

**FLORIDA SOCIETY OF MEDICAL ASSISTANTS
EXECUTIVE COUNCIL MEETING MINUTES
LIVE VIA ZOOM
JANUARY 30, 2021
UNITED WE BUILD A BETTER FUTURE**

The Executive Council meeting of the Florida Society of Medical Assistants was called to order at 4:20 PM, by President Marsha Benedict, MSA, CMA-A (AAMA). The roll was called by Mary Morris, CMA (AAMA), sitting in for Secretary Debbie Morales, CMA (AAMA), Secretary in her absence. Due to the COVID pandemic this meeting is being held over Zoom. There were 37 in attendance.

ROLL CALL

President	Marsha Benedict, MSA, CMA-A (AAMA)	Present
Vice President	Deniece Jozefiak, CMA (AAMA)	Present
Secretary	Debbie Morales, CMA (AAMA)	AB/excused
Treasurer	Mary Lou Allison, CMA-C (AAMA)	Present
Speaker GA	Judy Seymour, CMA (AAMA)	Present
Vice Speaker GA	Linda Vitzum, CMA (AAMA)	AB/excused
Immediate Past President	Judy Seymour, CMA (AAMA)	Present

CHAPTER REPRESENTATIVES

Brevard	Jeanette Tyler, CMA (AAMA)	Present
Central Gulf Coast	Kathryn Panagiotacos, CMA (AAMA)	Present
Central Florida	Mary Morris, CMA (AAMA)	Present
Mid-Gulf	Jennifer Shepard, CMA (AAMA)	Present
North Florida	Gayle Bell, CMA (AAMA)	Present
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	Mary Morris, CMA (AAMA)	Present
Continuing Education	Vacant	
Educators Forum	Vacant	
Marketing/Comm.Outreach	Linda Vitzum, CMA (AAMA)	AB/excused
Meeting Coordinator	Marsha Benedict, MSA, CMA-A (AAMA)	Present
Membership/Certification	Christine Giri, CMA (AAMA)	Present
Nominating	Judy Seymour, CMA (AAMA)	Present

Physician Liaison

Brent M. Schillinger, MD	Present
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). Deniece Jozefiak, CMA (AAMA) from Southwest moved to seat the proxies. Judy Seymour, CMA (AAMA) seconded. Unanimous vote to seat the above proxies. No further discussion. **MOTION CARRIED.** Proxies were seated.

There was a quorum present.

The November 9, 2019 executive board meeting minutes were available online for all to view. No corrections or additions needed to the minutes. Motion made by Judy Seymour, CMA (AAMA) to accept the minutes as written. Gayle Bell, CMA (AAMA), seconded the motion. No further discussion. **MOTION CARRIED.** Minutes will be filed as written. The Secretary will email Mary Lou, FSMA webmaster, to change those minutes from draft to final.

TREASURER REPORT

Checking: \$17,746.52 Savings: \$22,396.04 Balance: \$40,142.57
The treasurer's report will be filed for audit. No bills over budget were presented. Please present all expenses to the treasurer ASAP so that checks can be sent out.

OFFICER REPORTS

President	Marsha Benedict, MSA, CMA-A (AAMA)	Online
Vice President	Deniece Jozefiak, CMA (AAMA)	Online
Secretary	Debbie Morales, CMA (AAMA)	Online
Treasurer	Mary Lou Allison, CMA-C, (AAMA)	Online
Speaker of GA	Judy Seymour, CMA (AAMA)	Online
Reports for the GA due by 3/31/21, need to be addressed to Judy Seymour, CMA (AAMA) and Linda Vitzum, CMA (AAMA) as Speaker and Vice Speaker of the GA.		
Vice Speaker of GA	Linda Vitzum, CMA (AAMA)	Online
Immediate Past President	Judy Seymour, CMA (AAMA)	Online

CHAPTER REPRESENTATIVE REPORTS

Brevard	Jeanette Tyler, CMA (AAMA)	Online
Central Gulf Coast	Kathryn Panagiotacos, CMA (AAMA)	Online
Central Florida	Mary Morris, CMA (AAMA)	Online
Mid-Gulf	Debra K. Hancock, CMA (AAMA)	No report
North Florida	Gayle Bell, CMA (AAMA)	Online
Southeast	Joyce Baldwin, CMA (AAMA)	Online

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Southwest	Deniece Jozefiak, CMA (AAMA) Proxy Heidi Fortin, CMA (AAMA)	Online
Treasure Coast	Deborah Kuiack, CMA (AAMA)	Online

Election of officers will be held on 4/8/21 via Zoom.

EXECUTIVE COMMITTEE REPORTS

Budget & Finance Mary Lou Allison, CMA-C, (AAMA) Online
*There are two budgets, one being the current budget and the second is a proposed budget for next year. Mary Lou Allison, CMA-C, (AAMA) made a motion that we approve the proposed budget for 2021-2022. Judy Seymour, CMA (AAMA) seconded. No discussion. **MOTION CARRIED.**

Bylaws/P&P Mary Morris, CMA (AAMA) Online

Continuing Education Vacant

Marketing/Comm.Outreach Linda Vitzum, CMA (AAMA) Online

Web Master, Social Media Mary Lou Allison, CMA-C, (AAMA)

Meeting Coordinator Marsha Benedict, MSA, CMA-A (AAMA) Online

Membership/Certification Christine Giri, CMA (AAMA) Online
*Update: Ending December 2020 new CMA's 71, new membership is 157 and total membership as of 1/30/21 is 839.

Nominating Judy Seymour, CMA (AAMA) Online
*Offers have been gotten to fill positions for the coming year, but more are needed. Consent to serve forms are on the FSMA website under Documents. Those wishing to run for an office, be a committee chair or member of a committee or run for a delegate position, please submit a form to Judy. Judy will get with Linda to send out another Eblast as a reminder. Deniece Jozefiak, CMA (AAMA) noted that the Eblast should be corrected to reflect Vice President not President Elect as we changed that last year.

Physician Liaisons

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

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CORRESPONDENCE

*FSMA will not donate to the Maxine Williams Scholarship and/ or the Ivey Reade Surveyors workshop this year due to FSMA deciding to forgo state dues for 2021 as a gift to our members as we continue to struggle through this pandemic. FSMA purchased Zoom and is conducting free CEU sessions for all FSMA members.

*AAMA sent out forms for anyone wishing to be an AAMA trustee or run for an AAMA office. Email was sent to the executive committee to disseminate to their chapter. Anyone interested let an officer or chapter President know.

*Selection of AAMA Representative for 2021 AAMA Annual Conference: Representative was selected via an email majority vote. (#1 Monica Case, #2, Deborah Novak, #3 Patty Licurs) We are waiting for response from AAMA. Marsha will let us know when she hears back from AAMA.

UNFINISHED BUSINESS

*Mary Morris, CMA (AAMA), Bylaws Chair, regarding bylaw change at General Assembly. Proposed bylaw change was referred back for consideration at the 2021 General Assembly.

Proposed change in bylaw regarding Vice President succeeding to President.

Article VI – EXECUTIVE COUNCIL AND THEIR QUALIFICATIONS

Current Wording:

Section 5. The Vice President **shall** automatically succeed to the office of President at the end of the term as Vice President.

Suggested wording:

Section 5. The Vice President **may** automatically succeed to the office of President at the end of the term as Vice President.

Rationale: Executive office positions are difficult to fill and many members do not want to commit to two years of service.

Discussion was had with the wording of SHALL versus MAY. Further discussion on this will be had prior to the voting at the GA so that all members have a clear understanding of what we are voting on.

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NEW BUSINESS

***Nominating committee needed.** Judy Seymour, CMA (AAMA), is chair. Consent to serve forms can be found on the FSMA web site under Documents. Consider volunteering for a FSMA committee, executive officer or delegate for the AAMA 2021 Annual Conference in Houston, TX. Forms can be sent via email to Judy Seymour at judymseymour@gmail.com. To be considered for these positions, your dues must have been paid by December 31, 2020.

***Consideration of changing FSMA to a bi-level organization.** Prior to COVID, Brevard, Central, Southwest, and Treasure Coast were the only chapters active. Currently other chapters have officers but do not meet. (Southeast and Gulf Coast). Mid Gulf chapter and the Treasure Coast chapter President resigned. Gayle Bell, CMA (AAMA) is representing the North Florida chapter as they currently have no officers. Holding sessions virtually have brought more members than any of our face to face meetings.

Marsha found out the following states are bi-level: Arkansas, California, Connecticut, Hawaii, Nevada, New Hampshire, New Jersey, New Mexico, Oklahoma, South Dakota, Utah, and Virginia. Marsha did not have time to talk to states that are bi-level but that is something that can be done to formulate and get more information from states that are bi-level.

Deniece Jozefiak, CMA (AAMA) who is on the AAMA Leadership committee has worked with members who come from bi-level states. She says that it works for some states, some states are considering going back to having chapters and some are considering doing regions as opposed to chapters.

Each chapter was asked by President Benedict to report findings after polling their board and membership on chapters versus regions.

*Jeanette Tyler, CMA (AAMA), BREVARD representative wants to keep their identity and remain as a chapter and would consider bringing into their chapter any members that would be at large.

*Kathryn Panagiotacos, CMA (AAMA), Central Gulf Coast representative, states they had a conference call and want to remain the same until after COVID 19 to determine if changes will occur when they can meet face to face and/or have virtual meetings.

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*Mary Morris, CMA (AAMA), Central Florida representative spoke about the lack of membership participation and the fact that the same 4-5 officers have been keeping the chapter going for many years. An eblast or survey will be sent out to Central Florida chapter members to get an idea where our members stand and what they want in the future. The thinking right now is it would be better to go to regions due to lack of member participation. A member in attendance Christine Sears, CMA (AAMA) indicated she would be interested in helping and will be called by the officers of Central Florida.

*Gayle Bell, CMA (AAMA) representative for North Florida is the only officer left for the chapter. The chapter can disband due to having less than 3 officers. The chapter's bylaws need to be looked at for proper dissolution of the chapter. Marsha will work with Gayle to make sure everything is done properly. North Florida zip codes can be united with other near by chapters.

*Jennifer Shepard, CMA (AAMA) representative for Mid Gulf would like more time to reorganize their chapter after President Deborah Hancock, CMA (AAMA) resigned due to health reasons.

*Mary Lou Allison, CMA-C, (AAMA), representing the Southeast chapter, states that they have not been having meetings but feels that we might have to think out of box as she sees virtual meetings/CEUS becoming the way of the future. Purchase of Zoom by FSMA for all chapters to use will benefit all members for the chapters who wish to use it. She wants to serve all members of Florida and give back to the membership.

*Heidi Fortin, CMA (AAMA), representative for Southwest. The chapter has been having Zoom meetings and will continue to do so, whether they use their own Zoom or Zoom purchased by FSMA. A decision will be made soon as to what platform they use. The chapter made a decision to allow all AAMA paid members to attend either way.

*Deborah Kuiack, CMA (AAMA) representative for Treasure Coast. Meeting of their membership was had to determine their future regarding becoming a region with Southeast. A committee was formed to develop a strategic plan. This plan will be shared with FSMA. Elections will be held 4/8/21 via Zoom.

After discussion, consideration for FSMA to be a bi-level organization is being tabled until more information can be gathered and is available and the chapters have more time to poll their members for further input.

Motion was made by Deniece Jozefiak, CMA (AAMA) and seconded by Mary Lou Allison, CMA-C (AAMA) that FSMA return to 3 state meetings a year. Discussion was held and **MOTION PASSED**. In the future, some may be on Zoom with CEU'S offered.

Motion was made by Judy Seymour, CMA (AAMA) and seconded by Mary Lou Allison, CMA-C, and (AAMA) that the April 16-18, 2021 hotel reservations be cancelled and the meeting be moved to a virtual platform. Discussion was held and **MOTION PASSED**. Consideration for Friday for Pre GA meeting and Saturday AM for CEUS with the GA and Post GA meeting to be held in the afternoon/evening.

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Personal communication is key to bringing in new members. We need to consider how to make this happen. Today we had 37 attendees at this board meeting.

The CEU sessions were excellent today with members earning 6.5 CEUS with an attendance of 78. Request was made that we offer a CEU on Leadership and Communication.

ANNOUNCEMENTS

***Recertification by Continuing Education Time Limit.** Effective January 1, 2020, an individual whose credential has been expired for more than 3 months forfeits the right to reactivate the credential by continuing education and must sit for the CMA (AAMA) certification/recertification exam.

*FSMA Annual Conference to be held over Zoom Friday, April 16 and Saturday April 17, 2021.

*FSMA Annual Conference planned for April 29 thru May1, 2022 at the Holiday Inn Resort 13351 State Road 535, Orlando, FL 32841. 407-387-7729.

*AAMA Annual Conference 2021 will be held at the Westin Galleria Houston in Houston Texas September 24-27, 2021.

*FSMA minutes will be place on the FSMA website and sent via Constant Contact for all to review.

There being no further business to be brought before the FSMA Executive Council, the meeting was adjourned at 6:28 pm.