, CMA (AAMA) and Maria Wiegelmann, CMA (AAMA).

60 Pages for the GA are students from Eastern Florida State College. Patricia Rock, LPN,
61 instructor.

62 Tara Liberatore

63 Jaylene Solis

64 Maria Solis

65 Joan Stethens

66 Pages are here to assist eligible voting members by delivering messages during the GA
67 and/or as otherwise requested. If a member needs to leave the room, please contact a
68 page, who in turn will notify the credentials chair.

69 Time keeper for the GA will be Vilma Matias, CMA (AAMA).

70 Sergeant at Arms for the GA will be Charles Cleary, CMA (AAMA).

71 Minutes committee chair is Mary Morris, CMA (AAMA) assisted by Vilma Matias, CMA
72 (AAMA).

73 Parliamentarian for the GA will be Janice Caplan.

74 **Report of the Credentials Committee:**

75 The speaker asked Joyce Baldwin, CMA (AAMA) to come forward to present her report.
76 # of eligible voting members is 19, with a majority vote being 10 and a 2/3 vote being
77 13. There is a quorum present.

78 **Approval of the GA Agenda:**

79 The Speaker asked Maria Wiegelmann, CMA (AAMA) to come forward to present the
80 official program agenda. Maria states all speakers have been approved and there are
81 no changes to the program agenda. The speaker made a motion to accept the program
82 agenda as printed. All were in favor of the motion and **MOTION CARRIED**.

83 Speaker Fortin, on behalf of FSMA thanked Maria Wiegelmann, CMA (AAMA) and her
84 committee for working so hard and spending so much time putting this meeting
85 together.

86 Speaker Fortin asked Vice Speaker Deniece, Jozefiak, CMA (AAMA) to come forward
87 and present the Rules of the General Assembly and what the voting members need to
88 know (Roberts Rules). The information can be found on pages 7-8. Not all information
89 will be read aloud as some of it was gone over prior to and during the orientation prior to
90 the GA.

91 Vice Speaker Deniece read pages 7-8. Speaker Fortin entertained a motion to accept
92 the General Assembly rules as read. Loxie Kistler, CMA (AAMA) made a motion to
93 adopt the General Assembly rules as read. Maria Wiegelmann, CMA (AAMA) seconded
94 the motion. No further discussion. All were in favor of the motion and the **MOTION**
95 **CARRIED.**

96 Tellers chair is Patricia Rock, LPN with her committee as follows:

97 Ballot tellers: Pam Gianonne, CMA (AAMA), Amanda DePietro, Tiffany VanPatten

98 Hand count tellers: Samantha McRoy and Miranda Middleton

99 The tellers serve in GA at both sessions to count hands or standing votes if required. All
100 voting takes place in the GA room. The ballot tellers will count the votes after the voting
101 is closed. The remaining tellers will serve to count hands or standing votes if required
102 while the paper ballots are being counted. Once counting is complete, the committee
103 will report back to the Speaker.

104 Printed ballots were handed out to those who needed them.

105 **Report of the Nominating Committee:**

106 Speaker Fortin asked Loxie Kistler, CMA (AAMA) to come forward with her report.
107 Consent to serve forms were received by the following members by the deadline:

108 President: Marsha Benedict, CMA-A, (AAMA)

109 Secretary: Mary Morris, CMA (AAMA)

110 Treasurer: Mary Lou Allison, CMA-C, (AAMA)

111 Speaker of the GA: Deniece Jozefiak, CMA (AAMA)

112 Vice Speaker of the GA: Tatiana Kordic, CMA (AAMA)

113 Walter Nicholls, CMA (AAMA)

114

115 Walter Nicholls, CMA (AAMA) asked that his name be formally withdrawn from the
116 ballot. Nominating chair Loxie asked everyone to place a line through Walter's name on
117 the ballot.

118 Names submitted for proposed Delegates to AAMA National Conference are:

119 Mary Lou Allison, CMA-C, (AAMA)

120 Marsha Benedict, CMA-A, (AAMA)

121 Deniece Jozefiak, CMA (AAMA)

122 Loxie Kistler, CMA (AAMA)

123 Mary Morris, CMA (AAMA)

124

125 The Speaker opened **nominations from the floor**:

126 President: no nominations from the floor, nominations closed

127 Vice President: Marsha Benedict, CMA-A (AAMA) nominated Loxie Kistler, CMA
128 (AAMA) from the floor. Loxie Kistler, CMA (AAMA) accepted.

129 Secretary: no nominations from the floor, nominations closed

130 Treasurer: no nominations from the floor, nominations closed

131 Speaker of the GA: no nominations from the floor, nominations closed

132 Vice Speaker of the GA: no nominations from the floor, nominations closed

133 Delegates/Alternates to AAMA National Conference: no nominations from the floor,
134 nominations closed

135

136 Nominating chair Loxie Kistler, CMA (AAMA) asked to present the candidates for
137 officers and delegates/alternates for 2019 AAMA National Conference. Each candidate
138 was given two minutes to speak to the General Assembly.

139 **Proposed ballot for Officers for 2019-2020**

140 President: Marsha Benedict, CMA-A, (AAMA)

141 Vice President: Loxie Kistler, CMA (AAMA)

142 Secretary: Mary Morris, CMA (AAMA)

143 Treasurer: Mary Lou Allison, CMA-C, (AAMA)

144 Speaker of the GA: Deniece Jozefiak, CMA (AAMA)

145 Vice Speaker of the GA: Tatiana Kordic, CMA (AAMA)

146 The delegation voted to continue with the GA instead of taking a break.

147 Voting took place at this time with no one having any questions prior to the voting.

148 Tellers left the room to count the votes as the GA continued with further business.

149 **Reference Committee:** Speaker Fortin called on reference committee chair Judy
150 Seymour, CMA (AAMA) to present her report.

151 The reference committee met on April 26, 2019 at the Renaissance Orlando Airport
152 Hotel at 2:50 pm with approximately 13 members present.

153 The reference committee recommended that the reports of the President, Vice
154 President, Secretary, Treasurer, Speaker of the GA, Vice Speaker of the GA and
155 Immediate Past President be accepted as printed in the GA packet. Mary Lou Allison,
156 CMA-C, (AAMA) moved that all reports be accepted as printed. Loxie Kistler, CMA
157 (AAMA) seconded the motion. All were in favor. **MOTION CARRIED.**

158 The reference committee recommends the reports from the Chairs of the Budget and
159 Finance, Bylaws/Policy and Procedure, Certification and Membership, Education,
160 Communication and Community Outreach, Meeting Coordinator, Nominating be
161 accepted as printed in the GA packet. Maria Wiegelmann, CMA (AAMA) moved that all
162 chair reports be accepted as printed. Joyce Baldwin, CMA (AAMA) seconded the
163 motion. All were in favor. **MOTION CARRIED.**

164 The reference committee recommends the chapter reports from Brevard, Southeast,
165 Treasure Coast, Central Florida, Central Gulf, North Florida be accepted as printed in
166 the GA packet and the report from Southwest be accepted as amended. Leticia Velez,
167 CMA (AAMA) moved we accept the chapter reports as printed/amended. Mary Lou
168 Allison, CMA-C, (AAMA) seconded the motion. All were in favor. **MOTION CARRIED.**

169 **The reference committee recommends that Proposed Bylaws change #1, Article**
170 **IX – Physician Liaison be adopted.**

171 **Current wording:**

172 **Article IX – Physician(s) Liaison**

173 Section 1. The Physician(s) Liaison:

174 A. Encourage physicians to support the medical assistants active involvement in the
175 FSMA and their educational programs.

176 B. Seek alliance with the Florida Medical Association and other Medical
177 Associations for support of the credentialing of medical assistants.

178 **Proposed Wording:**

179 **Article IX - Liaison Board**

180 Section 1. The Liaison **board**:

181 A. Encourage physicians, NP/PA, MGMA and other professional medical groups to
182 support the medical assistant's active involvement in the FSMA and their
183 educational programs.

184 B. Seek alliance with Florida Medical Professional Associations, for support the
185 credentialing of medical assistants.

186 Rationale: To increase participation in FSMA activities.

187 Maria Wiegelmann, CMA (AAMA) made a motion that Bylaws change #1 be adopted.
188 Joyce Baldwin, CMA (AAMA) seconded the motion. No further discussion. All were in
189 favor. **MOTION CARRIED.**

190 **The reference committee recommends that Proposed Bylaws change #2 NOT be**
191 **adopted and be referred back for clarification of rationale.**

192 **Formation of a Judicial Council:**

193 **Current Wording:**

194 None.

195 **Proposed Wording:**

196 Article XVII:

197 Judicial Council

198 A. The Judicial Council shall consist of three Past President of the FSMA whose
199 membership is active.

200 1. Annually, with approval of the Executive Council, the President shall appoint the
201 most immediate Past President to serve for a term of three years. This member
202 serves as chair.

203 2. No member shall serve more than two terms, but a member appointed to serve
204 an unexpired term shall not be regarded as having served a term unless serving
205 three or more years.

206 B. The judicial power of FSMA shall be vested in the Judicial Council, whose
207 decisions shall be final.

208 C. The Council shall have jurisdiction in all questions involving:

209 1. membership as provided in the Bylaws

210 2. controversies arising in the interpretation of these Bylaws

211 3. the code of Ethics of the FSMA

212 D. The Judicial Council shall:

213 1. meet or consult upon the call of the Chair; consultation by mail, phone or
214 electronic means shall be permitted among members of the Council
215 provided the rights of the appellant are not prejudiced.

216 2. submit an annual report to the General Assembly

217 Rationale: Incorporate a body of experienced past Presidents to review and make
218 recommendations to the Executive Council in matters of membership as provided in the
219 Bylaws, controversies arising in the interpretation of the Bylaws and the Code of Ethics
220 of the FSMA.

221 **Mary Lou Allison, CMA-C, (AAMA) made a motion to NOT adopt bylaws change #2**
222 **and bring back for clarification of rationale. Pam Giannone, CMA (AAMA)**
223 **seconded the motion. Only two opposed so MOTION WAS CARRIED TO NOT**
224 **ADOPT BYLAWS CHANGE #2.**

225 Chair Seymour thanked her committee for their hard work and dedication.

226 **Unfinished Business:**

227 None

228 **New Business:**

229 None

230 Announcements:

231 Maria Wiegelmann, CMA (AAMA) announced that continental breakfast will be included
232 with registration for Saturday and begins at 7 am. There will be buffet style lunch with
233 seating for lunch to be in education room.

234 Judy Seymour, CMA (AAMA) wanted to thank everyone for allowing us to honor Patricia
235 Allen this year at the Country Store. Judy promised Pat prior to her passing that she
236 would carry on the country store. Judy wants everyone to come visit Pat's Country store
237 on Saturday. Marsha Benedict, CMA-A, (AAMA) gave further explanation about Pat and
238 her husband.

239 **Report of Tellers:**

240 Speaker Fortin made the announcement that there was a three way tie with the voting
241 of the delegates/alternate to AAMA National Conference. After a brief discussion, the
242 GA delegation decided that since Mary Lou Allison, CMA-C, (AAMA) was chosen as the
243 lead delegate and Deniece Jozefiak, CMA (AAMA) was chosen as alternate, there was
244 no need to vote again for positions 2, 3 and 4. Marsha Benedict, CMA-A, (AAMA), Loxie
245 Kistler, CMA (AAMA), and Mary Morris, CMA (AAMA) will be the other delegates along
246 side Mary Lou Allison, CMA-C, (AAMA).

247 **Results of election of Officers for 2019-2020:**

248 President: Marsha Benedict, CMA-A, (AAMA)

249 Vice President: Loxie Kistler, CMA (AAMA)

250 Secretary: Mary Morris, CMA (AAMA)

251 Treasurer: Mary Lou Allison, CMA-C, (AAMA)

252 Speaker of the GA: Deniece Jozefiak, CMA (AAMA)

253 Vice Speaker of the GA: Tatiana Kordic, CMA (AAMA)

254 **Results of election of Delegates/Alternate to AAMA National Conference:**

255 Mary Lou Allison, CMA-C, (AAMA) Lead delegate

256 Marsha Benedict, CMA-A, (AAMA)

257 Loxie Kistler, CMA (AAMA)

258 Mary Morris, CMA (AAMA)

259 Deniece Jozefiak, CMA (AAMA) Alternate

260 Speaker Fortin announced that we will have installation of officers immediately following
261 the General Assembly.

262 Mary Lou Allison, CMA-C, (AAMA) made a motion that the ballots be destroyed. Judy
263 Seymour, CMA (AAMA) seconded the motion. All were in favor. **MOTION CARRIED.**

264 With the completion of the GA business, the head teller and her committee are
265 discharged of any further commitment to this GA.

266 A reminder to the voting members that even though the business of the FSMA GA is
267 finished today, you serve in this capacity for one year until the next GA convenes in
268 2020. For any emergency business, the voting members will be contacted so please
269 keep the newly elected Speaker informed of any changes in your contact information.

270 There being no further business to be brought before this FSMA GA, the meeting was
271 adjourned by Speaker Heidi Fortin, CMA (AAMA).

272

273 Minutes submitted by Mary Morris, CMA (AAMA)