

**FLORIDA SOCIETY OF MEDICAL ASSISTANTS
EXECUTIVE COUNCIL MEETING MINUTES
LIVE VIA ZOOM
APRIL 16, 2021
UNITED WE BUILD A BETTER FUTURE**

The Pre Annual Executive Council meeting of the Florida Society of Medical Assistants was called to order at 7:06 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.

ROLL CALL

President	Marsha Benedict, MSA, CMA-A (AAMA)	Present
Vice President	Deniece Jozefiak, CMA (AAMA)	Present
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	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)	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	Mary Morris, CMA (AAMA)	Present
Continuing Education	Vacant	
Educators Forum	Vacant	
Marketing/Comm.Outreach	Linda Vitzum, CMA (AAMA)	Present
Meeting Coordinator	Marsha Benedict, MSA, CMA-A (AAMA)	Present
Membership/Certification	Christine Petsalis, CMA (AAMA)	Absent
Nominating	Judy Seymour, CMA (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 Pam Nemanick, CMA (AAMA). Sitting in for Deborah Kuiack, CMA (AAMA) for Treasure Coast is Zooshan Plummer, CMA (AAMA) and sitting in for Mary Morris, CMA (AAMA) for the Central Florida chapter is Maria Wiegelmann, CMA (AAMA). Mary Lou Allison, CMA-C (AAMA) moved to seat the proxies. Maria Wiegelmann, CMA (AAMA) seconded. Unanimous vote to seat the above proxies. No further discussion. **MOTION CARRIED.** Proxies were seated.

There was a quorum present.

The January 30, 2021 executive board meeting minutes were available online for all to view. Maria Wiegelmann, CMA (AAMA) brought up a name correction that needed to be made in the dialogue that occurred with the discussion on changing FSMA to a bi-level organization. Motion made by Mary Lou Allison, CMA-C (AAMA) to accept the minutes as corrected. Jeanette Tyler, CMA (AAMA), seconded the motion. No further discussion. **MOTION CARRIED.** Minutes will be filed as corrected.

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	Marsha Benedict, MSA, CMA-A (AAMA)	Online
Vice President	Deniece Jozefiak, CMA (AAMA)	Online
Secretary	Mary Morris, CMA (AAMA)	Verbal
*Filling in for Secretary Debbie Morales in her absence. The meeting minutes have been submitted according to the guidelines stated in the Policy and Procedure Manual and made available to all on the FSMA website.		
Treasurer	Mary Lou Allison, CMA-C, (AAMA)	Online
Speaker of GA	Judy Seymour, CMA (AAMA)	Online
Vice Speaker of GA	Linda Vitzum, CMA (AAMA)	No report
*Mary Lou asked that Linda submit her report again as it was not received for posting on the web site due to computer issues that Linda was having.		
Immediate Past President	Judy Seymour, CMA (AAMA)	No report
*Maria Wiegelmann, CMA (AAMA) noted that when the reference committee was working on their report, no report was received. Judy did do a report and will send to Mary Lou as it may not have gotten in with her other reports that were sent to Mary Lou.		

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CHAPTER REPRESENTATIVE REPORTS

Brevard	Jeanette Tyler, 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	Jennifer Shepard, CMA (AAMA)	No report
North Florida	Gayle Bell, CMA (AAMA)	Online
Southeast	Joyce Baldwin, CMA (AAMA)	Online
Southwest	Deniece Jozefiak, CMA (AAMA)	Online
	Proxy Pam Nemanick, CMA (AAMA)	
Treasure Coast	Deborah Kuiack, CMA (AAMA)	Online
	Proxy Zooshan Plummer, CMA (AAMA)	

EXECUTIVE COMMITTEE REPORTS

Budget & Finance	Mary Lou Allison, CMA-C, (AAMA)	Online
Bylaws/P&P	Mary Morris, CMA (AAMA)	Online
Continuing Education	Vacant	
	*Marsha thanked Maria Wiegelmann, CMA (AAMA) for volunteering to help with the education for this Annual Meeting.	
Marketing/Comm.Outreach	Linda Vitzum, CMA (AAMA)	Online
Web Master, Social Media	Mary Lou Allison, CMA-C, (AAMA)	Online
Meeting Coordinator	Marsha Benedict, MSA, CMA-A (AAMA)	Online
	*More to come under New Business.	
Membership/Certification	Christine Petsalis, CMA (AAMA)	No report
Nominating	Judy Seymour, CMA (AAMA)	Online
Physician Liaisons		
	Brent M. Schillinger, MD Present	No report
	Tra'Chella Foy, MD Absent	No report

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CORRESPONDENCE

*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. More information will come from our AAMA Representative.

UNFINISHED BUSINESS

***Future of the North Florida Chapter:** Discussion had on keeping the charter for the North Florida Chapter but to have the members of this chapter placed either in the Brevard or Central Florida Chapter. Deniece Jozefiak, CMA (AAMA) recommends that an Eblast go out to the North Florida chapter members to let them know what is happening with the chapter to offer them a choice of what chapter they choose to belong to. Mary Lou Allison, CMA-C, (AAMA) will provide future President Deniece Jozefiak, CMA (AAMA), Membership chair Kathryn Panagiotacos, CMA (AAMA) and Gayle Bell, CMA (AAMA), chapter representative for North Florida, the member list for the chapter. Mary Lou Allison will be ready to send out an Eblast via Constant Contact to the North Florida chapter members once everything is ready to do so. Further follow up can happen via email for those not responding to the Eblast.

*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. Deniece Jozefiak, CMA (AAMA) has reached out to Jennifer three times with no return phone call to date.

*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.

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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.

Discussion: Judy Seymour, CMA (AAMA) believes the wording should stay as is. The responsibility of the Vice President is to move up to President. Making a change in the policy and procedure manual may have to be done to state that if the Vice President is unable to move up to President, he/she must notify the Executive board as soon as possible.

NEW BUSINESS

**Discussion was had in regards to adding a new section 8 under Article VII – General Assembly as follows:

Section 8. Notwithstanding any other provision of these bylaws, the following may be handled by the Executive Council electronically:

1. Executive Council meetings
2. Annual Meeting
3. Voting
4. CEU opportunities

Rationale for adding Section 8: In the event of pressing circumstances like a pandemic, the new section would allow for FSMA to continue with the business of the organization by electronic means.

**Discussion on the FSMA Annual 2023 Conference at the Holiday Inn Resort, 13351 State Road 535, Orlando, FL 32821. 407-387-7729. FSMA does have a contract already for April 29 thru May 1, 2022. Mary Lou visited this hotel and it is in a good location with recently renovated rooms and staff that is easy to work with. Mary Lou Allison, CMA-C, (AAMA) made a motion that we have the 2023 Annual Conference at the Holiday Inn Resort. Deniece Jozefiak, CMA (AAMA) seconded the motion. Marsha will give the hotel a call in the coming weeks to secure dates for 2023.

**Going back to three meetings a year was voted on at the January executive council meeting. Discussion on having all but the annual meeting virtual? There is not enough time to get a hotel for the fall meeting along with the uncertainty of COVID. Mary Lou recommended tabling this discussion regarding the fall meeting until the post conference board meeting tomorrow. Pam Nemanick, CMA (AAMA) seconded the motion.

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****Holding the Winter Conference in Cocoa Beach/Melbourne area in January 2022.** FSMA had secured the school for this past January but we ended up changing to a virtual meeting due to COVID. Marsha will look for a hotel in the area for those needing to stay over. Marsha will get with Patty Rock to see if a date in January 2022 can be secured. Jeanette Tyler, CMA (AAMA) made a motion to have Marsha Benedict, MSA, CMA-A, (AAMA), as meeting coordinator, reach out to Patty Rock and the school to see if a date in January of 2022 can be secured to hold our winter meeting. Deniece Jozefiak, CMA (AAMA) seconded the motion. No further discussion. MOTION CARRIED.

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. This is a reminder to all.

*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. All elected delegates and members wanting to go can go to the AAMA web site for further information.

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

There being no further business to be brought before the FSMA Executive Council, the meeting was adjourned at 7:50 pm by Marsha Benedict, MSA, CMA-A, (AAMA).