

**FLORIDA SOCIETY OF MEDICAL ASSISTANTS
EXECUTIVE COUNCIL MEETING MINUTES
LIVE VIA ZOOM
OCTOBER 23, 2021
TOGETHER WE ARE STRONGER**

The Fall Executive Council meeting of the Florida Society of Medical Assistants was called to order at 2:15 PM, by President Deniece Jozefiak, CMA (AAMA). The roll was called by Mary Morris, CMA (AAMA), Secretary. There were 18 in attendance for the business meeting via Zoom. Approximately 68 in attendance for education.

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)	Absent
Central Gulf Coast	Kathryn Panagiotacos, CMA (AAMA)	Absent
Central Florida	Mary Morris, CMA (AAMA)	Present
Mid-Gulf	Jennifer Shepard, CMA (AAMA) Not excused	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)	Absent
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 Pam Nemanick, CMA (AAMA), sitting in for Mary Morris, CMA (AAMA) for the Central Florida chapter is Maria Wiegelmann, CMA (AAMA), and sitting in for Jeanette Tyler, CMA (AAMA) is Theresa Davidson, CMA (AAMA) for Brevard Chapter. 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.

The minutes of the April 17, 2021 Post Annual Executive board meeting will go from draft status to final on the FSMA website as no changes or corrections were needed.

TREASURER REPORT

Checking: \$25,081.34 Savings: \$22,397.51 Balance: \$47,478.85
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
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
	Proxy Theresa Davidson, CMA (AAMA)	
Central Gulf Coast	Kathryn Panagiotacos, CMA (AAMA)	On file
Central Florida	Mary Morris, CMA (AAMA)	On file
	Proxy Maria Wiegelmann, CMA (AAMA)	
Mid-Gulf	Jennifer Shepard, CMA (AAMA) AB	No report
Southeast	Joyce Baldwin, CMA (AAMA)	On file
Southwest	Deniece Jozefiak, CMA (AAMA)	On file
	Proxy Pam Nemanick, CMA (AAMA)	
Treasure Coast	Deborah Kuiack, CMA (AAMA)	On file

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EXECUTIVE COMMITTEE REPORTS

- Budget & Finance** Mary Lou Allison, CMA-C, (AAMA) On file
*Dues coming in higher than they have been in about 4 years. President Jozefiak brought up the fact that a member was concerned about whether or not everyone should be seeing the finance report or should it just be board members? Mary Lou says there is no restriction and never has been and that the finance report can be viewed by anyone.
- Bylaws/P&P** Alice Daniels, CMA (AAMA) AB On file
- Continuing Education** Marsha Benedict, MSA, CMA-A (AAMA) On file
*Speakers are being worked on for the January 2022 meeting.
- Educators Forum** Vacant
- Marketing/Comm.Outreach** Mary Lou Allison, CMA-C (AAMA) On file
- Meeting Coordinator** Marsha Benedict, MSA, CMA-A (AAMA) On file
- Membership/Certification** Kathryn Panagiotacos, CMA (AAMA) On file
*Committee member Betty Springer, CMA (AAMA) reports that the strategic action plan/proposal will move forward now that this meeting has happened. The committee did not want any confusion or to get in anyone's way. The committee would like to investigate and present a student forum. The idea would be to keep students involved past their educational era and through their educators, help establish the worth of AAMA and FSMA. Also, the committee would like to establish membership ambassadors with a format to follow in order to promote continued membership with an emphasis on maintaining renewals as well as new members.
- 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.

Physician Liaisons

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

Deniece thanked Dr. Schillinger via email for putting an article in the October issue of the CMA Today.

CORRESPONDENCE

- *5/31/21 Email from Kathy Langley at the AAMA office reminding us to send in state officers, delegates, and volunteer forms by July 2021. All was responded to and acknowledged by the deadline date.
- *8/4/21 Letter from Kathy Langley regarding multiple AAMA Bylaws changes. A Zoom meeting was offered to all state members. Mary Lou Allison, CMA-C (AAMA) addresses this in the delegates report.

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*8/31/21 Email from Kathy Langley at AAMA regarding proxy cards being filled out and signed by state President and Secretary. Proxy votes would only count if a state had someone in attendance at the AAMA HOD. If no one from a state could attend the AAMA HOD, only one vote would represent the state virtually.

UNFINISHED BUSINESS

*Discussion on January 22, 2022 meeting being in person versus Zoom? President Jozefiak cannot attend the meeting in January due to personal health concerns. It was decided that Deniece will still be able to act as President and conduct the business meeting over Zoom. Marsha will provide to everyone the contact information for 3 nearby hotels for those needing to stay over night since the hotels are not being responsive to her calls. Two speakers have been confirmed already. Another 1-2 speakers will be needed to give us another 2 hours. After discussion by meeting attendees, education will be in person for all attendees with Deniece presiding over the business meeting over Zoom.

*Certification/Membership for the Mid Gulf Chapter: There is no attendance, participation or response. The members from this chapter are attending the Southwest Zoom meetings. It has been quite some time since there has been any activity from this chapter. Per Betty Springer, CMA (AAMA), the membership committee will reach out to the Mid Gulf Chapter 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 agrees with this plan.

NEW BUSINESS

*The FSMA documents are available for all members to use. Questions or concerns can be directed to Mary Lou Allison.

*President Jozefiak asked for submissions for the AAMA Excel Awards. She was told it was ok to submit the FSMA website for consideration. After printing off the requirements, Deniece decided against submitting the FSMA website. After reviewing previous winner websites, the sites were found to be more up to date and easier to use. Per Mary Lou, some states use a professional website developer that would come with a cost that the Florida Society could afford with the treasury funds the society has. Chapters encouraged to look at their chapter page and see what can be done to bring it up to date and more appealing to the eye to attract the younger generation and non active members.

A committee was formed to investigate other MA websites so that we can formulate a plan to move forward with any changes to our website. Deniece Jozefiak, CMA (AAMA) will chair the committee. Committee members will include: Maria Wiegelmann, CMA (AAMA), Mary Lou Allison, CMA (AAMA), Maria Zevalokos, CMA (AAMA) and April Smith, CMA (AAMA).

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Marketing the CMA (AAMA) will be tabled for right now as we decide what will happen with our current website. Several members have suggested student, educators, officers and liaisons being interviewed for the website.

*Technical problems occurred with registration for the education session for this meeting. This was the first time FSMA has gone over 100 members for a Zoom meeting. President Jozefiak thanked Mary Lou Allison and Marsha Benedict for rectifying the problem as Deniece was at work and was not able to do so. Mary Lou reached out to tech support and the issue was fixed.

*Concerns about speakers not getting the Zoom link: In the future, Marsha will take care of getting the Zoom link to the speakers or contact Deniece if she is not able to.

*It is important that when a group email is sent out, that everyone is respectful of one another in how we respond. Respond to the member asking the question, not the entire group. Answering in all CAPS can mean different things to different people. Please be mindful of responses and review before sending. We are a family organization and do not want to turn people off.

*AAMA Bylaws changes are on the AAMA website. These changes do not affect FSMA or chapter Bylaws. Delegate Mary Lou did an awesome spread sheet type report so that everyone can see the changes.

*AAMA asked FSMA to host the 2023 AAMA National Conference. The vote by the board was a Yes. This will need to be a TEAM effort. It will be held in September of 2023. Exact date could not be located at time of meeting.

*Discussion on what happens with monies received by chapters? Several members have showed concern about this. Deniece told what they do with the Southwest monies. When a chapter dissolves, any chapter monies are donated to a medical charity of their choosing. This is stated in the FSMA Bylaws per Mary Lou. Mary Lou invites anyone living in the area, who wants to step up and get the Southeast chapter vital again. Gayle Bell received a membership check from AAMA for chapter dues. These members were put into nearby chapters based on their location within the state. Betty Springer, CMA (AAMA) will get with Kathryn Panagiotacos, CMA (AAMA) to find out why AAMA sent this check when AAMA was aware of what happened with the North Florida Chapter. Gayle Bell, CMA (AAMA) will be notified by the Membership committee once they get an answer. Since this chapter has not been disbanded, the treasury for the North Florida Chapter will remain as is for now and be revisited at a later time.

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*Zoom meetings: Discussion on alternating months with different chapters so as not to overwhelm our webmaster or hurt overall attendance due to multiple Zoom meetings a month. Brevard would not be included in this as they do not use Zoom. When opening up the Zoom meetings to all medical assistants over the US, the cost to FSMA is 50.00 when there are 100 or more attendees. An option is to charge out of state members a small fee to attend Zoom meetings. This can be done through Zell. Discussion was had to have out of state members charged a small fee to attend the FSMA Zoom meetings. FSMA members would not be charged. The small fee would help to recoup some of the monies lost when FSMA has to pay the 50.00 fee for going over 100 attendees. It appears that Zoom meetings are being very well received by the members and should continue as long as chapters coordinate so there is no conflict between meetings.

ANNOUNCEMENTS

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

**The FSMA winter meeting will be 1/22/22 at Palm Beach State College 4200 Congress Avenue, Lake Worth, FL. 33461. Marsha is looking for several hotels in close proximity to the school. Those needing hotels will need to make their own reservations.

**FSMA Annual meeting will be held at the Holiday Inn Resort 13351 State Road 535 Orlando, FL 32821. 407-387-7729. April 29 – May 1, 2022. Contract has already been signed for this meeting.

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

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

**It is important for everyone to follow policy and procedures when doing FSMA reports. For guidance, please go to the FSMA website.

**AAMA dues that are paid by October 31, 2021 online, will receive a 10% discount. Otherwise you can pay your dues by December 31, 2021 to remain current.

**In order to continue attending a meeting via Zoom, it is important to update your Zoom account on or after 11/1/21.

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**110 members registered for the meeting and 68 attended. If you know you will not be in attendance after signing up, give a courtesy call/text to let Deniece know.

There being no further business to be brought before the FSMA Executive Council, the meeting was adjourned at 4:13 pm by, Deniece Jozefiak, CMA (AAMA) FSMA President.