Florida Society of Medical Assistants, Inc.

March 3, 2019

TO: Heidi Fortin, CMA (AAMA)
Speaker of the General Assembly

Deniece Jozefiak, CMA (AAMA)
Vice Speaker of the General Assembly

FROM: Mary Morris, CMA (AAMA)
FSMA Secretary 2018-2019

RE: Annual Report April 2019

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 by four weeks post meeting has been met.

The April 20, 2018 Annual Pre Conference meeting minutes were typed up and emailed to President Judy Seymour, CMA (AAMA) on 5/20/18 for review. 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.

The April 21, 2018 Annual Post Conference meeting minutes were emailed to President Kathleen Quinn, CMA (AAMA) and Vice President Loxie Kistler, CMA (AAMA) on 5/21/18 for review. The taped recording of the minutes was reviewed prior to the final minutes being sent to the FSMA President and Vice President to ensure the accuracy of the minutes as written.

After review by the above persons and corrections being made, both Pre and Post Conference minutes were sent to Mary Lou on 5/29/18 for inclusion on the FSMA website.

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.

This officer also had the pleasure of attending the AAMA National Conference in Salt Lake City, Utah September 14-17, 2018 as a delegate.

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