



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

66th ANNUAL MEETING OF THE FLORIDA SOCIETY OF MEDICAL ASSISTANTS

**APRIL 26, 2019
AGENDA**

Friday April 26, 2019

General Session begins at 8:00am

Presiding	Marsha Benedict, CMA-A (AAMA) FSMA President	
Pledge of Allegiance	TBO	
Presentation of Colors	VFW Post 4287	ident
National Anthem	Emma Thompson with Orlando Gay Chorus	
Invocation	TBO	
Welcome	Marsha Benedict, CMA-A, (AAMA) FSMA President	

First Session of the General Assembly-----Open to all members Begins at 8:00pm

Call to Order	Heidi Fortin, CMA (AAMA) FSMA Speaker of the General Assembly
Introduction of Head Table	Heidi Fortin, CMA (AAMA) FSMA Speaker of the General Assembly
Introduction of Past Presidents And Physician Liaison	Deniece Jozefiak, CMA (AAMA) FSMA Speaker of the General Assembly
Announcement of General Assembly Appointments	Deniece Jozefiak, CMA (AAMA) FSMA Speaker of the General Assembly
Report of Credential Chair	Joyce Baldwin, CMA (AAMA) Credentials Chair

Approval of Agenda	Heidi Fortin, CMA (AAMA) FSMA Speaker of the General Assembly
Presentation of Official Program	Marsha Benedict, CMA-A (AAMA) FSMA Convention Chair
Orientation of Voting Members	Heidi Fortin , CMA (AAMA) FSMA Speaker of the General Assembly
Adoption of Convention Rules	Deniece Jozefiak, CMA (AAMA) FSMA Vice Speaker of the General Assembly
Selection of Tellers	Deniece Jozefiak, CMA (AAMA) FSMA Vice Speaker of the General Assembly
Report of Nominating Chair	Loxie Kistler, CMA-A (AAMA) FSMA President-Elect
Nominations from the Floor	Heidi Fortin, CMA (AAMA) FSMA Speaker of the General Assembly
Presentation of the Candidates	Loxie Kistler, CMA (AAMA) FSMA Vice President

BREAK

Second Session of the General Assembly

VOTING TO TAKE PLACE IN THE GENERAL ASSEMBLY

Report of the Credential Chair	Joyce Baldwin, CMA (AAMA) FSMA Credentials Chair
Reference Committee Reports	Mary Morris, CMA (AAMA) Reference Committee Chair
Report of the Tellers	TBO
Announcement of New Officer	Heidi Fortin, CMA (AAMA) FSMA Speaker of the General Assembly
Unfinished Business	Heidi Fortin, CMA (AAMA) FSMA Speaker of the General Assembly
New Business	Heidi Fortin, CMA (AAMA) FSMA Speaker of the General Assembly
Speakers' Closing Statement	Heidi Fortin, CMA (AAMA)

FSMA Speaker of the General Assembly

Announcements

Heidi Fortin, CMA (AAMA)

FSMA Speaker of the General Assembly

Adjournment

Heidi Fortin, CMA (AAMA)

FSMA Speaker of the General Assembly



Florida Society of Medical Assistants, Inc.

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

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

From: Marsha Benedict MSA, CMA-A (AAMA)
FSMA President

President Pro Tem Fall 2018 Report; Marsha Benedict MSA, CMA-A(AAMA)

At the time of the President's resignation the Executive Board of FSMA vote July, 2018, to elect to make this officer President Pro Tem after the President resigned. It has been a great pleasure to serve FSMA in this position. The Goal of this officer has been: **United WE build a Better Future.**

At the same time Maria Wiegelmann C MA (AAMA) agreed to take over Education and Registration Chair. Thank you Maria.

Prior to this President Pro Tem taking office, an adhoc committee "United to Begin" was approved by the executive officers. Letters were mailed to all officers, committees and chapters with guidelines to contact, schools,, employers and other credentialed Medical Assistants. A list of all contacts is being kept, along with all information sent by Constant Contact to keep statistics whether the approach was positive in reaching non AAMA credentialed Medical Assistants. (additional report is posted by the chair of this committee; "United to Begin".)

As part of the Adhoc Committee initiative the Executive Board was surveyed and voted positive to offer a \$10 conference discount on their registration to any member inviting a new attendee credentialed medical assistant to the Fall Conference. This was offered in hopes that they will join the Society and become an active members. If this offer is positive, consideration will be to continue the discount.

Many hours were spent calling, emailing and mailing letters to schools, employers employees and organizations sharing information about FSMA conferences, chapters, and inviting all credentialed medical assistants to **Unite and Build a Better Future.**

Communication/Marketing and, Membership/Certification Chairs surveyed three area

(Naples, Panhandle and Dade area) to ascertain if additional chapters were needed in those areas. There was a positive response but, at this time, the chapters that serve those areas will try to meet with the members in those areas and offer to help with a seminar in their area. If interest is shown, at a later date, consideration of an additional chapter can be investigated.

Osprey Medical Consulting owner, Mark Nicole, requested FSMA post job openings for Health Care Management Case Managers. He has been employing AAMA Certified Medical Assistants in Florida. This officer contacted AAMA counsel for insight and decided deny posting on the FSMA website at this time until more information is gathered with regard to the scope of practice of this position, The credentialed MA is seeing a real change in job opportunities and we may find our scope will change as health care changes. Mr. Nicole may be a registrant at FSMA Fall conference and we will find out more about his endeavor.

Executive board was surveyed for consensus on FSMA request for AAMA Representative to attend FSMA annual 2019 meeting in Orlando. Forms were emailed to AAMA with the following request: Patti Licur, CMA (AAMA), Monica Case, CMA(AAMA) and Deb Novak, CMA (AAMA).

Changes to the AAMA bylaws was shared with Bylaws and Policies and Procedures Chair to change FSMA bylaws.

This officer requested that bylaws chair bring to the Fall Conference a motion to add an additional bylaw under Judicial Review, so that the executive board could discuss adding the bylaw addition.

All requests from the FSMA website were answered in a timely manner. Two requests to post job opening on our website were denied after a vote by the executive board. One request regarding scope of practice and several others about conferences, chapters and recertification were answered with the help of the Vice President.

Thank you to FSMA Executive Board for voting to donate \$500 to the Red Cross to help those who have suffered from Hurricane Matthew.

This officer would like to thank FSMA for allowing this officer to serve as a Delegate to AAMA House of Delegates. A separate report is posted.

Email vote was taken to name the Country Store, in Pat Allen's honor "Pat's Country Store for the annual 2019 conference only. Discussion as to structure and name will be discussed at the Post GA meeting in April.

Email vote with a unanimous decision not to have a AAMA representative at the Annual 2019 Conference. The three choices sent to AAMA were denied.

Information was sent to all chapters and education chairs of FSMA requesting Don Balasa be added to FSMA speakers for the 2019 annual meeting in April. Topic "The Professional

91 Deregulation Movement" Majority of board voted to allow Chapters consider the topic at
92 their meetings.
93
94 Email vote to limit online CEU's to only FSMA members and discontinue sending certificates..
95 Unanimous vote to do so..
96
97 Note was sent to the board regarding funeral arrangements for Jim Allen and Mary Morris
98 was asked to send a card.
99
100 Forwarded an email from AAMA regarding the partnership between AAMA and the Cancer
101 Society for Medical Assistants to encourage their doctors to recommend colorectal screening.
102
103 Contacted several physicians and MGMA President requesting they serve as a liaison to
104 FSMA board. Dr. Schillinger from Sun Rise Fl agreed be a liaison and has been invited to
105 the 2019 Annual Meeting. MGMA President is taking the request to their board meeting in
106 April. Loxie Kistler Ed.D, M.S., BSN,RN, CMA (AAMA) was asked to contact the Nurse
107 Practitioner Florida organization and Mike Nuccio, PA, President of the Florida Physician's
108 group to see if they would like to sit on our board as a liaison. They are awaiting future
109 information. Kris Hardy CMA (AAMA), RHE contacted the Nursing Association (prior to her
110 retirement) to provide a letter of support for Credentialed Medical Assisting in Florida.
111
112 February 1, 2019 sent email from AAMA to the Executive Board regarding February 7-8
113 AAMA Board Meeting along with encouragement for FSMA members to volunteer and
114 possibly run for AAMA Board of Trustee. All important AAMA dates were sent.
115
116 Received a response from Elizabeth Hernandez, Medical Assisting Program Director
117 regarding interest in having a seminar at Robert Morgan Educational Center and Technical
118 College in Miami, Fl. (305)253- 9920 ext2207.
119
120 Received an email from Donald Balasa JD, MBA requesting a memo be sent to all FSMA
121 members about Excelsior College granting semester hour credits to CMAs (AAMA).
122 Message sent via constant contact.
123
124 Letter from AAMA Society of Past Presidents, Rebecca Walker, CMA (AAMA) CPC asking for
125 financial support for the Maxine Williams Scholarship Fund and Ivy Reade Relkin Surveyors
126 Training Fund shared with executive board.
127
128 With the help of VP a Bylaw change was developed and given to Speaker and Vice Speaker
129 to include the General Assembly Packet.
130
131 Note sent for a decision to purchase ribbons to be used on name badges for First Time Attendees and
132 Students. These ribbons would be used at all FSMA conferences as a special gesture. This will be
133 considered for the next meeting.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: March 1st, 2019

To: Marsha Benedict, MSA CMA-A (AAMA)
President FSMA

From: Loxie Kistler, Ed.D. M.S. B.S.N. RN CMA (AAMA)
FSMA Vice President

RE: April 26th, 2019 Annual Conference Executive Council Meeting Report

This officer has carried out the duties of FSMA Vice President 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 as well as serving in the capacity of Nominating Chair.

This officer accepted an appointment to the AAMA Continuing Education Board (CEB) and Leadership in Education and Practice (LEAP) initiative and attended several conference calls and attended the CEB meeting in Chicago on March 22 and 23, 2019.

In collaboration with Shirley Sawyer of North Carolina and FSMA President Marsha Benedict planning for education for the 2010 AAMA Conference in Orlando is beginning.

Contact was made with the Florida Physician Assistant Association President Mr. Nick Muccio. The organization is willing to hold conversations with the FSMA regarding future initiatives.

This officer assisted with the revision of several FSMA policies for placement on the FSMA Website.

It is a pleasure to continue to serve the FSMA.

Respectfully submitted,
Loxie Kistler, Ed.D. M.S. B.S.N. RN CMA (AAMA)
FSMA Vice President

1



Florida Society of Medical Assistants, Inc.

2 March 3, 2019

3

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

6

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

9

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

12

13 RE: Annual Report April 2019

14

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

19

20 The April 20, 2018 Annual Pre Conference meeting minutes were typed up and emailed to
21 President Judy Seymour, CMA (AAMA) on 5/20/18 for review. The taped recording of the
22 minutes was reviewed prior to the final minutes being sent to the FSMA President to ensure
23 the accuracy of the minutes as written.

24

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

29

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

32

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

35

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

38

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



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date 4.26.2019

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

From: Mary Lou Allison, CMA (AAMA)

Re: Treasurer Report

All financial data is in order. The FSMA bank accounts are at Bank of America. The Treasurer and the FSMA President have the information necessary to access online banking.

All bank statements have been reconciled and saved in a file maintained by the Treasurer. IRS Form 990-N was filed electronically in a timely manner.

The FSMA Executive Council has been provided with up to date and accurate computer-generated reports regarding the Society's financial position. Any questions asked by Executive Council members have been answered.

Current Procedures were provided for the updated FSMA Policy and Procedure Manual.

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

1

2

3 March 15, 2019

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6 To: Heidi Fortin, CMA (AAMA)
7 Speaker of the General Assembly

8

9 To: Deniece Jozefiak, CMA (AAMA)
10 Vice-Speaker of the General Assembly

11

12 From: Judith Seymour, CMA (AAMA)
13 Immediate Past President

14

15 This officer has been available to the FSMA Board Members. Unfortunately this officer
16 was unable to attend the Fall FSMA Board Meeting and does apologize for not sending
17 a report.

18

19 This office has responded to email communication.

20

21 It has been a pleasure to serve FSMA in this capacity.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: April 26, 2019

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

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

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

This officer has responded to all Board members e-mails and correspondences in a timely fashion.

This officer has been working closely with Deniece Jozefiak, CMA (AAMA), Vice Speaker of the General Assembly to fill committee positions for the General Assembly.

Both the Speaker and the Vice Speaker will be holding a 30-minute meeting before the Reference Committee Hearings to speak to voting members of the General Assembly regarding Parliamentary procedures.

This officer would like to thank those in advance on volunteering to help during the General Assembly to make all those attending welcome and having a voice in their professional organization.

It has been a pleasure serving the FSMA for 2018-2019.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: April 26, 2019

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

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

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FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: April 26, 2019

To: Heidi Fortin, CMA (AAMA) Speaker of the General Assembly
Deniece Jozefiak, CMA (AAMA) Vice Speaker of the General Assembly

From: Kathryn Panagiotacos, CMA (AAMA)
Chair-Bylaws/Policy & Procedure

Spring FSMA Annual Meeting

This past year since the close of the 2018 General Assembly, much has transpired. Following the close of the annual meeting, shortly after the announcement of Kathleen Quinn, CMA, President resigning due to personal reasons, Marsha Benedict, CMA-A (AAMA) stepped into the position of FSMA President. Following the annual meeting appointed President Benedict and newly elected Loxie Kistler, CMA (AAMA) Vice President prepared the FSMA Bylaws change 2018 and noticed the membership of those charges May 6, 2018.

The November FSMA Fall meeting report is included here as well for FSMA members:

Amendments to the AAMA Bylaws from Kathy Langley, AAMA Board Services were forwarded to this Chair from President Benedict. The two amendments to the AAMA Bylaws as approved for dissemination are as follows:

ARTICLE V—Component Chapters

NEW WORDING

Component (Local) Chapters are those county or district chapters of medical assistants within the geographic limits of a Constituent Society. The Component Chapters shall be under the jurisdiction of that Constituent Society. Annual chapter dues for all classes of members shall be fixed by the state society.

ARTICLE XXIII---AMENDMENTS

NEW WORDING

These Bylaws may be amended at any annual House of Delegates meeting by a two-thirds vote provided the proposed amendments shall have been submitted in writing to the elected Delegates no later than 45 days prior to the meeting at which they are to be acted upon.

NOTE: These amendments do not affect any of the mandatory areas of the AAMA Bylaws, therefore state societies are not required at this time to make any changes to their own bylaws.

The AAMA Bylaws will be updated and reposted to the AAMA website.

This officer appreciates the opportunity to serve the Florida Society of Medical Assistants.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: March 1st, 2019

To: Marsha Benedict, MSA CMA-A (AAMA)
President FSMA

From: Loxie Kistler, Ed.D. M.S. B.S.N. RN CMA (AAMA)
Chair Nominating Committee

RE: April 26th, 2019 Annual Conference Executive Council Meeting Report

This committee chair actively recruited qualified members, as per FSMA Bylaws, to volunteer to serve on the Executive Council for the 2019-2020 year. Each chapter president was notified of this opportunity during the months of September and October 2018.

Emails and consent to serve forms were emailed to each Chapter President and current officers in mid-September and October 2018.

Two Constant Contact eblasts were distributed to all current AAMA Florida members outlining the opportunity to serve the FSMA.

The FSMA Bylaws detail the requirements to serve on the FSMA Executive Council. Opportunities exist in various FSMA offices, as committee chairs and members and as voting delegates to the AAMA Annual Conference in 2019.

Consent to serve forms were available at the Fall Seminar on November 17th, 2018 and at the Brevard County Seminar in February of 2019. Volunteers were actively recruited at both events.

Individuals not previously serving on the Executive Council were offered the opportunity to volunteer.

All members were notified of the need to complete a Consent to Serve (available on the FSMA website) and submit to the Nominating Chair.

Periodic updates were provided to the FSMA President.

The following Consent to Serve forms were received prior to submission of this report:

President: Marsha Benedict

Secretary: Mary Morris

Treasurer: Mary Lou Allison

Speaker: Deniece Jozefiak

Vice Speaker: Tatiana Kordic and Walter Nicholls

35 Delegate to AAMA Conference: Marsha Benedict, Mary Morris, Deniece Jozefiak, Loxie Kistler &
36 Mary Lou Allison
37 Budget and Finance Committee: Mary Lou Allison
38 Welcome Committee: Pam Giannone
39 Membership Committee: Christine Giri
40 Community Outreach and Marketing: Loxie Kistler
41 It is a pleasure and honor to serve members of the FSMA.
42 Respectfully submitted,
43 Loxie Kistler, Ed.D. M.S. B.S.N. RN CMA (AAMA)
44 Nominating Committee Chair
45
46
47



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date 4.26.2019

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

From: Mary Lou Allison, CMA (AAMA)

Re: Budget & Finance Annual Report

The Budget is in order, and no over budget items have been presented to this committee.

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

FSMA AS OF 3.13.2019

TOTAL EXPENSES	16853.37
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TOTAL INCOME	17473.65
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INCLUDED IN TOTAL EXPENSES AND INCOME (ABOVE)

FUND TRANSFER FOR SPECIAL PROJECTS

BEST BUY PROJECTOR	522.15	0
BEST BUY CORD	19.25	0
RED CROSS DONATION HURRICANE MICHAEL	500	0
KISTLER TO MEDICAL ALL-STARS ORLANDO	69.39	0
HOTEL DEPOSIT FALL 2019 FT MYERS	3780.44	0
AD HOC COMMITTEE TREASURE COAST MAILING	67.42	0
TOTAL SPECIAL PROJECTS	4958.65	4958.65

MEETING PROFIT/LOSS

FALL INCOME	3575
FALL EXPENSE	-4481.31
SPEAKER	
TOTAL	-906.31



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: March 1st, 2019

To: Marsha Benedict, MSA CMA-A (AAMA)
President FSMA

From: Loxie Kistler, Ed.D. M.S. B.S.N. RN CMA (AAMA)
Communications and Community Outreach Chairperson 2018-2019 Term

Theresa Errante-Parrino CMA (AAMA)
Member

RE: April 26th, 2019 Annual Conference Executive Council Meeting Report

This chair communicated to FSMA members and external stakeholders through Constant Contact.

Communication was established with chapter presidents.

Monthly CEU events and upcoming seminars were communicated to both active and non-renew members via Constant Contact after communication with chapter presidents. Reminders of CEU events were sent as eblasts for the following chapters: Brevard, Central Florida, Central Gulf Coast, North Florida, SouthWest and Treasure Coast.

This chair sent eblasts to current and non-renewed members on various topics such as: career opportunities, the 2019 Annual Conference, new members and new CMA's.

Career opportunities were placed on Constant Contact and communicated with the Webmaster for several chapters and employers in Florida. Total placed on Constant Contact: 12 since November of 2018.

Lists of active and non-renew FSMA members were updated. Emails that "bounce" back in CC were contacted with a correct email requested.

Special thanks to Christine Giri Membership Chair for distributing updated AAMA lists of new members and newly certified members. Email lists within Constant Contact are updated as new AAMA lists are distributed.

Continual communication occurs between this chair and Mary Lou Allison as important information is placed on both Constant Contact and the FSMA website.

Thank you to Dr. Theresa Errante-Parrino for taking charge of the FSMA Facebook page with outstanding results. "Viewings" and "likes" have increased greatly with the placing of valuable health

36 related information on the FSMA page. Upcoming FSMA events are placed on the page in a timely
37 manner.

38 Included in this Committee is the online learning opportunity known as Constant Learning. In January
39 2019 2 programs (Hand Hygiene and Vaccinations for Children) were taken off the FSMA Website and
40 Telemedicine (1 A/G by Kris Hardy) and Telephone Screening and Documentation (1 A/C by Marsha
41 Benedict) were made available. At the current time 4 total AAMA CEUs are available.

42 In April 2019 two modules (Patient's Rights and Customer Service) will be taken off the Website and
43 Geriatric Trauma (1 C by Loxie Kistler) and Infection Control and Prevention: Back to Basics (1 A/C
44 by Loxie Kistler) will be available. Modules will remain on the Website for 6 months with "available
45 until" dates listed by each topic.

46 This Committee Chair collaborated with Mary Lou Allison, Webmaster to review the format of the
47 Constant Learning page on www.fsmaonline.org.

48 The Executive Council voted to offer the free AAMA approved CEUs to Florida AAMA members only
49 and to eliminate issuing the Certificate of Completion. In its place, an email listing the date of
50 completion, title and number and category of CEUs will be sent within one week of completion. The
51 CEU information will be submitted to the AAMA for transcript placement at the end of each month.

52 Number of CEUs awarded to Florida AAMA members are as follows:

53 Nov 2018: 20

54 Dec 2018: 40

55 Jan 2019: 149. In early January 2019 an eblast was distributed to all current AAMA members through
56 Constant Contact announcing the new format on the Website and the new programs. Open and click
57 rate exceeded 40%.

58 February 2019: 83

59 The proposed schedule for online CEU topics is as follows:

60 April 1st, 2019 remove Patient's Rights and Customer and load Infection Control (A/C 1) and Geriatric
61 Trauma (1 C). July 1st 2019 remove Telemedicine and Telephone Screening and load a 2 CEU topic.

62 Future topics available and ready for placement include: Perils of Medication Errors (2 CEUs), Elder
63 Abuse (1 CEU), Oh My Aching Heart (2 CEUs), Pre Hospital Stroke Care (1 CEU), Genetics Across the
64 Life Span (2 CEUs).

65 Open and read rates on Constant Contact eblasts sent range between 18 and 40%. Industry average
66 among Constant Contact users is 15 to 20%. Bounce back emails for FSMA users is 1% with industry
67 average at 9% for Constant Contact users.

68 Twenty six non AAMA members completed CEU modules since November of 2018. An email was sent
69 to each thanking them and providing information on the benefits of joining the AAMA.

70 This chair maintained the budgetary guidelines established for Constant Contact and practiced security
71 measures as holder of the rosters housed within Constant Contact.

72 It is a pleasure to continue to serve the FSMA in this capacity.

73

74 Respectfully submitted,

75 Loxie Kistler, Ed.D. M.S. B.S.N. RN CMA (AAMA)

76 Communications and Community Outreach Chairperson

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78

79



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: March 13, 2019

To: Heidi Fortin, CMA (AAMA) - Speaker of the General Assembly
Deniece Jozefiak, CMA (AAMA) – Vice Speaker of the General Assembly

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

AAMA has approved 7 CEUs for the 2019 FSMA Annual Meeting:

Basics of a Colonoscopy 1 clinical CEU

Pediatric Foot and Ankle Problems 1 clinical CEU

Keep your Practice Operating Successfully 1.5 administrative CEUs

Diabetes Education for your Patient and a Nutrition Update 2 clinical CEUs

Care for the Caregiver – Leave the Job at Work 1.5 general CEUs

We hope you find these topics useful and interesting. Please let us know if you have a speaker to recommend for a future seminar.

I will be handling registration duties for this meeting and am looking for volunteers to assist with registrations for upcoming seminars. Please stop by the registration desk and find out what's involved so that you can be ready to volunteer for 2019-2020.

Thank you for the opportunity to serve as your Education Chair. I look forward to welcoming you to our 2019 FSMA Annual Meeting.



Florida Society of Medical Assistants, Inc.

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

Deniece Josefiak, 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 Conference was held at the 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.

2020 Annual Conference will be held May 1-2, 2020 at the Red Lion Buena Vista South; 5150 West Orlo Bronson Memorial Hwy, Kissimmee, FL 407-997-2800 (Florida Society of Medical Assistants) Room rate \$107.00; 2 free breakfasts; waived resort fee, no charge for education rooms; free parking. Deadline for booking 4/10/2020.

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

A special thank you to Maria Wiegelmann, CMA(AAMA) Registration Chair that prepared the registration forms, packets and greeted all the members and guests on their arrival all conferences. Thank you to Maria for visiting the hotels. near her. Thank you to Loxie for developing all the Constant Contact emails and Mary Lou for posting all FSMA conferences on the web site.

Thank you to all who worked diligently to provide excellent education.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS, INC

TO: Heidi Fortin, CMA(AAMA)
Deniece Jozefiak, CMA (AAMA)

FROM: Christine P. Giri, CMA (AAMA)
Certification/Membership

RE: Annual Report for Membership / Certification

DATE: March 15, 2019

Chapter Membership	April 2018	Jan 2019
Brevard	97	82
Central Florida	354	370
Central Gulf coast	156	157
Mid Gulf	71	67
North Florida	66	79
Southeast	200	186
Southwest	140	133
Treasure Coast	101	103

	APRIL 2018 = 873	October 2018 =1,010	January 2019 = 1,181
Active	637	714	828
Associate	116	139	151
Sustaining	10	9	11
Students	132	138	174
Affiliate	6	13	17
International	1	1	0

Statistic period : 3/1/18 - 12/31/18

	Active		Non members		Students	Delinquent
NEW CMA 174	10	124	40			
Re Certified 233	174	31		28		

	Active		Associate		Students	Affiliate
New Members 196	65	38	88	5		

April - December 2018

Membership reports /Certification reports were submitted to the President, Chapter Presidents, and the Communications Chairperson.

On November 17, 2018, the FSMA executive board approved for the following counties to be moved from Central Florida to the North Florida Chapter. Geographically these counties are closer to the North Florida Chapter. Five (5) counties have active/associate members .

Bay, Calhoun, Dixie, Escambia, Franklin, Gadsden, Gulf, Hamilton, Holmes Jackson, Jefferson, Lafayette, Leon, Liberty, Madison, Okaloosa, Santa Rosa, Suwanee, Taylor, Wakulla, Walton & Washington Counties
(currently in Central Fl Chapter).

December 3, 2018 - Contacted AAMA Membership to request moving the above counties to the North Florida Chapter.

December 6,2018 - The AAMA Membership requested all zip codes for the counties above so that the IT Department can move forward in activating the changes for the North Florida chapter.

December 18, 2018 -The AAMA IT department has acknowledged receipt of the zip codes provided by FSMA Membership . Ken added that we would receive the chapter rosters in early 2019.

January 25,2019 - Correspondence received from AAMA Membership that it has been extremely busy and they will now begin on the zip codes transfer for the Central Florida & North Florida chapter.

February 27, 2019 - AAMA apologized for the delay as there are many steps to making the data transfer smoothly . Florida has 1,860 zip codes in the database , therefore it will take some time to complete the transfers correctly.

March 14 , 2019 - AAMA correspondence that the transition is still underway and we will be notified as soon as possible when task is completed along with distribution of rosters.



Florida Society of Medical Assistants, Inc.

To: Marsha Benedict, CMA –A (AAMA) - FSMA President
Hiedi Fortin, CMA (AAMA) Speaker of the General Assembly
Deniece Jozefiak, CMA (AAMA) Vice Speaker of the General Assembly
and all Executive Board Members:

From: Brevard County Chapter of Medical Assistants

Re: Winter Report

Date: March 30, 2019

1
2 The Brevard County Chapter of Medical Assistants has been busy this year reorganizing the chapter,
3 We have had some small meetings with good topics over the last twelve months.

4
5 We had a mini seminar a few months ago with 45 people in attendance. What a nice turnout. We had
6 some special guest in attendance. Loxie Kisler, CMA(AAMA) Vice President FSMA, Theresa Errante
7 Parrino, CMA(AAMA) former President FSMA, and Betty Springer, CMAC(AAMA) former president
8 AAMA. After the speakers were finished we held an impromptu discussion about AAMA and FSMA.
9 Loxie Kisler, CMA(AAMA) led the discussion. We had many students from Eastern Florida State
10 College in attendance which added to the lively discussion.

11
12 We are going to have elections soon and plan another mini seminar in May or June, Hope to see you
13 there.

14
15 Respectfully submitted
16 Kathleen Quinn CMA(AAMA)



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1

2

3 Date 4.26.2019

4

5

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

7

8 From: Joyce Baldwin, CMA (AAMA)

9

10 Re: Southeast Chapter Annual Report

11

12 The Southeast Chapter has not had formal meetings this year. We continue our
13 relationship with the Broward County Medical Association. We have provided our
14 membership with online information regarding job openings within our chapter. We also
15 use the communication opportunities supplied by the FSMA with the Constant Contact
16 e-mails, our Chapter Web Page and Facebook.

17

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



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: April 26, 2019

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

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

The South West Chapter of Medical Assistants has met the first Thursday of the month at Fawcett Hospital in Port Charlotte this past year. The chapter includes the following counties: Charlotte, Lee, Collier, Hendry and Southern Sarasota County.

At our recent meeting there was election of officer's. We welcome Vilma Matias, CMA (AAMA) as our new President-Elect. This will be updated to the FSMA President, AAMA and to Mary Lou Allison, CMA-A (AAMA), the FSMA Webmaster.

Like other chapters, this chapter is finding the same few members attend monthly meetings. There has been discussion on cutting the monthly meeting out and doing three seminars in different areas of the chapter. It was voted on at our last monthly meeting March 7, 2019 to discontinue monthly meetings. We will be holding three seminars a year for 4 CEU's each. For now, they will be offered for free to AAMA members and \$5.00 for non-members. Students are always free. We will be meeting the first Saturday in March at Venice Hospital in Venice, the first Saturday in Port Charlotte (looking for a larger meeting room) and the first Saturday in October at Lee Memorial Hospital in Fort Myers.

A recent seminar was held March 9, 2019 at Lee Memorial Hospital. We had a great turn out. This Officer appreciates all the help from members in the southern part of the chapter for obtaining the hospital meeting room and all the speakers. What great team work from members who were reached out too. Looking forward to seeing more of our members attend our Saturday Seminars as we move around the Chapter to reach out too all of our members.

37 This chapter looks forward host the Country Store. The chapter hopes to make Jim and
38 Pat Allen proud. Cannot forget Ginny Halligan, as she helped Pat for many years.
39 These are big shoes to fill.

40
41 This Officer would like to thank Loxie Kistler, CMA (AAMA) for all the E-Blasts to all 3
42 chapters on the west coast regarding meetings and seminars. Our chapter has been
43 able to help members from all three chapters obtain CEU's.

44
45 This Officer would like to thank Mary Lou Allison, CMA-A (AAMA) for all of her help with
46 the chapter website page.
47 The chapter will be changing its Facebook page. Right now it has the same photo as
48 this officer's private page. A note has been placed on the page already letting members
49 about the change so that when asked to join we have not been hacked.

50
51 This officer would like to thank the faithful chapter members for all their dedication and
52 hard work this year. It was a big team effort to obtain meeting rooms and speakers this
53 year.
54



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: March 12, 2019

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

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

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 2018-19 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 for members and \$10 for non-members. Our
14 meetings are open to all and certificates of attendance are available.

15 We have rotated the days of our monthly meetings and have been tracking what days of
16 the week have the highest attendance. We are also now tracking the number of
17 students, members, visitors from other counties, and non-members as well. Our
18 average attendance has been about 18 and increase from last year with a fixed day.
19 Our highest attendance has been 27. We will be tracking all of these topics to
20 accommodate the attendees needs the best we can.

21 We will also be holding about 2 meeting a year further south with and Earn and Earn
22 theme. We have found a venue at the Southern Pig and Cattle in Stuart where we can
23 have a private space, enjoy dinner, and be educated at the same time. Our first event
24 was scheduled for April 15, 2018. The theme was titled: Eat, Earn and Elect. This event
25 not only did we have an educational topic on Nutrition, but also held election for Chapter
26 Officers.

27 Since this time last year, the chapter has been able to offer our members **25.5** AAMA
28 CEUs-(last year we had 19.5). Our educational topics have been posted on the FSMA
29 Calendar via the Webmaster, emailed to members via Constant Contact, events were

shared on Facebook, and letters were mailed. Our topics have been informative and relative. Topics included:

- 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
- Breast Cancer- Oct. 2018
- Body in Nature- Nov. 2018
- Legal and Ethical Guidelines for the MA-Nov. 2018
- Patient Blood Management- Jan. 2019
- Cardiovascular Disease and Peripheral Artery Disease- Feb. 2019
- Gastrointestinal Disease and the Importance of Screenings- March 2019
- Technology in Healthcare: EPIC- April 2019
- Nutrition – April 2019
- Medical Marijuana and Narcan- Sept. 2019
- Patient Navigation- Oct. 2019
- Diagnostic Testing- Nov. 2019

We advertise our events through Constant Contact, on our Treasure Coast Chapter of Medical Assistants Facebook group and page, announce at our educational monthly meetings, on the FSMA website calendar and in our mailings. We are currently working on 2020 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 to provide our chapter with speakers and up to date topics. We have also reached out to other potential speakers and agencies for assistance in this area.

Our Chapter elections will take place on April 15 following our educational topic. Officer update will be discussed at the General Assembly.

During the year, we have worked with many different projects. Our chapter has participated in a few community service events. Attendees who attend our educational meetings are asked to donate non-perishable food to the IRSC Food Pantry and excess goes to the Treasure Coast Food Bank to feed the hungry. Most recently our Chapter participated in Relay for Life of St Lucie County. We raise over \$400 for the American Cancer Society- Thank you again to all who contributed.

We worked on the FSMA Adhoc Committee project to promote the Medical Assisting profession with letters to local employers, educators, and credentialed medical assistants. These letters also informed readers of the FSMA by-law changes that occurred in April 2018.

Our chapter officers also met several times to discuss the future of the chapter, the leadership, and how to make continuous improvements for our members.

71
72 On behalf of the Treasure Coast Chapter, we would like to thank those who support our
73 chapter during the year. We appreciate your time, support, understanding, mentorship,
74 and guidance in our success. We look forward to your continued support and new
75 opportunities.

76
77 All correspondences received were answered in a timely manner. There was open
78 communications between all parties.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

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)
Central Florida Chapter President

Re: Annual Central Florida Chapter Report April 2019

The Central Florida Chapter now services the following counties: Lake, Levy, Marion, Orange, Osceola, Seminole, Polk and Volusia counties.

2018 ended as follows:

*Saturday October 13, Mini Seminar at Florida Career College 989 N Semoran Blvd, Orlando, FL, 8:30 am to 1 pm, 4 CEUS, Topics included: Stop The Bleed (1.5), ICD 10 updates (1.5), and Jeopardy (1).

*Tuesday, October 16, 2018, Central Florida chapter meeting and 1 Free CEU, education from 6:30-7:30 pm with business meeting immediately to follow. CEU topic was Medicare, Medicaid and ACA Update.

*Wednesday, November 14, 2018, Central Florida chapter meeting. No speaker.

After discussion with member meeting attendees, the CFCMA is trying something new in 2019. Instead of meeting 6 times a year during the week with 2 mini seminars, the chapter will have 3 mini seminars (4 CEUS) that will take place on a Saturday. (January 26, 2019, March 16, 2019, and October 19, 2019.) The only two times we will meet during the week will be in the months of May and September on a Tuesday for business purposes in order to plan future events and happenings with the chapter. Three mini seminars at 4 CEUS would give our members 12 CEUS in a given year. The attendance in the past, at our Saturday mini seminars has generally been much better than the attendance during the work week. The chapter hopes to see a positive change in attendance with the way we are now structuring things.

39 Our mini seminar on 1/26/19 was held at VFW Post 4287 at 3500 S Goldenrod Road,
40 Orlando, FL 32822. We had 39 attendees!!! 4 CEUS were approved by AAMA. Topics
41 included: Brain Health (1 C), Common Foot and Ankle Problems (1C), Skin Care (1C)
42 and Jeopardy (1ACG)

43
44 Our next mini seminar will be on 3/16/19 at Rasmussen College at 4755 SW 46th Court
45 in Ocala, FL. 4 CEUS approved by AAMA. No charge for attendance for AAMA
46 members, \$5.00 charge for non members. Topics: Billing and Coding, Medical
47 Marijuana, and Jeopardy.

48
49 Our seminar in October (10/19/19) will be held at the new location of Grace Medical
50 Home. Speakers are being worked on for this seminar with further details as the date for
51 this mini seminar gets closer.

52
53 We want to thank Loxie Kistler, CMA (AAMA), FSMA Communications/Marketing chair
54 for sending out the eBlasts to keep our members informed of all chapter happenings.
55 Thank you to Mary Lou Allison, CMA-C, (AAMA), our Web Master, for posting all
56 updates to the FSMA website.

57
58 This Chapter President wants to personally thank Maria Wiegelmann, CMA (AAMA), for
59 being an integral part of keeping this chapter going with the endless work she does
60 getting speakers for our seminars and chapter communications as well as making sure
61 everything is handled in a timely manner. Thank you Maria!

62
63 We invite all members to follow the Central Florida Chapter of Medical Assistants
64 Facebook page for the latest updates and happenings with the chapter.
65
66
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71



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: April 26, 2019

To: Heidi Fortin, CMA (AAMA) Speaker of the General Assembly
Deniece Jozefiak, CMA (AAMA) Vice Speaker of the General Assembly

From: Kathryn Panagiotacos, CMA (AAMA)
President, Central Gulf Coast Chapter

Spring FSMA Annual Meeting

The Central Gulf Coast Chapter has had an active year. The loss of our devoted member Patricia Allen, CMA (AAMA) August 2018 and her husband Jim Allen November 2018, who were dedicated to the Ways & Means committee for many years will be sorely missed. Pat served in many areas of the AAMA through chapter and state involvement as an officer, chair or committee member. The Southwest chapter who is presenting the Ways & Means Committee is honoring their memory this 2019 Annual meeting.

The beginning of 2018 year this chapter met to discuss if Central Gulf Coast Chapter had interest along with enough members to continue meeting or discuss if there being no desire to dissolve the chapter. The members present made the choice to continue. Since that time the chapter has worked together to make changes to the times we meet. Change to less monthly meetings, added on a Mini Seminar and continue to provide CEUs with AAMA approval.

The Central Gulf Coast Chapter members have continued to keep our main focus on CEUs. Our Chapter has encouraged efforts to support our members, welcome potential new members. Plans are continuing to develop for our future chapter endeavors.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1

2

3 Date

4

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6 To:

7

8 From: MID GULF CHAPTER

9

10

11

12 NO REPORT SUBMITTED



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

To: Marsha Benedict, MSA CMA-A (AAMA)
FSMA President

From: Loxie Kistler, Ed.D. M.S. B.S.N. RN CMA (AAMA)
President North Florida Chapter of Medical Assistants

Re: Friday, April 26th 2019 FSMA Executive Council Meeting Report

Since November of 2018 this President completed the following activities:

Participated in and responded to all correspondence from North Florida members, the FSMA and AAMA.

Created and maintained a Facebook page for North Florida Chapter of Medical Assistants. Along with Tatiana Kordic, CMA (AAMA) created and maintained an Instagram account.

Revised the format of and distributed 2 editions of the North Florida Beacon newsletter via email and sent one to member via US mail.

Coordinated with Membership Chair Christine Giri and the AAMA regarding transferring AAMA members in the “panhandle” counties to North Florida. Communication was sent to members in the affected counties regarding the transfer of membership and welcoming them to North Florida.

North Florida will move to an online format with communications being via email, Constant Contact.

Monthly and as needed communications occurred with all North Florida current and previous members.

November, 2018 this Chapter Representative attended and participated in Keiser University Daytona Beach CAAHEP reaccreditation survey. A ten year accreditation was earned with no citations being issued.

Officers for the 2019 year communicated to the AAMA.

December 1st, 2018 a 3 CEU workshop was attended by North Florida members and non-members. Topics included a 2 CEU Health Knowledge Bowl A/G/C and a 1 CEU “Preventing Harassment in the Workplace” G were presented. Winners of the Health Knowledge Bowl were presented with a Certificate of Achievement, a trophy and medals. Their picture occurred in the Beacon newsletter and on Instagram.

December 1st, 2018 the North Florida Medical Assistants of the Year and Physician of the Year were recognized. The event was attended by representatives of Baptist Primary Care and Physician Group Services both of Jacksonville. The awardees received Certificates of Achievement and pictures were placed on Instagram and in the Beacon.

On February 23rd, 2019 attended Physician Group Services “Field Day” in Green Cover Springs for medical assistants representing over 60 offices. Displayed and shared information on the benefits of AAMA membership and the value of earning a credential.

A 1 CEU module titled “After Organ Transplantation: What Comes Next?” was made available online for AAMA North Florida members on March 1st, 2019. This online module is available for placement on the FSMA website through Constant Learning as needed.

Communication was sent to all previous and new North Florida members was distributed regarding updates to Constant Learning.

Communicated and offered assistance and guidance with Baptist Primary Care regarding obtaining credentialing for current medical assisting employees. Plans to conduct a review class in July 2019 in preparation for Baptist Primary Care employees to seek certification/registration as a medical assistant.

Assisted Baptist Primary Care in policy and procedure development to hire only credentialed medical assistants after July 1 of 2019.

Updated email lists with current AAMA members and developed an email list for previous North Florida members and Baptist Primary Care.

This officer sent personal welcome and congratulation email communications to new AAMA members and new CMA members when received from FSMA Membership Chair Christine Giri.

Sent North Florida updates to webmaster Mary Lou Allison.

It is a pleasure and honor to serve the medical assistants in the North Florida Chapter region.

Respectfully Submitted,

Loxie Kistler, Ed.D. M.S. B.S.N. RN CMA (AAMA)
President, North Florida Chapter

1 FLORIDA SOCIETY OF MEDICAL ASSISTANTS

2 BALLOT

3 2019 TO 2020

4 OFFICERS

5 VOTE FOR ONE IN EACH OFFICER POSITION BY PLACING AN "X" IN THE APPROPRIATE BOX

6 **PRESIDENT:**

7 Marsha Benedict CMA (AAMA) ()

8 _____ ()

10 **Vice President:**

11 _____ ()

12 _____ ()

14 **Secretary:**

15 Mary Morris CMA (AAMA) ()

16 _____ ()

18 **Treasurer:**

19 Mary Lou Allison CMA (AAMA) ()

20 _____ ()

22 **Speaker of the General Assembly:**

23 Deniece Jozefiak CMA (AAMA) ()

24 _____ ()

26 **Vice Speaker of the General Assembly:**

27 Tatiana Kordic CMA (AAMA) ()

28 Walter Nicholls CMA (AAMA) ()

29 _____ ()

FLORIDA SOCIETY OF MEDICAL ASSISTANTS
BALLOT
2019 TO 2020

Delegates and Alternates to the AAMA Conference

VOTE FOR UP TO 6 BY PLACING AN "X" IN THE APPROPRIATE BOX

Mary Lou Allison CMA (AAMA) ()

Marsha Benedict CMA (AAMA) ()

Deniece Jozefiak CMA (AAMA) ()

Loxie Kistler CMA (AAMA) ()

Mary Morris CMA (AAMA) ()

()

()

()

()



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: April 26, 2019

To: Heidi Fortin, CMA (AAMA) Speaker of General Assembly
Deniece Jozefiak, CMA (AAMA) Vice Speaker of General Assembly
FSMA Membership

Re: PROPOSED BYLAWS

PROPOSED BYLAW CHANGE #1

Current Wording:

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.

Proposed Wording:

ARTICLE IX - LIAISON BOARD

Section 1. The Liaison **Board**:

- A. Encourage physicians NP/PA MGMA and other professional medical groups to support the medical assistants' active involvement in the FSMA and their educational programs.
- B. Seek alliance with Florida Medical Professional Associations, for support the credentialing of medical assistants.

Rationale:

To increase participation in FSMA activities.

PROPOSED BYLAW #2

Formation of a Judicial Council:

Current Wording:

None

Proposed Wording:

Article XVII:

Judicial Council

- A. The Judicial Council shall consist of three Past Presidents of the FSMA whose membership is active.
 - 1. Annually, with approval of the Executive Council, the President shall appoint the most immediate Past President to serve for a term of three years. This member serves as Chair of the Judicial Council.
 - 2. No member shall serve more than two terms, but a member elected to serve an unexpired term shall not be regarded as having served a term unless serving three or more years.
- B. The judicial power of the FSMA shall be vested in the Judicial Council, whose decisions shall be final.
- C. The Council shall have jurisdiction in all questions involving:
 - 1. membership as provided in The Bylaws;
 - 2. controversies arising in the interpretation of these Bylaws;
 - 3. the Code of Ethics of the FSMA.
- D. The Judicial Council shall:
 - 1. meet or consult upon the call of the Chair; consultation by mail, phone or electronic means shall be permitted among the members of the Council provided the rights of the appellant are not prejudiced.
 - 2. submit an annual report to the General Assembly;

Rationale:

- 1. Incorporate a body of experienced past presidents to review and make recommendations to the Executive Council in matters of membership as provided in the Bylaws, controversies arising in the interpretation of the Bylaws and the Code of Ethics of the FSMA.

FSMA BUDGET 2019-2020

Description	ACTUAL	BUDGET
INCOME		
DUES	0	10000
TOTAL DUES	0	10000
SEMINARS		
FALL	0	2785
Ways & Means Income	0	0
EXHIBITOR	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 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 DEPOSIT EMBASSY SUITES	3780.44	0
Hotel Expense/FOOD	0	2500
Reg Supplies	0	150
Speaker Honorarium	0	500
Misc Expense	0	10
TOTAL Fall Seminar	3780.44	3410
TOTAL EXPENSES	3780.44	22580
TOTAL INCOME	0	22580