Florida Society of Medical Assistants, Inc.

March 1, 2015

TO: Maria Wiegelmann, CMA (AAMA)
Speaker of the General Assembly

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

FROM: Mary Morris, CMA (AAMA)
FSMA Secretary

RE: Annual Report

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

The 4/27/2014 Post Conference meeting minutes were emailed to President Patricia Allen, CMA (AAMA) on 5/27/2014. There was an attached report for Marketing/Community Outreach, Betty Springer, CMA-C, (AAMA). Carol Francis, CMA (AAMA), audit committee chair read her report and a written report was attached to these minutes. Lastly, Gayle Bell, CMA (AAMA), North Florida Chapter President had an addendum report as well.
The November 8, 2014 minutes were emailed to President Patricia Allen, CMA (AAMA) on 12/7/14. No addendums or attachments were noted with these minutes. Due to some confusion on a vote during this meeting, this Secretary would like to ask when the call for the vote is asked for, that YES and NO be used as a response so there is no confusion on the outcome of the vote.

The above minutes were emailed to Mary Lou Allison, CMA-C, (AAMA), FSMA web master for placement on the FSMA web site. All minutes are placed on the FSMA web site in plenty of time for review by all members prior to the next meeting. All meetings are recorded and the tape is reviewed after each meeting to make sure that the minutes are accurate and in order.

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