FLORIDA SOCIETY OF MEDICAL ASSISTANTS

TO: Florida Executive Council
Committee Chairs
Chapter Representative

FROM: Marsha Benedict, MSA, CMA-A (AAMA) CPC
Meeting Coordinator Chair (Hotel)

Date: January 26, 2012

Due to a family on conflict this chair will be unable to attend the conference and would like to ask Maria Wiegelmann be allowed to sit on the board as a proxy. Thank you Maria.

The Fall Seminar held at Port St Lucie West Hilton Garden Inn was a great success. Thank you to the education committee with the help of Theresa Errante-Parrino for the excellent speakers. They have never been better. The accommodations were excellent with a room rate of $85. There were 54 in attendance: 16 members, 2 educators, 6 student members, 23 student nonmembers, 2 nonmembers and 5 first timers. Conference expenses for labels, name tags, copies etc was $195.85. Continental breakfast and sandwich luncheon was $2,121.41 plus room charges of $374.54 because we did not book our guaranteed room requirement of 15. Total budgeted amount given to speakers was $475.00 (one speaker returned her stipend to FSMA). Total amount deposited to the FSMA Bank of America for registration fees was $3,100.00. Therefore according to my figures we had a total $2,691.80 expenses with a profit of $408.20. I believe these figures will help with future plans. The treasure may have more information relevant to the conference.

Thank you is in order to the South West Chapter members (specifically Ruth Lapio) for making all the arrangement with the Waterfront Hotel and Suites and Benedettos Steakhouse for conference rooms and lunch. The last month, with the restaurant taken over by a new management company we were a little concerned, but everything worked out well. That is one of the main reasons part of the Conference Committee for each conference should live in the area.

All arrangements have been made for the Annual 2013 Conference to be held at the Courtyard by Marriott 3436 N Atlantic Ave, Cocoa Beach, Fl 32931; Phone 321-784-4800; April 26-28, 2013. . Members may register at the rate of $119 Thurs-Sat evenings April 25-April 27, 2013. The Saturn room will be set-up for the General Assembly from 3pm to 10:30 pm. A box lunch will be served during the General Assembly. The Saturn Room will be setup classroom style from 7 am to 5 pm. We will be using the Mercury room for the luncheon. The Saturn Room will be setup on Sunday morning for breakfast from 7:30 am to 12 pm. I will be checking with staff to see where the Country Store can be set up.

The Fall Conference will be held at the Holiday Isle Oceanfront Resort, 860 A1A Beach Blvd, St. Augustine, Fl 32080; 904-471-2555, October 26, 2013. Hotel rooms may be reserved at the rate of $80 per night Oct 25 and 26, 2013. HPN Global has been a great help finding hotels. I will continue to use their help when necessary. Also thank you to Gayle for spending the time to take a look at the hotel and give me an okay.

This chair would like the board to decide if they would like to continue to have the continental breakfast on Saturday morning. Food and beverage prices can not be confirmed until one month prior to the conference. I will try to confirm them sooner if possible.

Also chair would like a consensus with regard to choice of sit down hot luncheon, salad or sandwiches.

At this time the chair has not made any arrangement for the Winter Conference 2013. This board is waiting for the report of the Conference Committee to determine whether the Winter Conference will be continued.

If the Winter Conference is to be continued, this chair would like to make a motion that we consider the St. Petersburg, Tampa/Clearwater area for our 2013 Winter Conference January 18 or 25, 2014. Christine Petsalis lives in the area and has been a great help in visiting these hotels. Christine will give you the particulars on the choice of hotels.

Arrangements have been made with the Holiday Inn-Orlando International Airport at 5750 T.G. Lee Blvd, Orlando, Florida; 407-851-6400 for the Annual Conference May 2-May, 2014 at a rate of $99.

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