FLORIDA SOCIETY OF MEDICAL ASSISTANTS

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

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

From: Marsha Benedict MSA, CMA (AAMA), CPC
Hotel Coordinator

Re: Annual Report **2013**

The Fall Seminar held at Port St Lucie West Hilton Garden Inn was a great success. Thank you to the education committee with the help of Theresa Errante-Parrino for the excellent speakers. They have never been better. The accommodations were excellent with a room rate of $85. There were 54 in attendance: 16 members, 2 educators, 6 student members, 23 student nonmembers, 2 nonmembers and 5 first timers. Conference expenses for labels, name tags, copies etc was $195.85. Continental breakfast and sandwich luncheon was $2,121.41 plus room charges of $374.54 because we did not book our guaranteed room requirement of 15. Total budgeted amount given to speakers was $475.00 (one speaker returned her stipend to FSMA). Total amount deposited to the FSMA Bank of America for registration fees was $3,100.00. Therefore according to my figures we had a total $2,691.80 expenses with a profit of $408.20. I believe these figures will help with future plans. The treasure may have more information relevant to the conference.

Thank you is in order to the South West Chapter members (specifically Ruth Lapio) for making all the arrangement with the Waterfront Hotel and Suites and Benedettos Steakhouse for conference rooms and lunch. The last month, with the restaurant taken over by a new management company we were a little concerned, but everything worked out well. That is one of the main reasons part of the Conference Committee for each conference should live in the area.

All arrangements were made for the Annual 2013 Conference to be held at the Courtyard by Marriott 3436 N Atlantic Ave, Cocoa Beach, Fl

The Fall Conference will be held at the Holiday Isle Oceanfront Resort, 860 A1A Beach Blvd, St. Augustine, Fl 32080; 904-471-2555, October 26, 2013. Hotel rooms may be reserved at the rate of $80 per night Oct 25 and 26, 2013. Thank you to Gayle for spending the time to take a look at the hotel and give me an okay.

Arrangements have been made with the Holiday Inn-Orlando International Airport at 5750 T.G. Lee Blvd, Orlando, Florida; 407-851-6400 for the Annual Conference May 2-May, 2014 at a rate of $99.

Crown Plaza Tampa Westshore; 5303 West Kennedy Blvd. | Tampa, FL 33609
Direct 813.405.1185 | Fax 813.288.7343 | www.cptampawestshore.com will be the site for Fall, October25, 2014. The room rate will be $109. HPN Global has been very helpful in getting the rates decreased considerably, including the cost of the conference room decreased $100.

The board decided that Winter Seminars would be eliminated for the future, therefore, FSMA will hold a seminar in October and annual Conference at the end of April or early May each year. We are hopeful that FSMA board will work closely with the Chapters to conduct their BOD meetings and Committee meetings during the time Chapters hold their individual seminars.

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This chair would like to recommend that the Hotel Coordinator investigate hotels at these sites and work hand-in-hand with the individual Chapters. If this transpires, it will be a win-win situation for both FSMA and its chapters.

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