Florida Society of Medical Assistants, Inc.

January 7, 2013

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

From: Mary Morris, CMA (AAMA)
FSMA Secretary

Re: Winter Seminar Report for 1/26/2013

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 fall seminar minutes from the 10/13/2012 meeting were emailed to Judy Seymour, CMA (AAMA), FSMA President and Deniece Jozefiak, CMA (AAMA), FSMA President Elect for approval on 11/11/12. Judy Seymour, CMA (AAMA), was not in attendance at the meeting due to her shoulder surgery recovery so Deniece ran the meeting. After the minutes were reviewed by Deniece, the appropriate changes were made to the minutes as requested and emailed back for final approval. The minutes are posted on the FSMA web site (www.fsmaonline.org). The taped recording of all minutes was reviewed prior to the final minutes being sent to the FSMA President and President Elect to ensure the accuracy of the minutes as written.

Please note, included in these minutes is a delegate report from Christine Petsalis, CMA (AAMA), as well as the Bylaws and Policy and Procedures Chair report from Christine. Chair Betty Springer, CMA-C (AAMA), had an addendum report for the Marketing and Communications committee.

Thanks for the opportunity to continue serving as FSMA Secretary.