

FLORIDA SOCIETY OF MEDICAL ASSISTANTS
FALL EXECUTIVE COUNCIL MEETING MINUTES
EMBASSY SUITES-ESTERO
ESTERO, FL.
NOVEMBER 9, 2019
United WE Build a Better Future

The Executive Council meeting of the Florida Society of Medical Assistants was called to order at 5:35 PM, by President Marsha Benedict, MSA, CMA-A (AAMA). The roll was called by Mary Morris, CMA (AAMA), FSMA Secretary, to establish a quorum.

ROLL CALL

President	Marsha Benedict, MSA, CMA-A (AAMA)	Present
Vice President	Loxie Kistler, CMA (AAMA)	Present
Secretary	Mary Morris, CMA (AAMA)	Present
Treasurer	Mary Lou Allison, CMA-C (AAMA)	Present
Speaker GA	Deniece Jozefiak, CMA (AAMA)	Present
Vice Speaker GA	Tatiana Kordic, CMA (AAMA)	AB/Excused
Immediate Past President	Judy Seymour, CMA (AAMA)	AB/Excused

CHAPTER REPRESENTATIVES

Brevard	Linda Vitzum, CMA (AAMA)	Present
Central Gulf Coast	Kathryn Panagiotacos, CMA (AAMA)	AB/Excused
Central Florida	Mary Morris, CMA (AAMA)	Present
Mid-Gulf	Debra K. Hancock, CMA (AAMA)	AB/Not Excused
North Florida	Loxie Kistler, CMA (AAMA)	Present
Southeast	Joyce Baldwin, CMA (AAMA)	Present
Southwest	Deniece Jozefiak, CMA (AAMA)	Present
Treasure Coast	Deb Kuiack, CMA (AAMA)	Present

COMMITTEE CHAIRS

Budget/Finance	Mary Lou Allison, CMA-C, (AAMA)	Present
Bylaws/P & P	Heidi Fortin, CMA (AAMA)	Present
Continuing Education	Shared by Chapters	
Educators Forum	Vacant	
Marketing/Comm.Outreach	Loxie Kistler, CMA (AAMA)	Present
Meeting Coordinator	Marsha Benedict, MSA, CMA-A (AAMA)	Present
Membership/Certification	Christine Giri, CMA (AAMA)	Present
Nominating	Judy Seymour, CMA (AAMA)	AB/Excused
Physician Liaison	Joel Martin, MD	Absent
	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 Central Florida Chapter, sitting in for Mary Morris, CMA (AAMA) is Maria Wiegelmann, CMA (AAMA). For the Southwest Chapter, sitting in for Deniece Jozefiak, CMA (AAMA) is Edward Rosenman, CMA (AAMA). For the North Florida chapter sitting in for Loxie Kistler, CMA (AAMA) is Debra Morales, CMA (AAMA). Linda Vitzum, CMA (AAMA) from Brevard moved to seat the proxies. Deb Kuiack, CMA (AAMA) from Treasure Coast seconded. Unanimous vote to seat the above proxies. No further discussion. **MOTION CARRIED.** Proxies were seated.

There was a quorum present.

The April 27, 2019 executive board meeting minutes were available online for all to view. No corrections or additions needed to the minutes. The Secretary will email Mary Lou, FSMA webmaster, to change those minutes from draft to final.

TREASURER REPORT

As of 11/7/19

Checking: \$20,746.50 Savings: \$22,391.76 Balance: \$43,138.26

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. Christine Giri, CMA (AAMA) turned in an expense to Mary Lou Allison, CMA-C, (AAMA) digitally.

OFFICER REPORTS

President	Marsha Benedict, MSA, CMA-A (AAMA)	Online
*On line 51 the year should be changed to 2019		
Vice President	Loxie Kistler, CMA (AAMA)	Online
Secretary	Mary Morris, CMA (AAMA)	Online
Treasurer	Mary Lou Allison, CMA-C, (AAMA)	Online
Speaker of GA	Deniece Jozefiak, CMA (AAMA)	Online
Vice Speaker of GA	Tatiana Kordic, CMA (AAMA)	Online
Immediate Past President	Judy Seymour, CMA (AAMA)	No report

CHAPTER REPRESENTATIVE REPORTS

Brevard	Linda Vitzum, CMA (AAMA)	Online
Central Gulf Coast	Kathryn Panagiotacos, CMA (AAMA)	Online
Central Florida	Mary Morris, CMA (AAMA)	Online
	Proxy Maria Wiegelmann, CMA (AAMA)	
Mid-Gulf	Debra K. Hancock, CMA (AAMA)	No report
North Florida	Loxie Kistler, CMA (AAMA)	Online
	Proxy Debra Morales, CMA (AAMA)	

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Southeast	Joyce Baldwin, CMA (AAMA)	Online
*Refreshments were provided for Palm Beach State for Medical Assistants Day. The new Dean at Keiser never responded to the SE Chapter request to provide refreshments.		
Southwest	Deniece Jozefiak, CMA (AAMA)	Online
	Proxy Edward Rosenman, CMA (AAMA)	
Treasure Coast	Deb Kuiack, CMA (AAMA)	Online

EXECUTIVE COMMITTEE REPORTS

Budget & Finance Mary Lou Allison, CMA-C, (AAMA) Online
*Mary Lou started discussion on keeping registration fee low so people will continue to attend meetings. Our registration fee does not always cover expenses. Consider keeping meetings central in location to draw more attendees. Heidi Fortin, CMA (AAMA) wants an analysis of trends on number of attendees. Loxie Kistler, CMA (AAMA) believes we need to look at the calendar of events for others (AMT) as there was conflict this weekend with the AMT meeting. Deb Kuiack, CMA (AAMA) believes that with the budget we have, the benefits from education will outweigh the expenses in the end. If FSMA had a limited budget, this hit to the budget would definitely need to be looked at. Mary Lou Allison, CMA-C, (AAMA) made a motion that FSMA keep the registration fee \$55.00 for the next two years. Unanimous vote was taken. No further discussion.
MOTION CARRIED.

Bylaws/P&P Heidi Fortin, CMA (AAMA) Online

Continuing Education

**There will not be a single chair for this, rather it will be the responsibility of the chapter in the area where the seminar is being held to get speakers/topics as well as doing the registration folders. Deniece Jozefiak, CMA (AAMA) recommends having back up speakers and start getting speakers early. For 1/30/2021, in Daytona Beach at Kaiser University, Loxie would like to be emailed hot topics so she can find reputable speakers in those areas of interest.

*We are the hosting state for the AAMA National Conference in September of 2020. On that Thursday there will be a LEAP workshop from 1-5 pm through the CEB. There will be 2 two hour CEUS for \$80.00. (4 CEUS in total) This will be for educators as well as practitioners. This is a pilot program that if goes well, the following year in Houston, this workshop will be an entire day.

*Constant contact and FSMA online CEUS are continuing to go well per Loxie. Loxie reminds us that AAMA will have assessment based competencies that will start December 1 in Pediatrics. (16 CEUS) Upon completion you will receive a certification in Pediatrics. AAMA is looking into certification in Geriatrics as well for those who have completed that already. Practice management is another assessment based competencies that is being worked on for the future.

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Marketing/Comm.Outreach	Loxie Kistler, CMA (AAMA)	Online
Meeting Coordinator	Marsha Benedict, MSA, CMA-A (AAMA)	Online
Membership/Certification	Christine Giri, CMA (AAMA)	Online
Nominating	Judy Seymour, CMA (AAMA)	Online
Physician Liaisons	Joel Martin, MD Absent	No report
	Brent M. Schillinger, MD Absent	No report
	Tra'Chella Foy, MD Absent	No report

CORRESPONDENCE

NONE

OLD BUSINESS

- *All chapter bylaws have been updated and are available on the FSMA website.
- *FSMA bylaws and Standing Rules have been updated and are available on the FSMA website.
- *FSMA delegates have written reports online for viewing.
- *Email vote by majority for selection of AAMA representative for 2020 AAMA Annual Conference in Orlando. The following were selected per the majority vote of the executive board. #1 Monica Case; #2 Deborah Novak; #3 Patty Licurs.

UNFINISHED BUSINESS

Heidi Fortin, CMA (AAMA), Bylaws/Policy & Procedure chair: At the post GA meeting the council suggested further discussion in adding a Judicial Council so that it could be brought back to the GA in 2020. There was concern in a Past President agreeing to serve for 3 years. More explanation is needed as to why a Judicial Council is necessary/needed.

Bylaw addition as presented at the 2019 General Assembly:

***Judicial council**

- A. The Judicial Council shall consist of three Past Presidents of the FSMA whose membership is active.
1. Annually, with approval of the Executive Council, the President shall appoint the most immediate Past President to serve for a term of three years. This member serves as the chair.
 2. No member shall serve more than two terms, but a member appointed to serve an unexpired term shall not be regarded as having served a term unless serving three or more years.

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

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

1. membership as provided in the Bylaws
2. controversies arising in the interpretation of these Bylaws
3. the code of Ethics of the FSMA

D. The Judicial Council shall:

1. meet or consult upon the call of the Chair; consultation by mail, phone or electronic means shall be permitted among members of the Council provided the rights of the appellant are not prejudiced.
2. submit an annual report to the GA

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

Discussion was had among meeting attendees so that everyone has a better understanding of the Judicial Council and what it represents so that it can be voted on at the 2020 General Assembly.

NEW BUSINESS

Proposed change in bylaw regarding Vice President succeeding to President.

Current wording:

Article VI – EXECUTIVE COUNCIL AND THEIR QUALIFICATIONS

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.

Or remove the statement entirely??

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

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***Repetition of topics at chapter, state and online.** Use the AAMA website to view topics prior to selecting topics. All chapters should make their best effort to not duplicate topics so that all members have every opportunity to earn as many CEUS as they can. Loxie gave us the upcoming free CEUS that will be on the FSMA website. January: Latest on TB from the CDC and Opioids and Pain Management for the MA. In July: Legal Language of Medicine and Genetic Disorders. Currently there is 2 CEUS available on Congestive Heart Failure.

*** FSMA Annual 2020 Adhoc Committee (Central, Brevard, and North Florida Chapter)** for planning FSMA meeting at the Red Lion in Kissimmee. The Central Florida chapter will head up the education but asks for assistance from Brevard and North Florida. The Brevard Chapter will do the folders. Maria Wiegelmann, CMA (AAMA) has the topics of Cultural Diversity and Sexual Assault Awareness already lined up for 2 CEU's each.

***Registration form** – Deniece Jozefiak, CMA (AAMA) made a suggestion that the registration form be available online to be printed and sent in with a check. Input was made on this by meeting attendees and it was recommended to keep things the same. The education and meeting agenda is always available online for all to view.

ANNOUNCEMENTS

*The FSMA Annual Conference will be held May 1-2, 2020 at the Red Lion Buena Vista South. 5150 West Orlo Bronson Memorial Highway, Kissimmee, Fl. Phone 407-997-2800 (Florida Society of Medical Assistants). Room rate is 107.00, two free breakfasts, waived resort fee, no charge for education rooms, and free parking. Deadline for hotel booking is 4/10/20.

*Don't forget to make your hotel reservations. All information will be on the FSMA website prior to each conference.

*The 64th AAMA National conference will be held September 11-14, 2020 at the Hilton Orlando Lake Buena Vista, Fl.

*The 65th AAMA Annual conference will be held September 24-27, 2021 at the Westin Galleria Houston in Houston, Texas.

*The minutes will be placed on the FSMA website after completion for all to review and will be voted upon at the next executive council meeting in May.

*Loxie Kistler, CMA (AAMA) thanks Deniece Jozefiak, CMA (AAMA) and her team for the great education and Christine Giri, CMA (AAMA) for registration.

*Speaker Deniece Jozefiak, CMA (AAMA) is looking for volunteers for Minutes Chair, Reference Committee chair and members (3) and Teller Chair.

There being no further business to be brought before the FSMA Executive Council, the meeting was adjourned at 6:55 pm.