

**FLORIDA SOCIETY OF MEDICAL ASSISTANTS
EXECUTIVE COUNCIL MEETING MINUTES
LIVE VIA ZOOM
APRIL 17, 2021
TOGETHER WE ARE STRONGER**

The Post Annual Executive Council meeting of the Florida Society of Medical Assistants was called to order at 3:09 PM, by President Deniece Jozefiak, CMA (AAMA). The roll was called by Mary Morris, CMA (AAMA), Secretary. Due to the COVID pandemic this meeting is being held over Zoom.

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 Vitzum, 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
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)	Absent

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 if needed.		
Nominating	Marsha Benedict, MSA, CMA-A (AAMA)	Present
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), sitting in for Kathryn Panagiotacos, CMA (AAMA) is Christine Petsalis, CMA (AAMA) for Central Gulf Coast and sitting in for Deborah Kuiack, CMA (AAMA) is Zooshan Plummer, CMA (AAMA) for the Treasure Coast 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 further discussion. **MOTION CARRIED.** Proxies were seated.

There was a quorum present.

The minutes for the Pre Annual Executive board meeting that was held yesterday, April 16, 2021 will be available 30 days post meeting and voted on at the next meeting.

TREASURER REPORT

Checking: \$16,905.62 Savings: \$22,395.40 Balance: \$39,301.02
The treasurer's report will be filed for audit. No bills over budget were presented.

OFFICER REPORTS

President	Deniece Jozefiak, CMA (AAMA)	No report
Vice President	Vacant	
Secretary	Mary Morris, CMA (AAMA)	No report
Treasurer	Mary Lou Allison, CMA-C, (AAMA)	No report
Speaker of GA	Judy Seymour, CMA (AAMA)	No report
Vice Speaker of GA	Linda Vitzum, CMA (AAMA)	No report
Immediate Past President	Marsha Benedict, MSA, CMA-A (AAMA)	No report

CHAPTER REPRESENTATIVE REPORTS

Brevard	Jeanette Tyler, CMA (AAMA)	Verbal
*Brevard chapter continues with once a month CEU, next one is 4/21/21 with scheduled CEU'S through the summer months as well. The chapter is sponsored by Health First and is given the WebEx platform at no cost. This allows for opening up the CEU'S to anyone that needs them.		
Central Gulf Coast	Kathryn Panagiotacos, CMA (AAMA) Proxy Christine Petsalis, CMA (AAMA)	Verbal
*The chapter will be updating their website and hoping for in person meetings in the coming months.		

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Central Florida Mary Morris, CMA (AAMA) Verbal
 Proxy Maria Wiegelmann, CMA (AAMA)

*The chapter will have a Zoom meeting for election of officers and to talk about future happening with the chapter on 5/15/21 at 10:00 am. An Eblast will be put together and sent to Mary Lou to be sent out to members letting them know of the date.

Mid-Gulf Jennifer Shepard, CMA (AAMA) Absent

North Florida Gayle Bell, CMA (AAMA) Verbal

*Trying to reach out to Baptist Health for CEU'S. First attempt, they were having a staffing shortage, so will wait and try again. Marsha Benedict states she reached out as well with no return phone call. Further discussion will happen later in the meeting about the future of this chapter.

Southeast Joyce Baldwin, CMA (AAMA) No report

Southwest Deniece Jozefiak, CMA (AAMA) Verbal
 Proxy Heidi Fortin, CMA (AAMA)

*There will be no Zoom meetings in July and August but will resume back in September.

Treasure Coast Deborah Kuiack, CMA (AAMA) No report
 Proxy Zooshan Plummer, CMA (AAMA)

EXECUTIVE COMMITTEE REPORTS

Budget & Finance Mary Lou Allison, CMA-C, (AAMA) No report

Bylaws/P&P Alice Daniels, CMA (AAMA) Verbal

*The FSMA bylaws will be updated and emailed to the President and Immediate Past President for review. All chapters need to make sure their bylaws are updated and emailed to Alice. Alice Daniels, CMA (AAMA) will review and then send the chapter bylaws to Deniece Jozefiak, CMA (AAMA). The bylaws will then go to Mary Lou Allison, CMA-C, (AAMA) for posting on the FSMA web site under the respective chapter that the bylaws belong to. Alice will also take a look at the Policy and Procedure Manual for any updates and send to the President and Immediate Past President for review and then will be posted to the FSMA web site.

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Continuing Education Marsha Benedict, MSA, CMA-A (AAMA) Verbal
*Marsha will need help with finding speakers for upcoming meetings and will look to those in the immediate area of the meeting to help. We do still have some speakers left over from the AAMA National Conference that were never used so they can be contacted but Marsha will need help in finding additional speakers. Penny Knight, CMA (AAMA) from Southeast Chapter has volunteered to be on the education committee.

Educators Forum Vacant

Marketing/Comm.Outreach Mary Lou Allison, CMA-C (AAMA) Verbal
*We are going to continue with the FSMA website, Constant Contact, and Face book for happenings when they occur. We will work with the education committee and the chapters to continue offering Zoom CEUS to FSMA members on a regular basis. Zoom CEUS have served our members well and we will continue to offer them via Zoom.

Web Master, Social Media Mary Lou Allison, CMA-C, (AAMA) Verbal
*See above.

Meeting Coordinator Marsha Benedict, MSA, CMA-A (AAMA) Verbal
*Marsha reached out to the hotel coordinator that we have worked with to see if we can get the same contract for 2023 as we had it in 2022 and would have had this year. Marsha is awaiting word on that in the next few days. Marsha also reached out via email to Patty Rock and asked her for dates in January of 2022 to hold a meeting at the school.

Membership/Certification Kathryn Panagiotacos, CMA (AAMA) Verbal
*Committee member Betty Springer, CMA (AAMA) reports that she and Christine Petsalis, CMA (AAMA) are committee members. They will be looking at the bylaws in relationship to membership so this can be relayed to members for better understanding. Review of current membership listing and working with the executive board with regards to the two struggling chapters.

Nominating Marsha Benedict, MSA, CMA-A (AAMA) No report

Physician Liaisons

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

CORRESPONDENCE

None

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UNFINISHED BUSINESS

****Submissions for the AAMA Excel Awards are due by July 1, 2021. Please let Deniece know if anyone wants to submit anything for FSMA.**

****Application/form for AAMA Volunteer leadership positions is due by July 1, 2021. Our AAMA Representative has August 1 as the due date. Deborah Novak, CMA (AAMA) will check on this date. This is a great way to get involved and meet members from across the country.**

****Upon completion by the Bylaws chair, the FSMA bylaws will be posted on the FSMA web site. Chapter's need to make sure their Bylaws are updated and sent to Alice Daniels, CMA (AAMA).**

****List of current chapter officers with their contact information for 2021-2022 need to be sent to the President by May 15, 2021 so that AAMA can be updated as well. The Central Florida chapter will be given an extension to 6/1/21 due to their Zoom meeting being on the deadline date.**

****FSMA November meeting: Zoom vs. in person? After discussion, it was decided that the meeting would be held virtually due to time constraints in finding a hotel. October and November dates were tossed around. Unanimous vote was taken to hold the meeting on Saturday, 10/23/21 via Zoom.**

****January 2022 in person meeting in Cocoa Beach. Marsha will wait for a response from Patty Rock in hopes of holding the meeting on 1/22/22 at the school. Marsha will let us know the outcome after Patty Rock responds. The Brevard chapter will help in getting speakers for this meeting.**

****Eblast to North Florida chapter members: Deniece, Gayle, Marsha, and Jeanette will work on wording for an eblast and will send to Mary Lou for placement in the format to be sent out.**

NEW BUSINESS

***Mid Gulf Chapter President Jennifer Shepard CMA (AAMA) was not in attendance at the meeting to discuss the current status of the chapter and its future. This chapter is in a similar situation as the North Florida chapter with lack of officers and participation. Deniece Jozefiak, CMA (AAMA) has reached out to Jennifer three times with no return phone call to date. FSMA does not have any communication from this chapter and no reports being sent into meetings. Deniece Jozefiak, CMA (AAMA) states that Mid Gulf does have members attending the Zoom sessions being put on by the Southwest chapter and some attended in person meetings prior to the pandemic. The membership committee will look further into the members of this chapter and see what can be done to reach out to them in hopes of rejuvenating the chapter.**

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ANNOUNCEMENTS

****Deborah Novak, CMA (AAMA) states that the AAMA National Conference is a go as of now for in person attendance. It is up to each delegate to attend or not attend based on what they feel is right and comfortable for them. AAMA will continue to closely watch and to monitor happenings and will follow CDC guidelines.**

****Deborah Novak, CMA (AAMA) thanked the Florida Society for inviting her to attend our Annual Meeting as AAMA representative. She complimented FSMA for being a great group with a lot of things happening with the Florida Society.**

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

****The FSMA winter board meeting will be 1/22/22 in person in the Cocoa Beach area upon confirmation of this date by Patty Rock. Speakers will be obtained by the Brevard chapter. Marsha Benedict and Jeanette Tyler will be working on finalizing speakers and location.**

****FSMA Annual meeting set to be held at the Holiday Inn Resort 13351 State Road 535 Orlando, FL 32821. 407-387-7729. April 29 – May 1, 2022.**

****AAMA Annual Conference set for September 24-27, 2021 in Houston, TX at the Westin Galleria.**

****AAMA Annual Conference for 2022 is in Minneapolis, MN. September 16-19, 2022.**

****Chapter Presidents do have the ability to check their member list on the AAMA web site as long as AAMA as the chapter President listed to do so. Several voiced their opinion that it took quite some time (months) to have access to their member list.**

****Delegates, please provide contact information to the President so she can provide that information to AAMA.**

****All chapters need to send the President a list of their officers and contact information as well as sending that to AAMA.**

There being no further business to be brought before the FSMA Executive Council, the meeting was adjourned at 4:00 pm by, Deniece Jozefiak, CMA (AAMA) FSMA President.