

**FLORIDA SOCIETY OF MEDICAL ASSISTANTS  
PRE CONFERENCE EXECUTIVE COUNCIL MEETING MINUTES  
RENAISSANCE ORLANDO AIRPORT HOTEL  
ORLANDO, FL.  
APRIL 26, 2019  
United WE Build a Better Future**

The Executive Council meeting of the Florida Society of Medical Assistants was called to order at 2:05 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	Heidi Fortin, CMA (AAMA)	Present
Vice Speaker GA	Deniece Jozefiak, CMA (AAMA)	Present
Immediate Past President	Judy Seymour, CMA (AAMA)	Present

**CHAPTER REPRESENTATIVES**

Brevard	Kathleen Quinn, CMA (AAMA)	Absent/Excused
Central Gulf Coast	Kathryn Panagiotacos, CMA (AAMA)	Absent/Excused
Central Florida	Mary Morris, CMA (AAMA)	Present
Mid-Gulf	Debra K. Hancock, CMA (AAMA)	Absent/Excused
North Florida	Loxie Kistler, CMA (AAMA)	Present
Southeast	Joyce Baldwin, CMA (AAMA)	Present
Southwest	Deniece Jozefiak, CMA (AAMA)	Present
Treasure Coast	Theresa Errante-Parrino, CMA (AAMA)	Absent/Excused

**COMMITTEE CHAIRS**

Budget/Finance	Mary Lou Allison, CMA-C, (AAMA)	Present
Bylaws/P & P	Kathryn Panagiotacos, CMA (AAMA)	Absent/Excused
Continuing Education	Maria Wiegelmann, CMA (AAMA)	Present
Educators Forum	Vacant	
Marketing/Comm.Outreach	Loxie Kistler, CMA (AAMA)	Present
Meeting Coordinator	Marsha Benedict, MSA, CMA-A (AAMA)	Present
Registration	Maria Wiegelmann, CMA (AAMA)	Present
Membership/Certification	Christine Giri, CMA (AAMA)	Absent/Excused
Nominating	Loxie Kistler, CMA (AAMA)	Present
Physician Liaison	Joel Martin, MD	Absent
	Brent M. Schillinger, MD	Present
	Welcome to Dr. Schillinger!!	
	Tra'Chella Foy, MD	Absent

**PAGE 2 PRE CONFERENCE MEETING MINUTES 4/26/19**

**SEATING OF THE PROXIES**

The following proxies asked to be seated. For the Central Florida Chapter, sitting in for Mary Morris, CMA (AAM) is Carol Francis, CMA (AAMA). For the Southwest Chapter, sitting in for Deniece Jozefiak, CMA (AAMA) is Vilma Matias, CMA (AAMA). For the Central Gulf Coast chapter sitting in for Kathryn Panagiotacos, CMA (AAMA) is Nancy Collins, CMA (AAMA). For the Treasure Coast chapter sitting in for Theresa Errante-Parrino, CMA (AAMA) is Pam Giannone, CMA (AAMA) and for the Brevard County chapter sitting in for Kathleen Quinn, CMA (AAMA) is Walter Nicholls, CMA (AAMA). Unanimous vote to seat the above proxies. No further discussion. **MOTION CARRIED.** Proxies were seated.

There was a quorum present.

The Executive Council meeting minutes from November 17, 2018 were available online for viewing prior to this meeting. Maria Wiegelmann, CMA (AAMA) brought to our attention the need to correct the credentials from CMA (AAMA) to RMA for Laura Hayakawa. (Pages 2 &3) Those two items will be corrected and the corrected version will be sent to Mary Lou for posting on the FSMA website as final. Unanimous vote to make corrections and then post to FSMA website.

**TREASURER REPORT**

Checking: \$18,710.21      Savings: \$22,389.13      Balance: \$41,099.34  
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)	On file
Vice President	Loxie Kistler, CMA (AAMA)	On file
*On line 20 of report, the year should be 2020 not 2010.		
Secretary	Mary Morris, CMA (AAMA)	On file
Treasurer	Mary Lou Allison, CMA-C, (AAMA)	On file
Speaker of GA	Heidi Fortin, CMA (AAMA)	On file
Vice Speaker of GA	Deniece Jozefiak, CMA (AAMA)	On file
Immediate Past President	Judy Seymour, CMA (AAMA)	On file

**CHAPTER REPRESENTATIVE REPORTS**

Brevard	Kathleen Quinn, CMA (AAMA) AB Proxy Walter Nicholls, CMA (AAMA)	On file
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**PAGE 3 PRE CONFERENCE MEETING MINUTES 4/26/19**

Central Gulf Coast	Kathryn Panagiotacos, CMA (AAMA) AB	On file
	Proxy Nancy Collins, CMA (AAMA)	
Central Florida	Mary Morris, CMA (AAMA)	On file
	Proxy Carol Francis, CMA (AAMA)	
Mid-Gulf	Debra K. Hancock, CMA (AAMA) AB	No report
North Florida	Loxie Kistler, CMA (AAMA)	On file
Southeast	Joyce Baldwin, CMA (AAMA)	On file
Southwest	Deniece Jozefiak, CMA (AAMA)	On file
	Proxy Vilma Matias, CMA (AAMA)	
Treasure Coast	Theresa Errante-Parrino, CMA (AAMA) AB	On file
	Proxy Pam Giannone, CMA (AAMA)	

\*American Cancer Society, Relay for Life – over \$1,000 was raised, 5 people doing the fundraising. 28 members helped on day of event to man the table, participate in the walk and selling gift basket raffle tickets. 4/15/19 election of officer: President- Deborah Kuiack, CMA (AAMA), Past President – Theresa Errante-Parrino, CMA (AAMA), Secretary – Nancy Brown, CMA (AAMA), Treasurer – Zooshan Plummer, CMA (AAMA), President Elect – Kimberly Eline, CMA (AAMA), and Public Policy – Marsha Benedict, CMA-A (AAMA).

**EXECUTIVE COMMITTEE REPORTS**

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

\*Report done a little bit different this year to make it easier to see the pluses and minuses in the budget. The last conference does show a loss. Keeping costs down is top priority so we can have more attendees. President Elect will be taken out of budget and changed to Vice President. There was a unanimous vote to approve the budget for 2019-2020.

**Bylaws/P&P** Kathryn Panagiotacos, CMA (AAMA) AB On file

\*Marsha reports that all policies and procedures have been updated and sample forms can be found under documents on the website. Thank you to Mary Lou for her help with this. Mary Lou recommends that everyone have the same format for certificates etc. Updated chapter bylaws are due to the bylaws chair by June 1.

**Continuing Education** Maria Wiegelmann, CMA (AAMA) On file

**Marketing/Comm.Outreach** Loxie Kistler, CMA (AAMA) On file  
**Meeting Coordinator** Marsha Benedict, MSA, CMA-A (AAMA) On file

**PAGE 4 PRE CONFERENCE MEETING MINUTES 4/26/19**

**Membership/Certification** Christine Giri, CMA (AAMA)AB On file  
\*AAMA updating their records with the change in counties that went from the Central Florida chapter to the North Florida chapter. Loxie Kistler, CMA (AAMA) received word from Tallahassee members of possible interest to do something in the Central Panhandle later this year. Maria Wiegelmann, CMA (AAMA) will let Christine know that there are still members showing up in the Central Florida chapter roster that do not belong there. Nick is the contact at AAMA for membership.

<b>Nominating</b>	Loxie Kistler, CMA (AAMA)	On file
<b>Physician Liaison</b>	Joel Martin, MD	Absent
	Brent M Schillinger, MD	No report

**CORRESPONDENCE**

**\*AAMA Board of Trustees and Endowment Highlights February 8-9, 2019**  
-Reviewed the income statement for the general fund for fiscal year 2018  
-Eliminated the position of constituent societies liaison, as these responsibilities are being handled by others.  
-Authorized CEO Balasa to contact CAAHEP and ABHES accredited programs in other health care disciplines regarding their willingness to give advanced standing to CMAs (AAMA) who have graduated from a CAAHEP or ABHES accredited medical assisting program.  
-Allocated a reserve of \$100,000 to the CEB to use in developing future Assessment Based Certificate programs for CEU credit.  
-Reviewed the updated Strategic Issues Plan and approved it.  
-Reviewed and accepted a report from CEO Balasa on his schedule of upcoming live via phone CEU presentations on the Professional Less Regulation Movement.  
-State and chapter leaders were in attendance from Colorado, Michigan, and Wisconsin.  
-Reminder that AAMA Volunteer forms are on AAMA website. Anyone desiring to be on a committee should fill out a form. Anyone desiring to run for trustee must run from the floor as the deadline was April 1.  
**\*Letter from Don Balasa Re: Excelsior College.** Any CMA (AAMA) can go to AAMA website for information on having 26 credit hours toward a specific list of health science degrees offered by the school. A partnership was negotiated between Excelsior College and AAMA.

**OLD BUSINESS**

\*The dictionary of verbiage for the General Assembly was not done yet. Mary Lou Allison, CMA-C, (AAMA) recommends that we put piece of paper in the back of the room and have anyone that has verbiage to put in the dictionary write it down so it can be compiled for a dictionary to be made. Deniece Jozefiak, CMA (AAMA), has volunteered to compile the list to be used as a future reference for the GA.

## **PAGE 5 PRE CONFERENCE MEETING MINUTES 4/26/19**

### **UNFINISHED BUSINESS**

\*Ad Hoc committee United WE Stand will be disbanded. It has accomplished what it set out to do and will continue to do so in the future. Several chapters used the letters that were proposed by this committee and will continue to do so in the future. Loxie Kistler, CMA (AAMA) reports that the letters were sent out to organizations and large employers to let them know about opening our society to all credentialed medical assistants and our hopes to raise the bar for education for all medical assistants. We got response to some letters and some we did not. Some face to face contact happened as well with some growth in chapters. Mary Lou found that for non CMA (AAMA) members, the numbers have been up and down over the years, so there is uncertainty right now as to how the letters and communication done by this committee will pan out. This is a work in progress and will take time over the next several years to see if membership does increase. The free CEUS online have been well received by members with a lot of positive feedback. Since last April over 1,000 free CEUS have been given to members. Our membership is up from 800 in August of 2017 to now where we have 1,100 members. We want to continue to grow in all areas of social media to get the word out in order to increase our membership.

\*Letter from Susan Hawes, CMA (AAMA), AAMA National President, thanking everyone for volunteering their time for this organization. Marsha thanks everyone for giving of their time to keep FSMA going.

### **NEW BUSINESS**

\*The American Cancer Society will not have a booth set up tomorrow due to staffing issues with them. Information was sent to Marsha through an email that can be taken back to your office, but due to the expense of making copies that had a lot of color, anyone interested in the information can let Maria know and she will get that information to you.

\*AAMA is a consortium with the American Cancer society and colon cancer screening. Medical assistants will be helpful in getting the word out to all providers and help to encourage patients to get the appropriate screening done to make sure they do not have colon cancer. The percentage of those getting screened is low but the number is moving up slowly.

### **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 Examination. \*\*

\*The fall FSMA conference will be held November 9, 2019 at Embassy Suites by Hilton Fort Meyers-Estero. 10450 Corkscrew Commons Drive, Estero, FL 33928. Phone 230-444-5497. Room rate is \$129.00. Free parking. Hotel link coming soon.

## **PAGE 6 PRE CONFERENCE MEETING MINUTES 4/26/19**

\*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 63<sup>rd</sup> AAMA National conference will be held September 13-16, 2019 at the Sheraton Greensboro at Four Seasons in Greensboro, North Carolina. The 64<sup>th</sup> AAMA National conference will be held September 11-14, 2020 at the Hilton Orlando Lake Buena Vista, Fl.

\*The 65<sup>th</sup> AAMA Annual conference will be held September 4-27, 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 November.

\*Mary Lou wanted to make sure that everyone goes on the AAMA website as Marsha was highlighted as a Leader. The interview was also on Face book as well.

There being no further business to be brought before the FSMA Executive Council, the meeting was adjourned at 2:46 pm.