Florida Society of Medical Assistants, Inc.

March 2, 2013

TO: Patricia Allen, CMA (AAMA)
Speaker of the General Assembly

Joyce Baldwin, CMA (AAMA)
Vice Speaker of the General Assembly

FROM: Mary Morris, CMA (AAMA)
FSMA Secretary

RE: Annual Report

This officer has seen to the duties of FSMA Secretary as outlined in the FSMA Policy and Procedure Manual. This officer has been available to the executive council and all members via email and phone as needed. The task of having the minutes to the President within four weeks of the meeting has been met.

The 4/20/2012 Pre Conference meeting minutes and the 4/22/2012 Post Conference meeting minutes were emailed to President Marsha Benedict, CMA-A (AAMA) and President Elect Judy Seymour, CMA (AAMA) on 5/21/2012. There was one addendum report from Judy Seymour, CMA (AAMA), membership chair included with the 4/20/2012 minutes.
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The 10/13/2012 fall seminar meeting minutes were emailed to President Judy Seymour, CMA (AAMA) and President Elect Deniece Jozefiak, CMA (AAMA) on 11/11/2012. Due to shoulder surgery, President Seymour was not in attendance at the meeting so President Elect Jozefiak presided. The minutes were reviewed by President Elect Jozefiak and appropriate changes were made to the minutes. Included with these minutes were a delegate report and bylaws/policy and procedures report by Christine Petsalis, CMA (AAMA) and an addendum report by Betty Springer, CMA-C (AAMA), marketing and communications chair.

The 1/26/2013 winter seminar meeting minutes were emailed to President Judy Seymour, CMA (AAMA) on 2/17/2013. These minutes will be reviewed by the President and placed on the FSMA web site for inclusion in the GA packet.

All of the above minutes were placed on the FSMA web site, in a timely manner, for all members to view prior to each meeting.

All meetings are recorded and the tape is reviewed after each meeting to make sure that the minutes are accurate and in order.

It has been a pleasure for this officer to serve as your FSMA Secretary this past year.