



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

2018 GENERAL ASSEMBLY PACKET

65TH FSMA ANNUAL CONVENTION

WE WILL PAVE THE WAY WITH FSMA

BEST WESTERN

LAKE BUENA VISTA ORLANDO, FLORIDA

APRIL, 20 AND 21st

FLORIDA SOCIETY OF MEDICAL ASSISTANTS

65TH ANNUAL MEETING OF THE FLORIDA SOCIETY OF MEDICAL ASSISTANTS

APRIL 20, 2018

AGENDA

Friday 20, 2018

General Session Begins at 4pm

Presiding	Judy Seymour CMA (AAMA) FSMA President
Presentation of Colors	Roger Schwartz
Pledge of Allegiance	To be announced
National Anthem	To be announced
Invocation	To be announced
Welcome	Judy Seymour, CMA (AAMA) FSMA President
Welcome	Marsha Benedict, CMA (AAMA) FSMA Meeting Coordinator
Welcome	Sue Hawes CMA, (AAMA) Representative from National

FIRST SESSION OF THE GENERAL ASSEMBLY OPEN TO ALL MEMBERS BEGINS AT 4PM

Call to Order	Patricia Allen CMA (AAMA) FSMA Speaker of the General Assembly
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FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Introduction of Head Table	Patricia Allen, CMA (AAMA) FSMA Speaker of Gen Assembly
Introduction of Past Presidents And Physician Liaison	Patricia Allen, CMA (AAMA) FSMA Speaker of Gen Assembly
Announcements of Assembly	Patricia Allen, CMA (AAMA)
Assembly Appointments	FSMA Speaker of Gen Assembly
Report from Credential Chair	TBA Credential Chair
Approval of Agenda	Patricia Allen, CMA (AAMA) FSMA Speaker of Gen Assembly
Presentation of Official Program	Marsha Benedict, CMA (AAMA) FSMA Convention Chair
Orientation of Voting Members	Kathryn Panagiotacos CMA (AAMA) Vice Speaker of the Gen Assembly
Adoption of Conference Rules	Patricia Allen CMA (AAMA) Speaker of the Gen Assembly
Selection of Tellers	Patricia Allen CMA (AAMA) Speaker of the Gen Assembly
Report of Nominating Chair	Marsha Benedict CMA (AAMA) Nominating Chair

FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Nominations from the Floor

Patricia Allen CMA (AAMA)

FSMA Speaker of the Gen Assembly

Presentation of Candidates

President Elect

BREAK

Second Session of the General Assembly

VOTING TO TAKE PLACE IN THE GENERAL ASSEMBLY

Report of Credential Chair

TBA

FSMA Credential Chair

Reference Committee Reports

TBA

Reference Committee Chair

Report of the Teller

PamnGiannone, CMA (AAMA)

Teller Chair

Announcement of New Officers

Patricia Allen, CMA (AAMA)

Speaker of the Gen Assembly

Unfinished Business

Patricia Allen, CMA (AAMA)

Speaker of the Gen Assembly

New Business

Patricia Allen, CMA (AAMA)

Speaker of the Gen Assembly

Speakers Closing Statement

Patricia Allen, CMA (AAMA)

FSMA Speaker of the Gen Assembly

FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Announcements

Patricia Allen CMA (AAMA)

Speaker of the Gen Assembly

Adjournment

Patricia Allen CMA (AAMA)

Speaker of the General Assembly

FLORIDA SOCIETY OF MEDICAL ASSISTANTS

A GUIDE FOR ELIGIBLE VOTING MEMBERS AT THE FSMA ANNUAL MEETING

REVISED 5/3/2008

REGISTRATON PROCEDURES:

1. Pick up your convention registration packet at the Registration Desk, which will be clearly marked for your convenience.
2. Register with the Credentials Committee at the Credentials Desk, which will be clearly marked for your convenience.

CREDENTIALS:

Credential check in # 1:

The Credential Committee is located near the Registration Desk. The Credentials Desk is open only as specified in your program booklet. The Credentials Committee will verify that you are an eligible voting member as of 12/31 of the year preceding the Annual Meeting of FSMA. Honorary members are not eligible to vote. Eligible voting members will receive a colored index card to use during all voting sessions. Please place your name on the card. This is in case it is lost, it can be returned to the eligible voting member.

There will be no proxy votes allowed at the General Assembly.

Subsequent Credential Checks:

Be prepared to show your credentials card at subsequent credentials verification points at the entrance to all of the General Assembly sessions and for voting.

Only the members that are seated at the close of the first session of the General Assembly will be eligible to vote at the second session of the General Assembly.

BALLOTING PROCEDURES IN THE GENERAL ASSEMBLY

All voting will take place in the General Assembly.

Ballots will include the names of **ALL** candidates, including names of those nominated from the floor.

A majority of votes is necessary for election.

The Tellers distribute ballots. Do not engage in conversation with the Tellers.

Only eligible voting members that are seated during the General Assembly session are eligible to vote.

Spoiled ballots are returned to the Tellers, who will then issue a new ballot.

Pencil marked ballots are acceptable.

Be sure any correction(s) on the ballot is legible.

After marking your ballot, fold it once. Ballots folded together will be rejected.

Ballot boxes are passed by the Tellers to collect the ballots.

Place your ballot in the ballot box. Do not hand to the Tellers.

When all the voting is completed the Tellers will retire to count the votes. The business of the General Assembly will continue until the Chair of the Tellers indicates that the report of the Tellers is ready for announcement by the chair.

STANDING VOTE OR SHOW OF HANDS

When the Speaker calls for a standing vote or show of hands vote, the Tellers appointed will be asked to make the count. Please stand and remain standing (with colored index card in hand) or raise your hand and keep it up until the Tellers have counted you. Then be seated or lower your hand.

FLORIDA SOCIETY OF MEDICAL ASSISTANTS

HOW THE FSMA REFERENCE COMMITTEES OPERATE AND WHY YOU SHOULD ATTEND

- Reference Committees shall hold hearings to consider all reports, proposed bylaw changes and resolutions and all issues that are germane to those that are scheduled for presentation to the General Assembly. The Reference Committee will report to the General Assembly with recommendations based on the consensus of opinions expressed by those attending the hearings. The time and room assigned to the Reference Committee will be published in the official program for the Annual Meeting.
- The Reference Committee is composed of active members of the FSMA who are appointed by the Speaker of the General Assembly.
- Each Reference Committee is provided suitable space and time in which to hold an open hearing to discuss items that have been referred to the Committee.
- The members attending each Reference Committee Meeting will be given ample opportunity to present views on all issues germane to the subject areas assigned to each specific Reference Committee.
- The Chair of the Reference Committee is the final authority on the range of topics and the amount of time taken in discussion. No parliamentary authority is present for the Reference Committee Meetings so that members can engage in completely free discussion. Each member shall be limited to two minutes of debate on each question with debate on each being limited to fifteen minutes. A member may not speak a second time on the same question if one who has not spoken asks for the floor and no member shall speak more than twice on the same question.
- The Chair, in presenting each topic of discussion, will ensure that the membership has a full appreciation for the issue calling for additional information as needed among committee members.
- Every voting member should feel free to enter into discussion to express questions or concerns. The Chair will make every effort to make all members feel that their voices have been heard and the entire committee will render an objective report to the General Assembly based on discussion at the Reference Committee Meeting.

FLORIDA SOCIETY OF MEDICAL ASSISTANTS

NOW THAT I AM AN ELIGIBLE VOTING MEMBER-WHAT DO I DO?

Appointed by Speaker of the General Assembly

Governing Body -----General Assembly-----Credential Chair
Page
Tellers
Timekeeper
Sergeant-At-Arms
Reference Committees

- All eligible voting members must be in good standing. Dues must be paid by December 31st preceding the General Assembly.
- All eligible voting members voting during the General Assembly will serve from the opening of the General Assembly of that year until the subsequent Annual Meeting of FSMA.
- All members of the General Assembly shall check in with credentials and be verified as eligible to vote in the General Assembly.
- The General Assembly may transact business by mail, e-mail and/or fax, but in all such cases the affirmative vote of the majority of the eligible voting members shall be necessary for a decision.

As an eligible voting member of the state society:

- Be thoroughly familiar with the current FSMA Bylaws (which can be found on fsmaonline.org) and Roberts Rules of Order Newly Revised.
- Read and study the General Assembly Rules and all reports (which will be posted on the FSMA website) so that you will be informed on all issues to be presented in the General Assembly.
- A voting member decides those matters brought before the General Assembly which could include state policies, bylaw amendments, resolutions, elections of Executive Council Members and Delegates/Alternates to AAMA, (**Remember that student members are not permitted to be a delegate/alternate to the AAMA HOD**) as well as other business that comes before the General Assembly.
- Discuss all items with your chapter officers and as many members as possible.

- Be prepared to vote for Executive Council Members during the annual election. Become familiar with these individuals and those nominated from the floor by talking with other members and chapter members and especially by speaking to the candidates themselves. Examine their qualifications and contributions to the society rather than only considering popularity.
- Time of debate is to be limited and is stated in the General Assembly Rules.
- Members should speak clearly, stating your name and chapter so that the Minutes Committee will record the correct information.
- If a lengthy or complicated motion is to be made by a member or an item discussed in advanced, the member should prepare it in writing and give a copy to the Speaker of the General Assembly and the Minutes Committee at the time the motion is being made. (A page will take it to the appropriate person)
- The member would go to the microphone, wait to be recognized by the Speaker and state, “Madam, Speaker, I move
- The member should completely state the motion and not, “I so move.....”
- The member making the motion may speak to the motion first, if desired. But others must be allowed to speak before the member making the motion may speak again.
- All members planning on voting during the General Assembly should attend the Reference Committee Meetings to listen to the discussion, perhaps enter into it. The member should listen carefully during the General Assembly when the decisions of the Reference Committee are read as recommendations for acceptance or rejection by the members.
- You should become familiar with the hotel facilities in advance. Learn where the nearest restrooms are, where the voting will take place, where the General Assembly will be held, etc. in order to avoid being late or having to rush around prior to the meeting.
- Members should maintain a positive, impartial, cooperative and pleasant attitude about the association and the business to be considered.
- Members should be attentive and orderly during the sessions of the General Assembly, considerate of each other and enthusiastic about AAMA/FSMA.

ADDITIONAL TIPS

- To listen and think objectively are the two most important duties you have as a voting member. Consider all issues for the good of the entire association, not just from the standpoint of one individual or chapter. It is your duty to report back to your members of your local chapter. You should remember to keep an open mind. Base your decisions on the deliberations of the General Assembly and not on a preconceived opinion.
- Parliamentary procedure is designed to let a majority accomplish its ultimate goal within a reasonable time. Be prepared to express your views and then be gracious if your opinion does not prevail. Learn to abide by majority rule; this is the basis of our democracy.
- Reference Committees are for everyone. These committee meetings provide an opportunity for all members to express opinions and hear the opinions of others. Everyone is urged to attend these meetings, but you as a voting member are obligated to do so.

FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Rules of the General Assembly

I. General Assembly

The governing body of the Florida Society shall be the General Assembly, which shall have the authority to determine the professional policies of the society and the power to amend the Bylaws, act upon such business as may be presented and conduct the annual election of the Executive Council Members, Delegates and Alternates to AAMA.

II. Voting Body

The voting body of the FSMA General Assembly shall consist of all eligible members in good standing of FSMA.

III. Seating of the Eligible Voting Member

The voting body shall be seated in the front of the room. They shall be in their seats **five minutes** before the opening of the business meeting. To facilitate the work of the General Assembly, they will occupy the same seat until final adjournment. No member may leave a session without good cause. No officer or voting member shall be absent from a session without just cause. If an eligible member must leave a session, he/she must surrender their voting card. When that member returns they can receive the card back providing there is not a vote in progress on the floor.

IV. Discussion

When you wish to speak in the General Assembly, approach the nearest microphone, wait to be recognized by the Chair, state your name and your chapter, and continue your comments. Speak clearly into the microphone so your comments may be heard by the delegation. All remarks and discussion will be directed to the Chair. The Chair shall be addressed as "Madam Speaker".

The Chair with the majority vote of voting members may grant the right to the floor to the non eligible voting member. A member who has been assigned the floor shall be interrupted only for a parliamentary cause. It is out of order to be standing when another member has the floor.

When two or more members rise at about the same time to obtain the floor, all other things being equal, the member who rises first after the floor has been yielded and addresses the Chair is entitled to the floor.

Each member shall be limited to two minutes of debate on each question with debate on each being limited to ten minutes. Additional time may be obtained by a two-thirds (2/3) vote of

the voting members. A member may not speak a second time on the same question if one who has not spoken asks for the floor and no member shall speak more than twice on the same question except by two-thirds (2/3) vote of the voting members present and voting.

V. Voting

Orders of the day for the session of the convention will be shown in the official convention program and when once adopted by a majority vote, cannot be deviated from except by a two-thirds (2/3) vote of the General Assembly.

VI. Motions

Motions may be introduced and voted upon ONLY by members of the voting body. It is encouraged that all main motions that are lengthy or involved be presented to the Minutes Committee in writing and signed by the member making the motion before the close of the business session at which the motion was stated.

VII. Point of Information

When a member does not understand the questions and needs clarification they should rise to a "Point of Information".

VIII. Appointments

The Speaker of the General Assembly shall appoint a Credentials Chair, Reference Committee Chair, Tellers, Sergeant-At-Arms, Timekeeper and Pages.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: March 11, 2018

To: Patricia K. Allen, CMA (AAMA), Speaker of the General Assembly
Kathryn Panagiotacos, CMA (AAMA), Vice Speaker of the General Assembly

From: Judith M. Seymour, CMA (AAMA)
FSMA President

This officer has been available and has corresponded with the Board members as necessary and in a timely manner.

2017-2018 FSMA elected Board names and contact information was submitted to AAMA in a timely manner.

Delegate and Alternate names were sent to AAMA in a timely manner, allowing FSMA elected members to be seated at the 2017 AAMA HOD.

This officer did attend a teleconference with the Delegates and Alternates from FSMA. Also present was Betty Springer, CMA (AAMA) and Maria Wiegmann, CMA (AAMA) both working on the current Legislative Issue dealing with the Florida Scope of Practice for Medical Assistants. Any Legislative activity will most likely be on hold until next year, waiting for MAERB and additional sponsorship to be resolved as well as awaiting who the new Chair of Health Care Committee Representative will be as the new Committee will be announced in November.

This officer did receive a request from a member asking for FSMA to make a monetary donation to Texas in the aftermath of Hurricane Harvey. The Board voted unanimously to donate \$250.00 to the Red Cross Hurricane Harvey Relief.

An email was sent to the board asking for volunteers for an Adhoc committee to organize the David Knight Memorial voted at the last Board Meeting. This officer would like to thank Debra Hancock, CMA (AAMA) who volunteered to chair and Marsha Benedict, CMA-A (AAMA) who volunteered serve on this committee. This officer extends her thanks to Marsha Benedict, CMA-A (AAMA) for the gentle reminder that this committee was never formed after the last board meeting.

And then came Irma. This officer received an email from Rita Michel, CMA (AAMA) Indiana State Society of Medical Assistants, Treasurer; Liz Hoffman, CMA (AAMA) Macomb Michigan

Chapter of Medical Assistants; via Facebook communication from Patricia Clark, CMA (AAMA) VP Union County Chapter of Medical Assistants, North Carolina all wanting to make a monetary donation to FSMA in the wake of Hurricane Irma to use as we see fit. A letter was drafted to each of these individuals that is attached to this report.

At the AAMA Annual Meeting, this officer was approached by Chrissy Taylor, CMA (AAMA) SCSMA with a letter attached to this report and a check made out to FSMA for \$250.00. This officer felt herself in an awkward situation so the check was accepted with sincere thanks. With the permission of this assemble this officer would like to deposit this check in the FMSA bank account and make a donation to the Red Cross Irma Relief in the name of SSCMA.

This officer did attend the AAMA 61st Annual Conference held on October 6-9, 2017 in Cincinnati Ohio. Please see her Delegate Report. This officer did attend the State leaders Session held on Saturday October 7, 2017. A survey was sent to members and they captured the top 10 responses to each survey question. The results to the survey are attached to my report. The New Hampshire State society has appointed 4 Ambassadors whose role is to help increase visibility of their society and its members.

Through the FSMA E-Blast this officer did receive 2 members requesting follow up on the following issues at the AAMA Annual Meeting:

- 1) Status of mandatory certification/licensure for the medical assistant in Florida? To my knowledge there is no project at this point at a state (FSMA) or National Level in the works. Therefore there is no status to report.
- 2) Needing to do something more for recognition of skills, the profession and credibility? Once again to my knowledge there is no project ongoing at the National Level but is a state by state ongoing endeavor
- 3) The status of all medical assistants coming together for the above accomplishment (ie RMA, CCMA, NCMA, CMA (AAMA). There is no ongoing project at the National Level
- 4) More CEU's available on line at no additional cost above the annual registration fee. Difficult to obtain at the chapter level. I am not sure what the question to the reference of the no additional cost refers to however, this officer was reassured that this is being looked in to.

This officer did request and received confirmation from Kathy Langley at AAMA that Sue Hawes, CMA (AAMA) would be attending the FSMA Annual Meeting as the AAMA Representative. Sue Hawes, CMA (AAMA) is currently serving AAMA as Vice President. An email was sent to the FSMA Board members with this announcement.

This officer with the help of Mary Lou Allison, CMA-C (AAMA) did ensure that the updated Bylaws of FSMA were sent to AAMA. The FSMA Bylaws were updated to reflect bylaw changes that were voted on at the AAMA Annual meeting HOD.

This officer did send a letter of appreciation to Melissa Burbage, CMA (AAMA), President of the South Carolina Society of Medical Assistants for the donation made to FSMA in the aftermath of Hurricane Irma. As voted on at the last board meeting, the check was presented to the Red Cross. The Red Cross did sent a note of appreciation to SCSMA. This officer would

92 like to extend her thanks to Betty Springer, CMA-C (AAMA) for her willingness to present the
93 check to the Red Cross on FSMA's behalf and keeping this officer on track with her
94 subsequent response of appreciation to SCSMA.

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96 This officer did receive correspondence from AAMA that Florida has been chosen as the site
97 for the 2020 AAMA Annual Conference. An email was sent to the FSMA board asking for
98 volunteers to serve on the Education Committee.

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100 It was a pleasure to serve FSMA in this capacity.

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Florida Society of Medical Assistants, Inc.

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March 17, 2018

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TO: Patricia Allen, CMA (AAMA)

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Speaker of the General Assembly

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Kathryn Panagiotacos, CMA (AAMA)

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Vice Speaker of the General Assembly

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FROM: Mary Morris, CMA (AAMA)

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FSMA Secretary 2017-2018

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RE: Annual Report April 2018

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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.

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The 5/6/17 Annual Post Conference meeting minutes were typed up and emailed to President Judy Seymour, CMA (AAMA) on 5/28/17. The taped recording of the minutes was reviewed prior to the final minutes being sent to the FSMA President to ensure the accuracy of the minutes as written.

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Due to the illness of my mom, I was unfortunately, at the last minute, was not able to attend the 11/4/17 FSMA fall seminar. I have to take the time to express my appreciation to Kathryn Panagiotacos, CMA (AAMA) and Gayle Bell, CMA (AAMA) for stepping up and getting the November meeting minutes completed. My FSMA family means the world to me and I appreciated all the kind words and support after the passing of my mom.

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

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This officer also had the pleasure of attending the AAMA National Conference in Cincinnati, Ohio October 6-9, 2017 as a delegate.

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

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FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: April 20, 2018

To: Patricia Allen, CMA (AAMA) - Speaker of the General Assembly
Kathryn Panagiotacos, CMA (AAMA) – Vice Speaker of the General Assembly

From: Mary Lou Allison, CMA-C(AAMA)

Re: Treasurer Annual Report

All financial data is in order. The FSMA bank accounts are at Bank of America.

All bank statements have been reconciled. The Quicken software has begun to function properly.

The FSMA Executive Council has been provided with up to date and accurate computer-generated reports regarding the Society's financial position.

Thank you for the opportunity to serve the FSMA in this capacity.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: April 20, 2018

To: Patricia K. Allen, CMA (AAMA), Speaker of the General Assembly
Kathryn Panagiotacos, CMA (AAMA), Vice Speaker of the General Assembly

From: Patricia K Allen, CMA (AAMA) President Central Gulf Coast Chapter

It has been a tough year. We are still working on getting new members to come to our meetings. Those that are still working find that over all the quality of students in our area Leave a lot to be desired. Hopefully others are not having that problem.

This year we lost a long time member Marilyn Gable Redfield. She was with our group since 1982. Her gift to gab, and ability to make us all laugh is greatly missed.

We have a half day seminar coming up and may do another in the fall.

As always we will be having our Christmas party the first Saturday afternoon in December. It does put some joy in my heart to see everyone so happy and the great smiles they have.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: April 20, 2018

To: Patricia K. Allen, CMA (AAMA), Speaker of the General Assembly
Kathryn Panagiotacos, CMA (AAMA), Vice Speaker of the General Assembly

From: Kathryn Panagiotacos, CMA (AAMA), Vice Speaker of the General Assembly

Regarding: 2017-2018 Vice Speaker Annual Report

This officer has seen to the responsibilities of the office of Vice Speaker of the General Assembly. All written correspondence, emails and telephone calls have been addressed in a timely manner.

This officer and Patricia Allen, CMA (AAMA) Speaker of the General Assembly had the opportunity to discuss face to face the preparations for the FSMA General Assembly April 20, 2018 at the Best Western Lake Buena Vista Disney Springs Resort. With the permission of Speaker Allen this officer spoke to the members present for the Fall FSMA Executive Council meeting November 4, 2017. It was shared to all present at the meeting both seasoned members, students and those who are new to the FSMA were encouraged to plan to attend the Annual meeting and to consider volunteering at the General Assembly. The Speaker and this officer are currently working to prepare for the upcoming Annual Business meeting.

This officer appreciates the opportunity to serve the FSMA society. This officer appreciates the support from Patricia Allen, CMA (AAMA) Speaker of the General Assembly who with her commitment and desire to promote this society faithfully. To Judy Seymour, CMA (AAMA) President a sincere thank you for her diligence in continuing the purpose of this noble profession. To the 2017-2018 Executive council hearty congratulations in demonstrating the team effort continuing a strong society.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: March 17, 2018

To: Patricia Allen, CMA (AAMA) - Speaker of the General Assembly
Kathryn Panagiotacos, CMA (AAMA) – Vice Speaker of the General Assembly

From: Maria Wiegelmann, CMA (AAMA)
FSMA Immediate Past President

This officer has been available to assist the FSMA Executive Council and FSMA members when needed. All correspondence has been answered in a timely fashion.

Serving as Education Chair (see separate report).

Thank you for the opportunity to serve the Florida Society of Medical Assistants.

Maria Wiegelmann, CMA (AAMA)
FSMA Immediate Past President



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: April 20, 2018

To: Patricia Allen, CMA (AAMA) - Speaker of the General Assembly
Kathryn Panagiotacos, CMA (AAMA) – Vice Speaker of the General Assembly

From: Carol Francis, CMA (AAMA), Chairman

Re: Bylaws/Policy Procedures Committee Report

At the Request of the FSMA Ad Hoc Committee for the Exploration of Adding Associate Member Rights to Vote and Hold Leadership Positions the Bylaws Committee presents the Attached Document.

There were no changes to the Policy Procedures at this time.

FSMA Ad Hoc Committee: Exploration of Adding Associate Member Rights to Vote and Hold Leadership Positions Report

Purpose: To add associate membership voting rights and ability to hold a leadership position in FSMA.

Credentialed Medical Assistants in Florida: (2017)

CMA (AAMA):

1104

- Active 773
- Associate 248
- Sustaining 10
- Student 65
- Affiliate 7
- International 1

CCMA:

- Active 5161

NCMA:

- Active 600

RMA:

- Attempts to retrieve numbers from AMT

Possible Benefits of a Bylaws Change:

- Growing membership
- Increased dues revenue and attendance at seminars and conferences
- Relationship building among various credentials leading to increased human resources, service and leadership
- Unification of the medical assisting profession in Florida
- Raise the bar on education and overall competency to the AAMA standard through standardization of continuing education
- Improved relationships among educators and academic institutions and the FSMA
- Increased awareness among employers and the community of the MA profession in Florida
- Serve as a prototype for other states to follow
- Growth at the AAMA level

- Increased cohesiveness among the MA profession in Florida may lead to improved status among other allied health professional groups

Possible Negative Outcomes of a Bylaws Change:

- As we pursue the goal of uniting the credentialed Medical Assistant in Florida, one concern is preventing fragmentation of the membership.
- Bylaws change may be viewed by other certifying agencies as an attempt by FSMA and AAMA to monopolize MA in Florida
- Stimulation of other certifying agencies to develop a structure similar to the AAMA leading to competitiveness
- Development of “price wars” of membership dues among certifying agencies
- Lack of community support
- Lack of interest among the MA profession

Employer Data:

Guiding Questions:

1. Does your organization employ certified medical assistants?
 - a. Adventist North Florida: Yes
 - b. Memorial Health: Yes
 - c. Martin Health: Yes
 - d. Tenet Florida Physicians: CMAs and RMAs
 - e. Florida Hospital Medical Group: Yes
 - f. Tenet, SE Florida: Mostly NCCT and CCMAs with some CMAs and RMAs
 - g. Florida Hospital Flagler St Augustine: Offices individually owned-no numbers
 - h. Baptist Medical Offices Jacksonville: Yes
2. How many of your medical assistants are certified?
 - a. Adventist North Florida: 65 to 70 and mostly CCMAs
 - b. Memorial Health: 35 certified, 4 are CMAs
 - c. Martin Health: 125 total (49 CMAs, 9 NCMAs and 67 RMAs)
 - d. Tenet, SE Florida: Approx 435
 - e. Baptist Medical Offices Jacksonville: Unknown at this time
3. Does your organization have the ability to verify what credential each medical assistant has attained?
 - a. Adventist North Florida: Yes
 - b. Florida Hospital Medical Group: Yes
 - c. Martin Health: No
 - d. Baptist Medical Offices Jacksonville: No
4. Does your organization provide Continuing Education for the credentialed medical assistant?
 - a. Adventist North Florida: Yes through vendors and staff meetings

- b. Florida Hospital Medical Group: No, the employee is responsible
 - c. Martin Health: No
 - d. Tenet, SE Florida: Post externship site available with NHA
 - e. Baptist Medical Offices Jacksonville: No
5. Does your organization provide financial support for membership dues or continuing education?
- a. Adventist North Florida: No
 - b. Florida Hospital Medical Group: No, the employee is responsible
 - c. Martin Health: No – up to individual employee
 - d. Baptist Medical Offices Jacksonville: No

Recommendation: Bylaws changes to allow an Associate Member of the FSMA voting privileges and the right to hold a leadership position.

Proposed Bylaws Change 1: (noted in red) To add associate membership the ability to hold leadership positions within the FSMA.

For Bylaws proposed change 1 - Rationale: Provides the Associate member with the ability to hold leadership positions.

ARTICLE VI - EXECUTIVE COUNCIL AND THEIR QUALIFICATIONS

- Section 1. The Officers shall be elected by the General Assembly.
- Section 2. The Executive Council shall consist of the PRESIDENT, VICE PRESIDENT, SECRETARY, TREASURER, IMMEDIATE PAST PRESIDENT, SPEAKER AND VICE SPEAKER OF THE GENERAL ASSEMBLY, CHAPTER PRESIDENTS and COMMITTEE CHAIRS.
- Section 3. The Members and Officers of the Executive Council shall be active **or associate** members. Officers shall have paid their dues in full as of December 31 of the year preceding the General Assembly. Officers shall have previously served as an FSMA Committee Chair and/or Chapter Officer.
- Section 4. Candidates for office shall submit qualifications and written consent to serve to the Nominating Committee Chair.
- Section 5. The Vice President shall automatically succeed to the office of President at the end of the term as Vice President.
- Section 6. The PRESIDENT shall be Chair of the Executive Council.

Proposed Bylaws Change 2: (noted in red): To add Associate Membership the ability to vote at the General Assembly.

For Bylaws proposed change 2 - Rationale: Provides the Associate members with the ability vote at the General Assembly

ARTICLE VII- GENERAL ASSEMBLY

Section 1. The Society shall be governed by the General Assembly, which has the authority to determine policies of this society, to amend bylaws (with 2/3 vote), to conduct Election of officers, to select delegates and alternates to the AAMA Annual Convention and to act upon other business as which may be presented.

Section 2: All members in good standing to include membership classes of Active, Active Life, **Associate**, Student CMAs (AAMA) and Active Member at Large whose dues have been paid in full as of December 31 of the year preceding the General Assembly shall make up the composition of the General Assembly and have the right to vote. The Majority vote of the General Assembly shall be determined by the total eligible number of voting members present.

Respectfully Submitted,

Loxie Kistler, EdD, MS, BSN, RN, CMA (AAMA), Chair

Mary Lou Allison, CMA-C (AAMA)

Marsha Benedict, MSA, CMA-A (AAMA)

Kris Hardy, CMA (AAMA), RHE

Walter Nicholls, BSHA, CMA (AAMA), BMO

Judy Seymour, CMA (AAMA), CCRC, Ex Officio Member



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: March 17, 2018

To: Patricia Allen, CMA (AAMA) - Speaker of the General Assembly
Kathryn Panagiotacos, CMA (AAMA) – Vice Speaker of the General Assembly

From: Maria Wiegelmann, CMA (AAMA)
FSMA Education Chair

AAMA has approved 7 CEUs for the 2018 FSMA Annual Meeting.

Thank you to Heidi Tucker, CMA (AAMA), PBT (ASCP), Linda Evans, RMA, and Adelett Flowers, CMA (AAMA) for their help in getting or trying to get speakers for the 2018 meeting. We all know how difficult it can be to book speakers and I thank them for their efforts.

Thank you to Betty Springer, CMA-C (AAMA) for recommending Marcus Engel as a keynote speaker.

Marcus Engel is confirmed and will give his presentation titled “The Other End of the Stethoscope: 33 Insights for Excellent Patient Care.” You’ll have the opportunity to speak with Marcus and meet Elliott after the presentation. (You’ll have to come to the seminar to find out who Elliott is!) Lindsay Brown will conduct a basic suicide prevention training session. We’ll get tips on when we should manage or lead and what the difference is between the two from Loxie Kistler. We’ll also get an update on diabetes.

I will be handling registration duties for this meeting and thank the Central Florida Chapter members for their help in greeting all of you. If you’d like to learn how it works – just stop by the registration desk – we’d be happy to show you and get you ready to volunteer for 2018-2019!

Thank you for the opportunity to serve as your Education Chair.



Florida Society of Medical Assistants, Inc.

March 17, 2018

To: Patricia Allen, CMA (AAMA) Speaker of General Assembly
Kathryn Panagiotacos, CMA (AAMA) Vice Speaker of General Assembly

From: Betty Springer, CMA-C(AAMA)
Communications and Community Outreach Chairperson

ANNUAL REPORT OF COMMUNICATIONS/COMMUNITY OUTREACH COMMITTEE

2017-2018 TERM

This Chair continued to focus on both the external and internal communications of the Florida Society of Medical Assistants utilizing Constant Contact to reach existing membership with updates and events, welcoming new members and celebrating the achievements of re-certification and those who successfully tested for the CMA(AAMA). Non-renews were informed of upcoming State and Chapter CEU events in effort to afford all the ability to maintain a current credential, assist Chapters with good attendance as well as support learning for all medical assistants. In addition to e-mailings, the FSMA Facebook page is utilized as a tool for the announcement of activities and encouraging viewing of FSMA web page for updates and activity notices by Chapter. A total of 90 messages distributed to appropriate mailing listings, exemplified by Chapter specific, market area for Chapter, all members, inclusion of non-renews from current membership year back to 2015, CAAHEP and ABHES accredited MA programs, large employers, medical associations, business contacts; decision of audience determined by information being disseminated. In accordance with market share statistics, the "reads" are monitored to determine popularity, however not all email carriers permit tracking, so it is a "trend" vs an actual data number. It should also be noted that the "click" rate is valuable to see how many recipients are viewing the information the eBlast is "steering" them to view. Focus is continuous on making the eBlasts appealing and response friendly to the variety of viewers in the organization.....purpose of membership and geographic areas play in to the type of "open" stats. The email listings are monitored in accordance to the AAMA roster regarding "new", "non-renew", Chapter location changes. Trending is observed for membership pockets of events attendance on a percentage to whole basis. The email listings of over 3000 are monitored utilizing Constant Contact return results on "bounce", "unsubscribe", unopened, multiple openings, "click thru and share".

Continued....

This Chair recognizes that in accordance with best practices for “marketing” and the data that almost 80% of all messages were opened on mobile, the message should be short and clear, but at times in deference to the different stages of “awareness” of the workings of the organization and personal opinion image of a professional society lead to the following effort: there were longer “scrolls” to add explanation to message, some colors were chosen to render energy vs pastel bland, subject lines were designed to appeal to assumed market or “need to know” audience. Notices were designed, formatted and distributed as indicated above to include Holiday, AAMA affiliation news, and organizational updates. It is to be noted that despite attempts, the student participation on the web is limited, however, several MA programs were responsive to an invitation to send in student group pictures and they were celebrated at Holiday time with web home page presence and added to the Student page. Event promotions were designed for the web home page with links to agenda/registrations, etc. The recognition of recertification and new member, new CMA was achieved with assistance of Membership Chairperson, Christine Petsalis, Giri, CMA(AAMA). Notices of Society events and Chapter happenings were completed with information from the Chapter leaders and State Committee Leaders. It should be noted that distribution in representation of FSMA was sent to Officers or Chapter leaders or in the case of employment opportunity, to the entity requesting publication prior to distribution. At times, assistance with clarification was sought from FSMA Committee so as to properly represent the dependability and clarity of the information to members and contacts. This Chair approached the information dissemination with caution for accuracy and interpretation as a responsibility vs any opinion as to content. “Bounces” were sent postcards to clarify email changes with encouragement to notify AAMA, vs typo error.

Most recently, the Constant Contact changed programming and a major effort is underway to rework listings as the purposes and limitations presented did not match our initial formatting. It is to be remembered that the “sales” approach was altered for our “volunteer” appeal and professional organization image.

This Chair would like to encourage utilization of a credit card type payment format to decrease attendee processing time. This ability could be promoted within the eBlast announcement and is considered to be standard format these days as “opens” are mostly on cell phones, the ability to sign up should be immediate and accessible from the mobile app also. This Chair believes that it most likely will not change the “sign ups” from those who are interested in going as they will proceed to make it happen, but possibility that those who appreciate easier approach might increase attendance.

Continued...

In addition to the maintenance of media contact through eBlasts and Facebook, this Chair responded to inquiries from web, Facebook site and eBlast questions either with established direction or referral to an FSMA resource (i.e. committee Chair or Chapter leader) and/or copied appropriate resource regarding inquiry/response. Administrative activities are in addition to following leads for items or persons of interest for interviews and/or possible reference for speakers/topics, or at times a “pop up” seminar. Facebook posts included Chapter events/promotions, and encouragement to check Web for activities and info resource.

The Communication/Community Outreach Committee responds and contacts larger employers, professional medical associations and interested parties.

This effort includes common notices to private MA programs, monitoring of Facebook sites and email newsletters for related groups and associations, as well as news distribution outlets for healthcare, healthcare business, HIT trends or breaches, Federal and Florida state healthcare appropriations news.

This Chair responded to request to meet and assist with title and terminology review of a proposal for an HR Department to present to a hospital Board to establish qualifications and levels in effort to establish appropriate staff review and compensation for the medical assisting category of the practice facilities. It is noted that Mr. Donald Balasa assisted with some documentation on legal perspectives.

This Chair would like to applaud the effort of Treasure Coast Chapter President, Dr. Theresa Errante-Parrino with sharing her expertise and input to re-establish the online CEUs for FSMA. The Survey Monkey module was upgraded and changed and created issues with upload and ability to format for the purpose of “easy” demographic information for submission and grading ease. This Chair appreciates the patience and kind response to assist from member Charles Cleary, CMA(AAMA). “Chuck” contributed an e-learning piece quite some time prior to the latest SM version and that is now going to be available. In addition to formatting and making the module learner ready, member Errante-Parrino authored a CEU module that will be offered shortly. Thanks to both for the quality of presentations and the contribution to be able to support those who choose an online learning experience and to help FSMA support those who cannot attend location meetings.

This Chair extends a sincere thank you to Maria Wiegelmann, CMA(AAMA) for responding to random requests for grammatical/punctuation/syntax review on eBlasts and “testing” links. This Chair extends appreciation to Mary Lou Allison, CMA(AAMA) for response and cooperation in posting home page web box promotions as well as page updates and responding to Chapters who responded to requests for updates.

Continued...

Page 4
March 17, 2018
2017-2018 Report
Communications and Community Outreach Committee Chair

Requests for assistance, vote, information or opinion were responded to in timely, business appropriate manner with data support or opinion as requested.

This Chair is reporting in accordance with the job role and policies of FSMA. This Chair maintained expenses well within the assigned Budget, and of importance to note, maintained the roster information in a secure format and could confidently state to those engaged that their information would not be forwarded without permission. FCA regulations were followed regarding subscriptions as well as known proprieties in reference to pictures or reference to authorship and/or permission of printed materials.

2018 Pre-Conference Meeting:
Samples of eBlasts will be distributed as Pre-Conference Council Meeting.
Legislative Activity will be updated at Pre-Conference Council Meeting.

Thank you for the opportunity to serve this organization and assist with the effort to assist the membership and promote the highest quality of medical assisting in the state of Florida for the well being and safety of its population.

Betty Springer, CMA-C(AAMA)
Chairperson FSMA CCOC 2017-2018



Florida Society of Medical Assistants, Inc.

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

Kathryn Panagiotacos, CMA (AAMA)
Vice Speaker of the General Assembly

From: Marsha Benedict MSA, CMA-A (AAMA)
FSMA Meeting Coordinator Chair

Maria Wiegelmann, CMA(AAMA)
Registration Chair; Committee Member

Fall 2017 Conference was held at the Hilton Beach Resort/Ocean Walk Village; 100 N Atlantic Ave., Daytona Beach FL 32118. Hotel rate was \$109.00 sg/dbl, \$119 tpl, \$129 quad. Parking \$17.00 per night. Fee for registration was \$50.00. Thank you to the Central Florida Cha[ter for paying the AV expenses and allowing the registration fee to be low. The entire amount of registration was for food only.

Education and site of conference was well accepted.

Annual Conference will be held at the Best Western; Lake Buena Vista Resort Hotel; 2000 Hotel Plaza Blvd; Lake Buena Vista, FL 32380 407-828-2424. April 19-21, 2018. Room rate is \$99 and there is a parking rate of \$7 per day. Fee for registration is \$55.00 for members, \$75.00 for nonmember, student member \$45.00, non student member \$65.00.

The following hotels have been approved by the executive board:

Fall Conference; DoubleTree by Hilton; 13400 West Sunrise Blvd. Sunrise, FL 954-851-1020. November 16-18, 2018. Room rate \$109 for single and double. \$119 for quad. There is no charge for parking.

2019 Annual Conference will be held April 26-27, 2019 at the Renaissance Orlando Airport Hotel; 5445 Forbes Place; Orlando FL 32812, 407-513-7232. Room rate is \$129.00. Parking \$7.00 daily.

2019 Fall Conference will be held November 9, 2019 at the Embassy Suites by Hilton 10450 Corkscrew Commons Drive, Estero, FL near Fort Meyers, FL.239-949-4222. Room rate is \$129.00.

It has been another good year for FSMA networking. We always look forward to new registrants for our meetings and where they are coming from as well as meeting again and getting to know our ongoing members. The topics for Education are always interesting knowing there is always "something" to learn from each one". The packets for Registration are consistent and informative so

44 glance through and remind ourselves of what we are accomplishing and what more we can do for our
45 organization.

46
47 A special thank you to Maria Wiegelmann, CMA(AAMA) Registration Chair that prepared the
48 registration forms, packets and greeted all the members and guests on their arrival all conferences.
49 Thank you to Maria for visiting the hotel in Daytona. Thank you to Betty for developing all the E-
50 blasts to promote the conference. Thank you to all who worked diligently to provide excellent
51 education.

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FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date:

To: Patricia Allen, CMA (AAMA) - Speaker of the General Assembly
Kathryn Panagiotacos, CMA (AAMA) – Vice Speaker of the General Assembly

From: CERTIFICATION/MEMBERSHIP

Re:

NO REPORT RECEIVED



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: March 15, 2018

To: Patricia K. Allen, CMA (AAMA), Speaker of the General Assembly
Kathryn Panagiotacos, CMA (AAMA), Vice Speaker of the General Assembly

From: Kathleen M. Quinn, CMA (AAMA). {President Brevard County}

The Brevard County Chapter of Medical Assistants had a quiet 2017. Now in 2018 we are on a mission to renew the chapter.

In January we had election of officers :

Kathleen M. Quinn, CMA(AAMA) President

Walter Nicholls, CMA(AAMA) Vice President

Linda Vitzham, CMA(AAMA) Secretary

Mary Hill, CMA(AAMA) Treasurer

Jeanette Bolt Tyler, CMA(AAMA) Immediate Past President

We participated on March 1st with Don Balaza discussing The Scope of Practice. We had 14 in attendance and we found it to be very informative and learned new things.

We were pleased to have as our speaker on March 21, Theresa Errante Parrino, CMA(AAMA) discussing XLIF

We have a half day seminar planned for May 5th at Project Response in Melbourne, Florida. Cost \$10.00 with 4 CEU's available. All are welcome to attend. More information will be posted on our facebook page at Brevard County Chapter of Medical Assistants

We look forward to continuing to grow our chapter membership and wish everyone a great convention event.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: March 17, 2018

To: Patricia Allen, CMA (AAMA) - Speaker of the General Assembly
Kathryn Panagiotacos, CMA (AAMA) – Vice Speaker of the General Assembly

From: Maria Wiegelmann, CMA (AAMA)
Central Florida Chapter President

The Central Florida Chapter meets 6 times a year. This year we will be alternating between 2 locations and different days of the week. We'll see if that will increase attendance. All seminars run from 6:30 – 7:30pm with Chapter meeting immediately following:

Grace Medical Home, 51 Pennsylvania St. Orlando, FL 32806 (downtown Orlando)
Denny's, 2684 Lee Rd., Winter Park, FL 32789 (right off Interstate 4).

The remaining meetings and seminars for 2018 are:

Saturday, March 17 – mini-seminar at Southern Technical College – 4 CEUs

We will be collecting donations for The Russell Home for Atypical Children at this seminar.

Wednesday, March 21 – Grace Medical Home – 1 free CEU – Adult Vaccines

Tuesday, May 15 - Denny's – topic TBA

Wednesday, September 12 – Grace Medical Home – topic TBA

Saturday, October 13 – mini seminar – 4 CEUs – site TBA – we'll be distributing posters and pins for Medical Assistants Recognition Week 2018

Tuesday, October 16 – Denny's – topic TBA

Wednesday, November 14 – Grace Medical Home – topic TBA

We want to thank Betty Springer, CMA-C (AAMA) our Marketing/Communications Chair, for sending out all the eBlasts to keep our members informed. Thank you also to Mary Lou Allison, CMA-C (AAMA), our Webmaster, for posting our many updates on the FSMA website.

Thank you Central Florida Chapter members for your help and support. We look forward to seeing you at local and state meetings and seminars. Be sure to check the Central Florida Chapter of Medical Assistants Facebook page for all the latest information on Chapter activities.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: March 15, 2018

To: Patricia K. Allen, CMA (AAMA), Speaker of the General Assembly
Kathryn Panagiotacos, CMA (AAMA), Vice Speaker of the General Assembly

From: Patricia K Allen, CMA (AAMA) President Central Gulf Coast Chapter

It has been a tough year. We are still working on getting new members to come to our meetings. Those that are still working find that over all the quality of students in our area Leave a lot to be desired. Hopefully others are not having that problem.

This year we lost a long time member Marilyn Gable Redfield. She was with our group since 1982. Her gift to gab, and ability to make us all laugh is greatly missed.

We have a half day seminar coming up and may do another in the fall.

As always we will be having our Christmas party the first Saturday afternoon in December. It does put some joy in my heart to see everyone so happy and the great smiles they have.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date:

To: Patricia Allen, CMA (AAMA) - Speaker of the General Assembly
Kathryn Panagiotacos, CMA (AAMA) – Vice Speaker of the General Assembly

From: MID GULF COAST CHAPTER

Re:

NO REPORT RECEIVED



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

March 10th, 2018

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

From: Gayle Bell, CMA (AAMA) North Florida Chapter President 2017
Loxie Kistler, CMA (AAMA) North Florida Chapter President 2018

The North Florida Chapter consists of Alachua, Baker, Bradford, Clay, Columbia, Dixie, Duval, Flagler, Gilchrist, Hamilton, Lafayette, Nassau, Putnam, St. John's, Suwanee and Union counties.

These officers have responded to all Chapter communications from internal and external sources throughout the year and been available to all North Florida Chapter, Florida State Society members and the Florida State Society Executive Board.

Our chapter has provided information for our chapter members and area employers upon request.

We continue to provide CEU opportunities. October 2017, the North Florida Chapter had a 2 CEU meeting on the following topics: 'Communication with Impaired Patients' and 'Veterans: The Effect of Military Service on End-of-Life Care.'

A 3 CEU event and chapter meeting was held in March of 2018 at Flagler Hospital St. Augustine. Topics included: 'Brain Waves: Neuro Disorders,' 'Updates on TB,' and 'Impact and Management of Chronic Illness in the Medical Office.'

Fourteen attendees participated in the 2 CEU AAMA Scope of Practice on February 27th, 2018. The event was coordinated with Baptist Primary Care in Jacksonville, Florida.

Additional CEU events and meetings are scheduled for August and December of 2018.

A North Florida bi-monthly newsletter, *The Beacon*, was developed and distributed electronically or via US mail to current and previous North Florida members and local employers.

Email lists of current and previous North Florida members were created. Upcoming events were communicated to the FSMA website and on Facebook through Mary Lou Allison and Betty Springer.

Communication initiated with Baptist Primary Care in Jacksonville and Florida Hospital Flagler Office Associates in Palm Coast to invite all medical assistants to North Florida Chapter activities.

Respectfully submitted,

Gayle Bell CMA (AAMA), President 2017

Loxie Kistler CMA (AAMA), President 2018



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: April 20, 2018

To: Patricia K. Allen, CMA (AAMA), Speaker of the General Assembly
Kathryn Panagiotacos, CMA (AAMA), Vice Speaker of the General Assembly

From: Joyce Baldwin, CMA (AAMA)

Re: Southeast Chapter Annual Report

The Southeast Chapter has not had formal meetings this year. We continue our relationship with the Broward County Medical Association. We have provided our membership with online information regarding job openings within our chapter. We also use the communication opportunities supplied by the FSMA Communication Chair and our Chapter Member Betty Springer, CMA-C(AAMA) who keeps our members up to date with Constant Contact e-mails.

We also continued our sponsorship of providing refreshments to the CAAHEP Schools in our Chapter for Medical Assistants Day.



Florida Society of Medical Assistants, Inc.

1 April 20, 2018

2
3 TO: Patricia Allen, CMA (AAMA)
4 FSMA Speaker of the General Assembly
5
6 Kathryn Panagiotacos, CMA (AAMA)
7 FSMA Vice Speaker of the General Assembly
8
9 FROM: Deniece Jozefiak, CMA (AAMA)
10 South West Chapter President
11
12 RE: South West Chapter Annual Report
13

14 The South West Chapter holds monthly meetings at Fawcett Hospital in Port Charlotte. This year the
15 chapter is trying something different to reach our members. The Chapter will be having three Saturday
16 seminars from 9-1 instead of two six hour sessions. These will be held in Sarasota, Port Charlotte and
17 Fort Myers. The chapter recently co-hosted a seminar with the Mid Gulf Coast Chapter at Doctor's
18 Hospital in Sarasota. We had a good turnout from both chapters. We even had someone from
19 Broward County come to the meeting. The chapter will be looking for the Fort Myers location and
20 information will be posted on Facebook and E-Blasts will be sent. We strive to provide continuing
21 education to keep our members abreast of the ever changing healthcare field.
22

23 The chapter would like to thank Mary Allison, CMA-C for keeping our chapter web page up to date and
24 to Betty Springer, CMA-C for her continued E-Blasts of chapter and state events.
25

26 Chapter events and contact information can be found on the FSMA website. The chapter continues to
27 use Facebook, e-mail and personal contract as a way to help promote membership and keep members
28 informed. Please check the FSMA web site for the upcoming Seminar in Fort Myers.
29

30 The Chapter did one community service projects this year. We donated over 30 gifts to needy seniors
31 living in Assisted Living Facilities. The Chapter will be collecting items for our local C.A.R.E.S. unit.
32 These include personal hygiene items for men, woman and children who have fled an abusive
33 relationship. These will be turned in at the next seminar. If anyone has old cell phones or items they
34 wish to donate please bring them to the state meeting.
35

36 The officers for this chapter are not set yet for 2018-2019. Information will be available after our
37 election of officers at our April meeting.
38

39 This President would like to thank all the chapter members for their hard work and dedication.
40

41 Deniece Jozefiak, CMA (AAMA)
42 South West Chapter President



FLORIDA SOCIETY OF MEDICAL STANTS

Affiliate of the American Association of Medical Assistants

Date: March 16, 2018

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

Vice Speaker of the General Assembly
Kathryn Panagiotacos, CMA(AAMA)

1 RE: Treasure Coast Chapter Annual Report

2
3 From: Treasure Coast Chapter

4
5 The Treasure Coast Chapter of Medical Assistants consists of St. Lucie, Indian River,
6 and Okeechobee counties. The chapter continues to hold various events to its
7 members.

8 Our 2018 meetings are combined with our free continued educational topics and are
9 held between January-April and September-November and we meet at least
10 monthly. We take the summer months off for planning and re-alignment. We meet at
11 Indian River State College located at 3209 Virginia Ave. Fort Pierce, FL 34981 in the
12 FSU/IRSC College of Medicine Building Room 126. All meetings start at 6:00pm.
13 Refreshments are provided at no charge. Our meetings are open to all and certificates
14 of attendance are available.

15 Our chapter polled our members via social media on meeting locations and on meeting
16 days. Results showed that our formerly scheduled Wednesday meetings were not
17 convenient to most members. Since the start of 2018, meetings dates have been on a
18 variety of days to help with attendance at our meetings. Although our average
19 attendance is about 15, we would like to increase to at least 20 per meeting. We will try
20 to continue to rotate the days of the week to accommodate a higher attendance. Our
21 second poll asked about meeting location. Results showed that some members would
22 like to meet further south, since many members work until 5pm and it is difficult for
23 many of them to drive to Fort Pierce by 6pm for our meetings. Venue is being looked at
24 further south of Fort Pierce but may not occur until Fall 2018. If a venue cannot be
25 found, perhaps starting the meetings at 6:30pm maybe an option.

26 Since this time last year, the chapter has been able to offer our members **19.5** AAMA
27 CEUs. Our educational topics have been posted on the FSMA Calendar via the

Webmaster and E-blasted were sent out to our members via the Marketing Chair. Our topics have been informative and relative. Topics included:

- What a plastic surgeon wants you to know- May 2017
- Vascular surgery- Oct. 2017
- Inpatient Neurological care- Nov. 2017
- Wound care-Hyperbaric Therapy- Jan. 2018
- Sinusitis- Jan. 2018
- Unnatural Causes of Healthcare- Feb. 2018
- Cancer- Relay for Life-Feb. 2018
- Pandemic Ebola, Zika, and Flu- Feb. 2018
- XLIF Procedure- March 2018
- Stop the Bleed- March 2018
- Foot and Wound Care- April 2018
- Medical Reserve Corp and the MA's Role- April 2018
- Migraines-May 2018
- Chronic Pain- Sept. 2018

We are currently working on 2018-2019 educational topics with a rotation of days. Most of these topics will be worth 1.5 AAMA CEUs. We have been fortunate enough to have a local healthcare facility with a speaker's bureau provide our chapter with speakers and up to date topics.

Our Chapter elections will take place on April 5 following our educational topic. Officer update will be discussed at the General Assembly.

During the year, we have worked with many different speakers, agencies, and members. On behalf of the Treasure Coast Chapter, we would like to thank those who support our chapter during the year. We appreciate your time, support, understanding, mentorship, and guidance in our success. We look forward to your continued support and new opportunities.

All correspondences received were answered in a timely manner. There was open communications between all parties.

ies involved.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

To: Pat Allen, CMA (AAMA)
Speaker, General of General Assembly
Kathryn Panagiotacos, CMA(AAMA)
Vice Speaker of General Assembly

From: Marsha L. Benedict, CMA-A (AAMA), MSA
Nominating Chair

Christine Petsalis-Giri, CMA(AAMA)
Member

Date: April 20, 2018

This committee chair and committee members actively sought to recruit qualified members, as per FSMA Bylaws to volunteer to serve on the Board of FSMA for the year 2018-2019,

The FSMA Bylaws detail the requirements to serve on the Board of FSMA.

Individuals willing to serve were asked to notify the chair by email or in person at the FSMA Fall Seminar in Daytona.

This chair and committee did reach out to members qualified to run for an officer's position that had not served in this capacity prior with positive feedback in all offices.

All members were advised that Consent to Serve (available on the FSMA website) would need to be submitted to the chair.

FLORIDA SOCIETY OF MEDICAL ASSISTANTS
BALLOT FOR FSMA OFFICE 2018-2019

VOTE FOR ONE CANDIDATE IN EACH CATEGORY BY PLACING AN "X" IN THE APPROPRIATE BOX (S)

PRESIDENT

Kathleen Quinn, CMA (AAMA) _____ (____)

Write in Vote _____ (____)

VICE PRESIDENT

Loxie Kistler CMA (AAMA) _____ (____)

Write in Vote _____ (____)

SECRETARY

Mary Morris CMA (AAMA) _____ (____)

Write in Vote _____ (____)

TREASURER

Mary Lou Allison CMA-C (AAMA) _____ (____)

SPEAKER OF GENERAL ASSEMBLY

Heidi Fortin, CMA (AAMA) _____ (____)

Write in Vote _____ (____)

VICE SPEAKER OF GENERAL ASSEMBLY

Deniece Jozefiak, CMA (AAMA) _____ (____)

Walter Nicholls CMA (AAMA) _____ (____)

Write in Vote _____ (____)

DELEGATES AND ALTERNATES TO AAMA NATIONAL CONFERENCE 2018

VOTE FOR UP TO SIX OR LESS BY PLACING AN "X" IN THE APPROPRIATE BOX (S)

Mary Lou Allison, CMA-C (AAMA) _____ (_____)

Marsha Benedict CMA-A (AAMA) _____ (_____)

Heidi Fortin, CMA (AAMA) _____ (_____)

Debra Hancock, CMA (AAMA) _____ (_____)

Deniece Jozefiak, CMA (AAMA) _____ (_____)

Loxie Kistler CMA (AAMA) _____ (_____)

Mary Morris CMA (AAMA) _____ (_____)

Walter Nicholls CMA (AAMA) _____ (_____)

Kathleen Quinn, CMA (AAMA) _____ (_____)

Write in Vote _____ (_____)

Write in Vote _____ (_____)

Write in Vote _____ (_____)

Write in Vote _____ (_____)

Write in Vote _____ (_____)

FLORIDA SOCIETY OF MEDICAL ASSISTANTS

**An Affiliate of the
American Association of Medical Assistants**

Adopted 05/05/2107

ARTICLE I - NAME

The name of this organization shall be the Florida Society of Medical Assistants, hereinafter known as FSMA, an affiliate of the American Association of Medical Assistants. Each chartered chapter shall use as part of its name the city, town, county or district in which it is located.

ARTICLE II - PURPOSE

The purpose of the Florida Society of Medical Assistants is to enable medical assisting professionals to enhance and demonstrate the knowledge, skills and professionalism required by employers and patients; protect medical assistants' right to practice; and promote effective, efficient health care delivery through optimal use of multi-skilled Certified Medical Assistants - CMA (AAMA).

ARTICLE III - ORGANIZATIONAL POLICY

The FSMA is hereby declared to be non-profit. It is not nor shall it ever become a trade union or collective bargaining agency. No person otherwise qualified for membership in the FSMA shall be denied membership. No person who participates in the activities of organizations whose purpose is to overthrow the government of the United States shall be a member of the FSMA.

ARTICLE IV – COMPONENT CHAPTERS

- Section 1. Five (5) individual eligible for active or associate membership may petition the Membership Committee to charter a chapter. The necessary documents for formation of a chapter shall be submitted to the Membership Committee for approval by the Executive Council.
- Section 2. Should the number of active or associate members of a chapter fall below five (5), it shall be referred to the Membership Committee.
- Section 3. The Chapter Bylaws and Standing Rules shall not be in conflict with the Bylaws of the FSMA /AAMA. The Bylaws of the FSMA shall supersede those of a component chapter.
- Section 4. A component chapter found guilty of any conduct/action deemed in violation of the Code of Ethics or the Bylaws of the FSMA/AAMA shall be subject to revocation of its charter by a three-fourths (3/4) vote of the General Assembly.
- Section 5. A chapter that is not attempting to meet and not cashing dues checks will be placed in an inactive status. The President will notify the AAMA membership department that the chapter has become inactive and the FSMA will take the responsibility of chapter funds until that chapter can be reorganized.

ARTICLE V - MEMBERSHIP

Section 1. Classes

There shall be eight (8) classes of membership: ACTIVE, LIFE, SUSTAINING, ASSOCIATE, STUDENT, HONORARY, MEMBER-AT-LARGE, AND AFFILIATE.

- A. Membership in a component (local) chapter is required of all classes except Honorary, unless there is no component chapter in the area. The member has the right to join the chapter of his/her choice.
- B. No other membership or quasi-membership classes shall be permitted by a component chapter.
- C. Any individual, other than a chapter Life or Honorary member, may not belong to a component chapter without also belonging to FSMA and AAMA.

Section 2. Qualifications

A. ACTIVE MEMBER

An Active member shall be one of the following:

1. A CMA (AAMA) holding current credential status, and whose CMA (AAMA) credential has not been revoked as provided by the AAMA Certifying Board Disciplinary Standards and Procedures for the CMA (AAMA) (see www.aama-ntl.org).
2. Anyone who was an active member on December 31, 1987, who has never been a CMA (AAMA), and who maintains continuous active membership. Continuous active membership shall be defined as having dues postmarked or submitted electronically to the AAMA Executive Office by December 31 (the controlling time is that of sending, not that of receiving).

B. LIFE MEMBER

A FSMA Life Member shall be an active member who has had Life Membership conferred by a two-thirds (2/3) vote of the Executive Council for outstanding service to the FSMA. Only one (1) Life Membership may be conferred in any year. Nominations with supporting documentation, submitted to the Executive Council at least sixty (60) days in advance of the Annual Meeting of the FSMA, may be made by the component chapters or by a member of the Executive Council.

C. SUSTAINING MEMBER

Anyone who has been an active or associate member for at least two (2) years, who has retired from medical assisting is eligible for Sustaining membership. This membership shall be forfeited if not renewed annually.

D. ASSOCIATE MEMBER

An Associate member shall be a medical assistant who is not yet an AAMA Certified Medical Assistant (CMA (AAMA)) and who does not fall under any other category.

E. STUDENT- A Student member:

1. Shall be enrolled in a medical assisting program.
2. May choose a two-year student membership term or a one-year student membership term.
 - a. After a two-year student membership term, the member is then eligible only for either associate membership or active membership (if the member meets the active membership requirements).
 - b. After a one-year student membership term, the member is eligible for a second year of student membership as long as the member renews during the member's one-year student membership term. After the second-year of student membership, the member is then eligible only for either associate membership or active membership (if the member meets the active membership requirements).
 - c. No member is eligible for more than a total of two consecutive years of student membership.

F. HONORARY MEMBER

An honorary member shall be one who is not eligible for active membership but has made outstanding contributions to the advancement of medical assisting and/or the FSMA. Honorary membership is conferred by a two-thirds (2/3) vote of the Executive Council. No more than two (2) honorary memberships may be conferred in any year. Nominations with supporting documentation, submitted to the Executive Council at least sixty (60) days in advance of the FSMA Annual Meeting, may be made by the component chapters or by a member of the Executive Council.

G. MEMBER-AT-LARGE

A Member-at-Large shall be one who meets all the requirements for active membership, except that a component chapter does not exist in their area. Members-at-Large shall pay full dues and if a component chapter is organized in their area, membership in this category can no longer be maintained.

H. AFFILIATE

An Affiliate member shall be one who is not eligible for another category of membership but who is interested in the profession of medical assisting.

I. REVOCATION

Any member who has had their CMA credential revoked by the Certifying Board as provided by the AAMA Certifying Board Disciplinary Standards and Procedures for CMA'S (see www.aama-ntl.org). will immediately lose their membership and all privileges attached thereto and shall not be allowed reinstatement, unless the revocation of the credential is rescinded by the Certifying Board. No refund of any dues amount paid will be made.

ARTICLE VI - EXECUTIVE COUNCIL AND THEIR QUALIFICATIONS

- Section 1. The Officers shall be elected by the General Assembly.
- Section 2. The Executive Council shall consist of the PRESIDENT, VICE PRESIDENT, SECRETARY, TREASURER, IMMEDIATE PAST PRESIDENT, SPEAKER AND VICE SPEAKER OF THE GENERAL ASSEMBLY, CHAPTER PRESIDENTS and COMMITTEE CHAIRS.
- Section 3. The Members and Officers of the Executive Council shall be active members. Officers shall have paid their dues in full as of December 31 of the year preceding the General Assembly. Officers shall have previously served as an FSMA Committee Chair and/or Chapter Officer.
- Section 4. Candidates for office shall submit qualifications and written consent to serve to the Nominating Committee Chair.
- Section 5. The Vice President shall automatically succeed to the office of President at the end of the term as Vice President.
- Section 6. The PRESIDENT shall be Chair of the Executive Council.

ARTICLE VII- GENERAL ASSEMBLY

- Section 1. The Society shall be governed by the General Assembly, which has the authority to determine policies of this society, to amend bylaws (with 2/3 vote), to conduct Election of officers, to select delegates and alternates to the AAMA Annual Convention and to act upon other business as which may be presented.
- Section 2: All members in good standing to include membership classes of Active, Active Life, Student CMAs (AAMA) and Active Member at Large whose dues have been paid in full as of December 31 of the year preceding the General Assembly shall make up the composition of the General Assembly and have the right to vote. The Majority vote of the General Assembly shall be determined by the total eligible number of voting members present.
- Section 3. The Speaker of the General Assembly shall appoint the Credentials Committee, Minutes Committee, Reference Committees, Chairman of the Tellers, Pages, Timekeeper, Sergeant-at-Arms and other committees as necessary for the organization and operation of each session of the General Assembly.
 - A. The Credentials Committee shall verify credentials and establish that a quorum is present. A quorum shall be determined by the total eligible number of voting members present. The Chair shall announce the voting power of the Assembly prior to each session and shall be confirmed by the Speaker who will announce the majority number of votes and 2/3 number of votes.

- B. The Minutes Committee shall record, transcribe and review the minutes of the meeting(s) of the General Assembly.
- C. The Credentials Chair shall determine the voting power of the Assembly and provides it to the Speaker who then confirms and announces the majority number of votes and 2/3 number of votes to the Assembly.
- D. Reference Committees shall be composed of Active members of FSMA. They shall hold hearings to consider all reports, proposed bylaw changes and resolutions that are scheduled for presentation to the General Assembly and report to the General Assembly with recommendations based upon the consensus of opinions expressed by those attending the hearings.
- E. Emergency resolutions shall be submitted to the Speaker of the General Assembly by noon on the day preceding the opening of the General Assembly.

Section 4. Meetings

- A. The Annual Meeting of the General Assembly shall be held during the Annual Meeting of FSMA.
- B. Special meetings of the General Assembly may be held at the call of the Executive Council or the Speaker of the General Assembly by written notice mailed/e-mailed/posted on the FSMA WEB to each member of FSMA at least thirty (30) days in advance of such meeting.

Section 5. In the event of an administrative emergency, declared as such by the Executive Council, the Executive Council may take a vote of the membership by e-mail and FSMA website announcement instead of calling a special meeting of the General Assembly. Ballots shall be sent and returned by certified mail with ample time, not less than fifteen (15) days, allowed for reply.

Section 6. The geographical area of the Annual Meeting of the FSMA shall be determined by the Executive Council.

Section 7. A quorum shall be determined by the total eligible number of voting members present

ARTICLE VIII - FINANCES / FISCAL YEAR / DUES

Section 1. Finances/Fiscal Year

- A. All monies received as donations and/or grants shall be placed in the general operating fund unless the conditions of the donation should stipulate otherwise.
- B. The Executive Council shall approve a budget for the ensuing year. The budget shall be provided to the General Assembly for its information.
- C. The fiscal year for the FSMA shall be May 1st of one year through April 30th of the following year.

Section 2. Dues

- A. Annual dues for all classes of members shall be established by the AAMA House of
 - 1. Delegates upon recommendation by the Board of Trustees. FSMA dues shall be established by the General Assembly. Dues shall become due and payable November 1 and shall be delinquent if not postmarked or submitted electronically to the AAMA Executive Office by December 31 (the controlling time is that of sending, not that of receiving).
- B. Full dues will be assessed for active, associate and affiliate members.
- C. One-half dues will be assessed for sustaining members.

- D. Dues will be assessed for student members.
- E. Life and honorary members are not required to pay dues.
- F. Dues for a new member joining on or after September 1 shall be credited to the following year.
- G. To serve as a AAMA delegate or an alternate, a member's dues shall be postmarked or submitted electronically to the AAMA Executive Office by December 31 (the controlling time is that of sending, not that of receiving). Officers and trustees must maintain current membership during their terms of office.
- H. The FSMA and component chapters shall offer reciprocity to members transferring membership from another constituent society and/or another component chapter of another state. The transferring member shall present a letter of membership status from the original constituent society and/or component chapter and shall be exempt from paying FSMA dues until the November 1 due date.
- I. Membership belongs to the individual and shall be non-transferable.

ARTICLE IX – PHYSICIAN(s) LIAISON

Section 1. The Physician(s) Liaison:

- A. Encourage physicians to support the medical assistants' active involvement in the FSMA and their educational programs.
- B. Seek alliance with the Florida Medical Association and other Medical Associations for support of the credentialing of medical assistants.

ARTICLE X - EXECUTIVE COUNCIL DUTIES

Section 1. Plan / manage / evaluate the business of the FSMA. May conduct business electronically.

Section 2. A majority of the members present at the Executive Council meeting shall constitute a quorum.

ARTICLE XI - THE EXECUTIVE COUNCIL: TERM OF OFFICE / VACANCIES IN OFFICE / REMOVAL FROM OFFICE.

Section 1. Term of Office

- A. The term of office for the Executive Council shall be one (1) year or until their successors are elected.
- B. The Executive Council shall assume office at the close of the meeting of the General Assembly at which they are elected.

Section 2. Vacancies in Office

- A. In the event of a vacancy in the office of Vice President, the office shall remain vacant until the next meeting of the General Assembly when a President shall be elected.
- B. In the event of a vacancy in any other office, not provided for elsewhere in these Bylaws, the Executive Council shall appoint a member to serve the unexpired term, who shall meet the qualifications as described in Article VI.

Section 3. Removal from Office

- A. An Executive Council member who fails to perform the required duties or gives just cause for removal from office shall be removed by the Executive Council.

ARTICLE XII- DUTIES OF OFFICERS

Officers shall perform such duties as are implied by their respective offices and are consistent with standard parliamentary procedure and/or as required by law. The Treasurer by name and position be bonded.

ARTICLE XIII- NOMINATIONS AND ELECTIONS

Section 1. Nominations

- A. There shall be a Nominating Committee consisting of at least three (3) members appointed by the Vice President, who will serve as Chair.
- B. The Nominating Committee shall be responsible for soliciting / screening / presenting a slate of nominees for the Executive Council.
- C. The Nominating Committee shall examine and determine the eligibility of each nominee for office.
- D. The name and qualifications for candidates meeting eligibility requirements shall be presented by the Nominating Chair in the General Assembly and available for posting on the WEB as the official slate not less than thirty (30) days prior to the Annual Meeting.
- E. Additional nominations may be made from the floor provided: Nominees comply with eligibility requirements and documentation of the qualifications of the nominees has been submitted to the Nominating Committee prior to nominations.

Section 2. Elections

- A. The Officers shall be elected by ballot and a majority as determined by the total eligible number of voting members present shall elect.
- B. If there is a tie between candidates receiving the highest number of votes, another ballot shall be taken of the tied candidates to determine the successful candidate.
- C. Delegates and Alternates to AAMA shall be elected at the FSMA Annual Meeting of the General Assembly by a plurality vote.
- D. Delegates and Alternates to AAMA shall be Active members of FSMA.
- E. To serve as a Delegate or Alternate to AAMA candidates dues shall be postmarked to the AAMA Executive Office by December 31.
- F. The number of AAMA delegates shall be determined by AAMA Guidelines.
- G. AAMA delegates and alternates shall be elected to serve for one year from the opening of the AAMA House of Delegates that year until the opening of the AAMA House of Delegates the following year.
- H. The names of delegates and alternates shall be submitted by the FSMA President to the Executive Office at least 90 days prior to the Annual Meeting of the AAMA House of Delegates.

ARTICLE XIV - DISSOLUTION

In the event of dissolution of FSMA, the Executive Council shall, after payment of all liabilities, distribute any remaining assets to medical or charitable institutions or projects designated by a majority of the members at a meeting called for the purpose of dissolution. Notification shall be sent to the AAMA Executive Office by the state president no later than ten (10) days after meeting for the purpose of voting on dissolution.

ARTICLE XV - PARLIAMENTARY AUTHORITY

The rules contained in "Robert's Rules of Order Newly Revised" shall govern the FSMA in cases to which they are applicable and in which they are not inconsistent with the Bylaws or the Standing Rules of FSMA.

ARTICLE XVI - AMENDMENTS

These Bylaws may be amended at any FSMA Annual Meeting of the General Assembly by a two-thirds (2/3) vote provided the proposed amendments have been submitted in writing to the Bylaws Chair and have been posted on the FSMA Web site at least thirty (30) days prior to the General Assembly. Members without internet access will notify the Speaker of the General Assembly at least sixty (60) days prior to the General Assembly to allow the proposed amendments to be mailed and received by the member thirty (30) days prior to the General Assembly.

STANDING RULES

REVISED 04/26/2015

1. All members of the association who attend the Annual Meeting of the FSMA shall pay registration fee with the exception of the President, whose registration fee and room shall be paid by the FSMA.
2. The Committees of the FSMA shall be:
 - BUDGET AND FINANCE
 - BYLAWS/POLICY PROCEDURES
 - CERTIFICATION AND MEMBERSHIP
 - COMMUNICATION
 - CONTINUING EDUCATION
 - EDUCATOR ASSEMBLY
 - EXECUTIVE COMMITTEE
 - MARKETING AND COMMUNITY OUTREACH
 - MEETING COORDINATOR
 - NOMINATING
2. A Past President's pin shall be presented to the out-going President.
3. FSMA shall allocate an amount of money yearly (within the limits of the budget) that will be divided equally between the elected Delegates and Alternates to AAMA and will be used to subsidize the expenses for Registration, Travel and Lodging at the AAMA Annual Meeting.
4. The FSMA Delegates / Alternates to AAMA shall attend meetings at the AAMA Annual Meeting as directed by the President of the FSMA with written reports to be presented at the next meeting of the Executive Council following the AAMA Annual Meeting.
5. The chapter who resides within the area of the Executive Council Meeting will be allowed Ways and Means Projects.
6. A 20% non-refundable fee will be charged for all cancellations of seminar and conference registration fees. Requests for refunds must be made in writing and received four (4) days prior to the event. The Executive Council shall consider all requests for refunds.
7. Student registration fees shall be established for all seminars and conventions. To qualify for student rates a student must be currently enrolled in a Medical Assisting Program.
8. No member of FSMA shall be compensated above and beyond expenses.

FSMA BUDGET 2017-2018		
Description	ACTUAL	BUDGET
INCOME		
DUES	9130	10500
TOTAL DUES	9130	10500
SEMINARS		
FALL	3940	2445
Ways & Means Income	0	0
TOTAL SEMINARS	3940	2445
ANNUAL MEETING		
Registration Income	0	8905
Ways & Means Income	0	550
Exhibitor	0	0
TOTAL ANNUAL MEETING	0	9455
FUND TRANSFER FOR SPECIAL PROJECTS		
SO CAROLINA FOR RED CROSS	250	250
	0	0
	0	0
TOTAL SPECIAL PROJECTS	250	250
TOTAL INCOME	13320	22650
EXPENSES		
AAMA ANNUAL MEETING		
Flowers/Misc	0	50
NATIONAL DEL/ALT	4999.98	5000
Photo	0	50
TOTAL AAMA ANNUAL MEETING	4999.98	5100
SCHOLARSHIPS		
MAXINE WILLIAMS	100	100
FSMA	0	0
TOTAL SCHOLARSHIPS	100	100
SPECIAL PROJECTS		
FSMA COMPUTER & MS OFFICE	1054.49	0
GAS/Misc Special Meetings	0	0
REGISTRATION SUPPLIES (all seminars)	0	0
HOTEL DEPOSIT SAWGRASS 11.16.2018	1000	0
HOTEL DEPOSIT RENAISSANCE ORL 4.26.19	826.5	0
AMERICAN RED CROSS	250	0
TOTAL SPECIAL PROJECTS	1054.49	0
PRESIDENT		
Travel	0	125
Misc Expense	0	25
TOTAL PRESIDENT	0	150
PRES-ELECT		
Presidents Gift	0	50
Packets	0	50
Misc Expense	0	10
TOTAL PRES-ELECT	0	110
SECRETARY		
Misc Expense	0	10
TOTAL SECRETARY	0	10
TREASURER & PIN		
Bond	122	125
Pres. Pin Expense	165.35	175
Misc (ink for deposit stamp)	7.45	0
	0	
TOTAL TREASURER	294.8	300
SPEAKER / VICE SPEAKER		
Misc Expense	0	10
TOTAL SPEAKER / VICE SPEAKER	0	10
Budget & Finance		
Misc Expense	0	10
TOTAL Budget & Finance	0	10
BYLAW-P&P		
Misc Expense	0	10
TOTAL BYLAW-P&P	0	10
CERTIFICATION & MEMBERSHIP		
TRAVEL	0	0
AWARDS	0	0
Misc Expense	0	10
TOTAL CERTIFICATION & MEMBERSHIP	0	10
Communications		
Constant Contact	780	780
Website	119.4	320
Survey Monkey	336	300
Misc Expense		10
TOTAL Communications	1235.4	1410
CONTINUING EDUCATION		
Misc Expense	0	10
TOTAL CONTINUING EDUCATION	0	10
EDUCATOR ASSEMBLY		
Misc Expense	0	100
TOTAL EDUCATOR ASSEMBLY	0	100
MARKETING & COMMUNITY OUTREACH		
Communication	0	1000
Marketing	0	1000
Misc Expense (TSHIRTS)	0	10
TOTAL MARKETING	0	2010
Meeting Coordinator		
Misc Expense	0	10
TOTAL Meeting Coordinator	0	10
NOMINATING COMMITTEE		
Misc Expense	0	10
TOTAL NOMINATING COMMITTEE	0	10
Annual Meeting Expenses		
AV	0	1000
HOTEL DEPOSIT (5.12.2017)	0	0
Hotel Expense	0	6000
Room & Reg Pres & AAMA Rep Room & Exp.	0	1000
Color Guard HOD	0	100
Decorations Installation	0	50
Reg Supp	0	350
Speaker Honorarium	0	1250
Misc Expense	0	10
TOTAL Annual Meeting Expenses	0	9760
Fall Seminar		
AV	0	250
Hotel Expense/FOOD	3997.82	2500
Reg Supplies	0	150
Speaker Honorarium	350	500
Misc Expense	0	10
TOTAL Fall Seminar	4347.82	3410
TOTAL EXPENSES	12032.49	22530
TOTAL INCOME	13320	22650
MEETING PROFIT/LOSS		
FALL INCOME	3940	
FALL EXPENSE	-3997.82	
SPEAKER	-350	
TOTAL	-407.82	
ANNUAL MTG INCOME		
ANNUAL MTG EXPENSE		
SPEAKERS		
TOTAL	0	

FSMA BUDGET 2018-2019		
Description	ACTUAL	BUDGET
INCOME		
DUES	0	10000
TOTAL DUES	0	10000
SEMINARS		
FALL	0	2785
Ways & Means Income	0	0
TOTAL SEMINARS	0	2785
ANNUAL MEETING		
Registration Income	0	9245
Ways & Means Income	0	550
Exhibitor	0	0
TOTAL ANNUAL MEETING	0	9795
FUND TRANSFER FOR SPECIAL PROJECTS		
	0	0
	0	0
	0	0
TOTAL SPECIAL PROJECTS	0	0
TOTAL INCOME	0	22580
EXPENSES		
AAMA ANNUAL MEETING		
Flowers/Misc	0	50
NATIONAL DEL/ALT	0	5000
Photo	0	50
TOTAL AAMA ANNUAL MEETING	0	5100
SCHOLARSHIPS		
MAXINE WILLIAMS	0	100
FSMA	0	0
TOTAL SCHOLARSHIPS	0	100
SPECIAL PROJECTS		
	0	0
	0	0
	0	0
	0	0
	0	0
	0	0
TOTAL SPECIAL PROJECTS	0	0
PRESIDENT		
Travel	0	125
Misc Expense	0	25
TOTAL PRESIDENT	0	150
PRES-ELECT		
Presidents Gift	0	50
Packets	0	50
Misc Expense	0	10
TOTAL PRES-ELECT	0	110
SECRETARY		
Misc Expense	0	10
TOTAL SECRETARY	0	10
TREASURER & PIN		
Bond	0	125
Pres. Pin Expense	0	175
	0	0
	0	
TOTAL TREASURER	0	300
SPEAKER / VICE SPEAKER		
Misc Expense	0	10
TOTAL SPEAKER / VICE SPEAKER	0	10
Budget & Finance		
Misc Expense	0	10
TOTAL Budget & Finance	0	10
BYLAW-P&P		
Misc Expense	0	10
TOTAL BYLAW-P&P	0	10
CERTIFICATION & MEMBERSHIP		
TRAVEL	0	0
AWARDS	0	0
Misc Expense	0	10
TOTAL CERTIFICATION & MEMBERSHIP	0	10
Communications		
Constant Contact	0	780
Website	0	320
Survey Monkey	0	350
Misc Expense		10
TOTAL Communications	0	1460
CONTINUING EDUCATION		
Misc Expense	0	10
TOTAL CONTINUING EDUCATION	0	10
EDUCATOR ASSEMBLY		
Misc Expense	0	100
TOTAL EDUCATOR ASSEMBLY	0	100
MARKETING & COMMUNITY OUTREACH		
Communication	0	1000
Marketing	0	1000
Misc Expense (TSHIRTS)	0	10
TOTAL MARKETING	0	2010
Meeting Coordinator		
Misc Expense	0	10
TOTAL Meeting Coordinator	0	10
NOMINATING COMMITTEE		
Misc Expense	0	10
TOTAL NOMINATING COMMITTEE	0	10
Annual Meeting Expenses		
AV	0	1000
HOTEL DEPOSIT RENAISSANCE ORL 4.26.19	826.5	0
Hotel Expense	0	6000
Room & Reg Pres & AAMA Rep Room & Exp.	0	1000
Color Guard HOD	0	100
Decorations Installation	0	50
Reg Supp	0	350
Speaker Honorarium	0	1250
Misc Expense	0	10
TOTAL Annual Meeting Expenses	826.5	9760
Fall Seminar		
AV	0	250
HOTEL DEPOSIT SAWGRASS 11.16.2018	1000	0
Hotel Expense/FOOD	0	2500
Reg Supplies	0	150
Speaker Honorarium	0	500
Misc Expense	0	10
TOTAL Fall Seminar	1000	3410
TOTAL EXPENSES	1826.5	22580
TOTAL INCOME	0	22580
MEETING PROFIT/LOSS		
FALL INCOME		
FALL EXPENSE		
SPEAKER		
TOTAL	0	
ANNUAL MTG INCOME		
ANNUAL MTG EXPENSE		
SPEAKERS		
TOTAL	0	