

**FLORIDA SOCIETY OF MEDICAL ASSISTANTS
EXECUTIVE COUNCIL MEETING MINUTES
LIVE VIA ZOOM
JANUARY 22, 2022
TOGETHER WE ARE STRONGER**

The Winter Executive Council meeting of the Florida Society of Medical Assistants was called to order at 2:37 PM, by President Deniece Jozefiak, CMA (AAMA). The roll was called by Mary Morris, CMA (AAMA), Secretary.

ROLL CALL

President	Deniece Jozefiak, CMA (AAMA)	Present
Vice President	Vacant	
Secretary	Mary Morris, CMA (AAMA)	Present
Treasurer	Mary Lou Allison, CMA-C (AAMA)	Present
Speaker GA	Judy Seymour, CMA (AAMA)	Present
Vice Speaker GA	Linda Vitzthum, CMA (AAMA)	Present
Immediate Past President	Marsha Benedict, MSA, CMA-A (AAMA)	Present

CHAPTER REPRESENTATIVES

Brevard	Jeanette Tyler, CMA (AAMA)	Present
Central Gulf Coast	Kathryn Panagiotacos, CMA (AAMA)	Absent
Central Florida	Mary Morris, CMA (AAMA)	Present
Mid-Gulf	Jennifer Shepard, CMA (AAMA)	Absent
Southeast	Joyce Baldwin, CMA (AAMA)	Present
Southwest	Deniece Jozefiak, CMA (AAMA)	Present
Treasure Coast	Deborah Kuiack, CMA (AAMA)	Present

COMMITTEE CHAIRS

Budget/Finance	Mary Lou Allison, CMA-C, (AAMA)	Present
Bylaws/P & P	Alice Daniels, CMA (AAMA)	Present
Continuing Education	Marsha Benedict, MSA, CMA-A, (AAMA)	Present
Educators Forum	Vacant	
Marketing/Comm.Outreach	Mary Lou Allison CMA-C (AAMA)	Present
Meeting Coordinator	Marsha Benedict, MSA, CMA-A (AAMA)	Present
Membership/Certification	Kathryn Panagiotacos, CMA (AAMA)	Absent

*Committee member Betty Springer, CMA (AAMA) will represent with statements as needed.

Nominating	Marsha Benedict, MSA, CMA-A (AAMA)	Present
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Physician Liaison

Brent M. Schillinger, MD	Absent
Tra'Chella Foy, MD	Absent

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SEATING OF THE PROXIES

The following proxies asked to be seated. For the Southwest Chapter, sitting in for Deniece Jozefiak, CMA (AAMA) is Heidi Fortin, CMA (AAMA), sitting in for Mary Morris, CMA (AAMA) for the Central Florida chapter is Maria Wiegelmann, CMA (AAMA). Mary Lou Allison, CMA-C (AAMA) moved to seat the proxies. Marsha Benedict, MSA, CMA-A (AAMA) seconded. Unanimous vote to seat the above proxies. No discussion. **MOTION CARRIED**. Proxies were seated.

There was a quorum present.

MINUTES: Mary Lou Allison, CMA-C (AAMA) made a motion to approve the minutes of the October 23, 2021 fall meeting as written and motion was seconded by Marsha Benedict, MSA, CMA-A (AAMA). No discussion. **MOTION CARRIED**. Mary Lou Allison, CMA-C, (AAMA) made a motion to approve the Pre Conference meeting minutes from April 16, 2021 as written and motion was seconded by Judy Seymour, CMA (AAMA). No discussion. **MOTION CARRIED**. Both minutes will be moved from draft to final on the FSMA website.

TREASURER REPORT

Checking: \$24,361.34 Savings: \$22,398.07 Balance: \$46,759.41
The treasurer's report will be filed for audit. No bills over budget were presented.

OFFICER REPORTS

President	Deniece Jozefiak, CMA (AAMA)	On file
Vice President	Vacant	
Secretary	Mary Morris, CMA (AAMA)	On file
Treasurer	Mary Lou Allison, CMA-C, (AAMA)	On file
Speaker of GA	Judy Seymour, CMA (AAMA)	On file
*Reports for the Annual Meeting will be due to the Speaker and Vice Speaker 3/18/22. Judy will send out a reminder email a week before they are due.		
Vice Speaker of GA	Linda Vitzthum, CMA (AAMA)	On file
Immediate Past President	Marsha Benedict, MSA, CMA-A (AAMA)	On file

CHAPTER REPRESENTATIVE REPORTS

Brevard	Jeanette Tyler, CMA (AAMA)	On file
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Central Gulf Coast Kathryn Panagiotacos, CMA (AAMA) On file
*Deniece noticed a concern in the report of the cost of Zoom meeting for the chapter and whether or not it would be cost effective for the chapter. Deniece will let Kathryn know that funds for that come from the FSMA Zoom account and that the chapter would not have to pay for that.

Central Florida Mary Morris, CMA (AAMA) On file
Proxy Maria Wiegelmann, CMA (AAMA)
*The officers of the chapter met on 1/15/22 to discuss future happenings of the chapter. In person meetings will not happen at this time due to COVID surge. The Chapter would be happy to host a Zoom seminar and help in any way needed.

Mid-Gulf Jennifer Shepard, CMA (AAMA) AB No report
Betty Springer reports that the Membership committee reached out to the leaders as listed of the chapter with response but the chapter is not certain how things will move forward at this time. The Membership committee will bring recommendations to the board for consideration.

Southeast Joyce Baldwin, CMA (AAMA) On file

Southwest Deniece Jozefiak, CMA (AAMA) On file
Proxy Heidi Fortin, CMA (AAMA)
*Next Zoom CEU is 2/12/22. The topic will be Men's Health.

Treasure Coast Deborah Kuiack, CMA (AAMA) On file

EXECUTIVE COMMITTEE REPORTS

Budget & Finance Mary Lou Allison, CMA-C, (AAMA) On file

Bylaws/P&P Alice Daniels, CMA (AAMA) On file

Continuing Education Marsha Benedict, MSA, CMA-A (AAMA) On file
Speakers for the Annual Meeting are already being worked on. Betty Springer, CMA (AAMA) requests that President Jozefiak send a thank you note to Penny on behalf of FSMA for all her hard work in preparing for the winter meeting even though we ended up not meeting in person.

Educators Forum Vacant

Marketing/Comm.Outreach Mary Lou Allison, CMA-C (AAMA) On file

Meeting Coordinator Marsha Benedict, MSA, CMA-A (AAMA) On file
* Decision to be made on in person versus Zoom for annual meeting.

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Membership/Certification Kathryn Panagiotacos, CMA (AAMA) On file
*Betty Springer, CMA (AAMA) reports this committee wants to make a solid statement of inclusion through the use of media such as video. A major focus will be on retention as well as reaching out to the non renewals and tapping into WHY are they are not renewing. Communication with students is crucial as well. The board approved the moving forward with contacting students for this endeavor with Mary Lou Allison, CMA-C, (AAMA) making the motion and Judy Seymour, CMA (AAMA) seconding the motion. **MOTION CARRIED.**

Nominating Marsha Benedict, MSA, CMA-A (AAMA) On file
*An Eblast will be going out. Consent to serve forms need to be filled out for those wishing to run for office or chair a committee. Potential candidates have been reached out to in hopes of getting members to step up and run for office or be on a committee.

Physician Liaisons

Brent M. Schillinger, MD	Present	No report
Tra'Chella Foy, MD	Absent	No report

CORRESPONDENCE

*October 1, 2021, the AAMA Representative request was sent in for the FSMA Annual meeting.

*October 11, 2021, an Eblast was received from AAMA that Kathy Langley was no longer with AAMA. AAMA is looking to fill the Executive Administrative position. AAMA welcomed April Arrecla as a Customer Service Representative for AAMA.

*January 3, 2022, received notice from AAMA that Virginia Thomas, CMA (AAMA), the AAMA Secretary Treasurer will be the AAMA National Representative for our Annual meeting. Virginia is willing to come in person or attend via Zoom after a decision is made.

*Email just received from Nick at AAMA that state/chapter bylaws need to be updated to comply with AAMA. Three articles need to be updated on the state and chapter bylaws. President Jozefiak asks that all updated chapter bylaws be sent to Alice Daniels, Bylaws chair by 3/31/22. Upon receipt from Alice, Deniece will send them all to Nick at AAMA.

*The AAMA BOT is meeting in Orlando February 4-6 and members are invited to attend and sit in the galley. Mary Lou Allison and Betty Springer will be in attendance.

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UNFINISHED BUSINESS

*Certification/Membership for the Mid Gulf Chapter: The members from this chapter are being serviced by surrounding chapters at this time through Zoom. Per Betty Springer, CMA (AAMA), the membership committee will be reaching out to the appropriate Mid Gulf Chapter members to find out the intent of the chapter and propose absorption of the chapter into the two closest chapters (Central Gulf and Southwest) if the chapter is not comfortable continuing as a chapter. The Board agreed with this plan at the last meeting. A Tri Chapter event might need to be considered to bring members together to discuss the future of the chapter.

*FSMA website: Mary Lou Allison, CMA-C, (AAMA), is asking for input from members to help figure out what they like versus what is not liked with our current site. Chapter pages need to be updated by the chapters and it is important to keep things current. The cost is 12,000 to 15,000 dollars for a total web site to be done over. Mary Lou asks that you email her your suggestions for website changes. Jeanette Tyler, CMA (AAMA) suggests that a website committee be formed to help formulate what changes need to be done to the FSMA site. Jeanette will help sort out content. Linda Vitzhum and Deniece Jozefiak volunteered to be committee members.

NEW BUSINESS

*Policy and Procedure Manual: Marsha will look at the manual but does not believe at this time anything needs to be updated.

*David Knight award: A monetary donation by FSMA in the name of David Knight to the Maxine Williams Scholarship Fund can be done until we have in person meetings again and then we can go back to having drawings for free registrations to FSMA seminars. Mary Lou Allison, CMA-C, (AAMA) made a motion that a check for \$200.00 in the name of David Knight be given to the Maxine Williams Scholarship Fund. Judy Seymour, CMA (AAMA) seconded the motion. No discussion. **MOTION CARRIED.**

*Annual Meeting: Discussion was had about concerns for an in person meeting for the annual meeting this year. Mary Lou Allison, CMA-C, (AAMA) made the motion to have the Annual FSMA meeting via Zoom instead of in person. Judy Seymour, CMA (AAMA) seconded the motion. Everyone was in agreement. **MOTION CARRIED.** The Zoom meeting will be for Florida resident medical assistants. Marsha will get with the hotel to see if there will be any penalties for cancelling due to us having a contract already. Marsha will see about possibly booking for next year with this hotel if it appears there will be a penalty for cancelling the contract. Marsha emailed Kim, our hotel representative, to see what she can negotiate with the hotel for the cancellation of the contract.

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ANNOUNCEMENTS

****The minutes will be placed on the FSMA web site 30 days post meeting for all to review.**

****FSMA Annual meeting will be held via Zoom Friday, April 29 – Saturday, April 30, 2022.**

****The AAMA Annual Conference for 2022 is in Myrtle Beach, South Carolina October 21-24, 2022. (In person)**

****The AAMA Annual Conference for 2023 will be held in Orlando, Florida. A specific date TBA.**

****Always remember to periodically update your Zoom account. It is important to make sure your email matches with which you are registering.**

****Consent to serve forms need to be sent to Marsha Benedict, MSA, CMA-A, (AAMA), nominating chair if you wish to serve as an executive officer, committee chair/committee member, or delegate/alternate to the AAMA National Conference. Dues must have been paid by December 31, 2021 to run for an office.**

****February 12, 2022 The Southwest chapter will host a Zoom CEU on Men's Health, 1.5 CEUS, 10:00 am to 11:30 am.**

****March 5, 2022 FSMA Zoom meeting for 1.5 CEUS with Donald Balasa, MBA Executive and Legal Council for AAMA. Topic is Bylaws for Association, Protocol for members/delegates and alternates. 10:00 am to 11:30 am.**

****February 16, 2022 Brevard to host a CEU with topic to TBA. (third Wednesday of the month)**

****The Central Florida chapter to hold a Zoom CEU with a board meeting to follow in May. Date TBA.**

****The Treasure Coast chapter will be meeting next week to discuss a date in early April to hold a Zoom CEU and will get with Mary Lou with the date. The chapter will discuss what medical assistants this will be opened up to.**

There being no further business to be brought before the FSMA Executive Council, the meeting was adjourned at 4:14 pm by, Deniece Jozefiak, CMA (AAMA) FSMA President.