



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

EXECUTIVE COUNCIL MEETING

Live steam via zoom

UNITED WE BUILD A BETTER FUTURE

Date January 30, 2020

The Executive Council Meeting of the Florida Society of Medical Assistants will now come to order at ____ PM.

Will the secretary Debbie Morales, CMA (AAMA) please take roll? Absent; Mary Morris, past secretary will be taking notes.

ROLL CALL

President	Marsha L. Benedict, MSA, CMA-A (AAMA)
Vice President	Deniece Jozefiak, CMA, (AAMA)
Secretary	Debbie Morales, CMA(AAMA) ABSENT
Treasurer	Mary Lou Allison CMA-C(AAMA)
Speaker of the General Assembly	Judy Seymore, CMA (AAMA)
Vice Speaker of the G.A.	Linda Vitzum, CMA (AAMA)

CHAPTER REPRESENTATIVES

Brevard	Jeanette Tyler, CMA (AAMA)
Central Gulf Coast	Kathryn Panagiotacos, CMA (AAMA)
Central Florida	Mary Morris CMA (AAMA)
North Florida	Gayle Bell, CMA (AAMA)
Mid Gulf Coast	Jennifer Shepard, CMA (AAMA)
Southeast	Joyce Baldwin, CMA (AAMA)
Southwest	Deniece Jozefiak, CMA (AAMA)

51 **TREASURER REPORT**

52 Checking: Savings: Balance:

53 Treasurer _____ requests that all expenses be sent to her ASAP so that checks can be sent
54 out.

55 **OFFICER REPORTS**

56 President Marsha L. Benedict, MSA, CMA-A (AAMA)

57 Vice President Deniece Jozefiak, CMA (AAMA)

58 Secretary Debbie Morales, CMA(AAMA) Absent Mary Morris CMA
59 (AAMA)

60 Treasurer Mary Lou Allison CMA-C(AAMA)

61 Speaker of the General Assembly Judy Seymour, CMA (AAMA)

62 Vice Speaker of the G.A. Linda Vitzum CMA (AAMA)

63 Immediate Past President Judy Seymour, CMA (AAMA)

64 **CHAPTER REPRESENTATIVE REPORTS**

65 Brevard Jeanette Tyler, CMA (AAMA)

66 Central Gulf Coast Kathryn Panagiotacos, CMA (AAMA) No Report

67 Central Florida Mary Morris CMA (AAMA)

68 North Florida Gayle Bell CMA (AAMA)

69 Mid Gulf Coast Jennifer Shepard, CMA (AAMA) No Report

70 Southeast Joyce Baldwin, CMA (AAMA)

71 Southwest Deniece Jozefiak, CMA (AAMA)

72 Treasure Coast Kimberly Eline, CMA (AAMA) (VP)

73 **EXECUTIVE COMMITTEE REPORTS**

74 Budget & Finance Mary Lou Allison CMA-C (AAMA)

75 Bylaws/Policy & Procedures Mary Morris CMA (AAMA)

76 Education Nicole Sirry CMA (AAMA)

77 Marketing/Community Outreach Linda Vitzum CMA (AAMA)
78 Web Master, Social Media Mary Lou Allision, -C (AAMA)
79 Meeting Coordinator Marsha Benedict CMA (AAMA)
80 Membership/Certification Christine Giri CMA (AAMA)
81 Nominating Judy Seymour, CMA (AAMA)

82 **CORRESPONDENCE**

83 No Donation to Maxine Williams Scholarship and/or Ivey Reade Surveyors Workshop this year due to
84 the FSMA dues that were set aside for 2021 as a gift to our members. Also, FSMA purchase of Zoom and
85 conducting free CEU sessions for all FSMA Members.

86 Reminder that AAMA sent out forms for anyone wishing to be a AAMA trustee or run for a AAMA
87 office. Email was sent to the executive committee to disseminate to their chapters.

88 Selection of AAMA Representative for 2021 AAMA Annual Conference, was selected via an email vote
89 majority vote. #1 Monica Case; #2 Deborah Novak, #3 Patty Licurs.

90 **UNFINISHED BUSINESS**

91
92 **Mary Morris, CMA (AAMA) By Law Chair regarding bylaw change at General Assembly.** A Bylaw
93 change from 2020 was denied due to an error in wording, therefore the Speaker referred the motion
94 back for 2021 General Assembly.

95 Proposed change in bylaw regarding Vice President succeeding to President.

96
97 **Article VI – EXECUTIVE COUNCIL AND THEIR QUALIFICATIONS**
98

99 Current wording:

100 Section 5. The Vice President shall automatically succeed to the office of President at the end of
101 the term as Vice President.

102
103 Suggested wording:

104 Section 5. The Vice President may automatically succeed to the office of President at the end of
105 the term as Vice President.

106
107 Rationale: Executive office positions are difficult to fill and many members do not want to
108 commit to two years of service.

109
110 **NEW BUSINESS**

111 **Judy Seymour CMA (AAMA) Nominating Committee Needed.** Consent to Serve Forms are found on
112 the Website under Documents. Consider volunteering for a committee , executive office or AAMA

Delegate 2021 Houston, Texas. Fill out a form sent to Judy Seymour judymseymour@gmail.com. To be considered for any of these positions, your dues must have been paid by December 31, 2020.

Consideration of changing FSMA to a **Bi-level organization**. We currently only have three (4) chapters that have been active. They could still meet if they wanted to see each other in person. The only chapters that are active are Brevard, Central, South West and Treasure before Covid. Currently the other chapters have officers, do not meet (South East, Gulf Coast), or other chapters that do not have officers (Mid Gulf President Resigned); (North Florida, Gayle sitting in as Rep) and (Treasure Coast chapter president resigned Kimberly Eline VP). The virtual sessions have brought more members than any of our face-to-face meetings.

We could go back to three (3) State meetings per year. Another item to consider if we remain virtual.

Bylaws Chair Mary Morris CMA (AAMA) and her committee member Maria Wiegmann, CMA (AAMA) will prepare all information necessary for the Chair of the General Assembly.

Decision will need to be made soon regarding holding the **FSMA Annual 2021 Conference** April 16-18. 2021 Holiday Inn Resort; 13351 State Road 535; Orlando FL 32821. 407-387-7729 ; Or conduct virtually.

ANNOUNCEMENTS

Recertification by Continuing Education Time Limit. Effective January 1, 2020, an individual whose credential has been expired for more than three months forfeits the right to reactivate the credential by continuing education and must sit for the CMA (AAMA) Certification/Recertification Examination.

FSMA Conference April 16-18. 2021 Holiday Inn Resort; 13351 State Road 535; Orlando FL 32821. 407-387-7729.

FSMA Annual Conference planned for 2022 April 29-May 1, 2022 at Holiday Inn Resort; 13351 State Road 535; Orlando FL 32821. 407-387-7729.

The 2021 Annual Conference will be held at the Westin Galleria Houston in Houston Texas, on September 24-27, 2021.

The FSMA minutes will be placed on the FSMA website and sent via Constant Contact for all to review.

Further announcements???

There being no further business to be brought before the FSMA Pre GA Executive Council, this meeting is now adjourned (at _____ PM by _____)



Florida Society of Medical Assistants, Inc.

January 30, 2021

To: Executive Board of FSMA

From: Marsha L. Benedict CMA-A (AAMA)

May 2020 through December 2020

Responded to many online requests for information regarding certification, membership, CEU's and MA right to practice in Florida.

Completed forms to AAMA with list of FSMA Florida Officers.

Confirmed job descriptions with the new board members. Sent correspondence to Dr. Schillinger and Dr. Foy FSMA Liaison Board.

Shared all AAMA board of trustees meeting highlights with the FSMA executive board.

Requested all Chapter Presidents as an introduction to send:
Chapter name, Picture of Chapter President (Jpeg) with contact information; list of officers; meeting dates and locations to Mary Lou Allison CMA-C (AAMA) for a CC to be sent to individual chapter and posted on the FSMA web site.

Attended Advisory meeting July 9, 2020 with La Cher Edwards GCPH, BS, RMA | MA Program Coordinator Rasmussen College-Fort Myers.

Continued to work with the AAMA CEB and FSMA Adhoc Committee confirming speakers and gathering information for the AAMA Annual Conference in Orlando September 11-14, 2020.

AAMA Annual Conference in Orlando September 11-14, 2020 was cancelled. At that time 2019 Delegates were asked to vote online to allow AAMA current officers and executive board remain the same. Amendment was passed.

Cancelled Hotel for LEAP portion of AAMA Annual Conference.

Corresponded with the confirmed speakers for the AAMA Annual Conference whether they would be willing to do their presentation via zoom or other streaming method. Most agreed they would do so.

43 Had several phone conferences with Trustee Wickman and President Deb Houston regarding
44 AAMA sponsoring CEU sessions using the approved AAMA Conference Speakers virtually.
45 Several phone calls and emails have been sent to trustee Wickman without a response.
46

47 Eastern Florida State University approved use of their campus in Coco for the January 2021
48 Conference. A Hotel in the area was reserved, but due to the virus FSMA executive board
49 voted to cancel face-to-face conference and changed to a virtual meeting
50

51 Emails were sent requesting a volunteer to be added to the executive board as Education
52 Chair. Nicole Sirry, CMA(AAMA), HCAB, MBA graciously accepted the position along with
53 Maria Wiegmann, CMA (AAMA) helping with reporting CEU's to AAMA.
54

55 Two free virtual CEU sessions have been held in the past two months through FSMA
56 Education Committee.
57

58 Constant Contact has been continued with Linda Vitzum CMA (AAMA) sending numerous
59 blasts for FSMA and Chapters. Mary Lou Allison CMA-C (AAMA) has volunteered along with
60 her webmaster position to keep all the emails up to date and develop the Constant Contact
61 format for all Free CEU's and CEU sessions for the Chapters.
62

63 Shared all correspondence from AAMA with the FSMA Board of Directors throughout the
64 year.
65

66 Attended AAMA Leadership Development Strategy team, a virtual meeting, with the
67 Leadership Team and the BOT on May 30, 2020.
68

69 FSMA poll of executive board approved to waive FSMA dues for 2021.
70

71 FSMA poll was conducted regarding entering EXCEL award. Nothing was entered this year.
72

73 October,2020 Spoke with AAMA Executive Director regarding Cleveland Clinic in Martin
74 County realigning the description of a medical assistant.
75

76 Request for AAMA Representative was sent to AAMA; Monica Case, CMA (AAMA) was once
77 again selected by FSMA Executive Board.
78

79 Thank you goes out to all Board of Directors, members of FSMA that has made this year a
80

81 UNITED WE BUILD A BETTER FUTURE.
82
83
84
85
86
87
88
89
90

91
92
93
94
95
96
97
98
99
100



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: December 19, 2020

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

Executive Board

From: Deniece Jozefiak, CMA (AAMA)
FSMA Vice President

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

This officer is looking forward to the upcoming FSMA seminar via Zoom Jan. 27, 2021.

Hope everyone is staying safe and healthy.

This officer will be attending the AAMA Zoom meeting 12/27/2020 for the AAMA Awards Ceremony.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: January 30, 2021

To: Marsha Benedict CMA (AAMA)
President
Executive Board

From: FSMA Secretary'
Debra Morales

All correspondence has been answered in a timely manner.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 12.20.2020

2
3
4 To: Marsha Benedict, CMA-A(AAMA), President
5 FSMA Executive Council

6
7 From: Mary Lou Allison, CMA-C(AAMA), Treasurer

8
9 Re: January Zoom Meeting Report

10
11
12 Due to the worldwide Covid 19 Pandemic FSMA Executive Council made the decision
13 to defer membership dues for FSMA Members.

14 We also set about to offer Free CEU opportunities to Members by investing in a ZOOM
15 Pro Membership which this officer set up for the Education Chair and Executive Council
16 so we could provide these services to our membership.

17 All financial data is in order. The FSMA bank accounts are at Bank of America, bank
18 statements have been digitally saved.

19 All banking is done online at the BOA Website.

20 The FSMA President has always been provided with the Bank Login information.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: January 30, 2021

To: Marsha Benedict, CMA-C, (AAMA) FSMA President
Executive Council Members
Physician Liaison

From: Judy Seymour, CMA (AAMA)
Speaker of the General Assembly

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

This officer is prepared to serve as Speaker of the General Assembly should this society hold the annual meeting in person or remotely.

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

Judy Seymour, CMA (AAMA)
FSMA Speaker of the General Assembly



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

9 Date: January 30, 2021

10
11 To: Marsha Benedict, CMA-C (AAMA), FSMA President
12 Executive Council Members
13 Physician Liaison
14

15 From: Linda Vitzum, CMA (AAMA)
16 FSMA Vice Speaker
17

18 This officer has been available to assist FSMA Executive Council and FSMA members when
19 needed. All correspondence has been answered in a timely fashion.
20

21 Thank you for the opportunity to serve the Florida Society of Medical Assistants.
22
23



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: January 30, 2021

To: Marsha Benedict, CMA-C (AAMA), FSMA President
Executive Council Members
Physician Liaison

From: Judy Seymour, CMA (AAMA)
FSMA Immediate Past President

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

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

Judy Seymour, CMA (AAMA)
FSMA Immediate Past President



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

December 20, 2020

To: Marsha Benedict, CMA-A, (AAMA), FSMA President
FSMA Executive Board
Chapter Representatives
Committee Chairs
Physician Liaison Board

From: Mary Morris, CMA (AAMA)
Bylaws/Policy and Procedure Chair

Re: Bylaws/Policy and Procedure Winter Report for 1/30/2021

A big thank you to the previous bylaws chair, Heidi Fortin, CMA (AAMA), President Marsha Benedict, CMA –A, (AAMA) and Mary Lou Allison, CMA-C, (AAMA) for taking the time to update all chapter bylaws for 2018-2019 and posting them on the FSMA website. You will find each chapter's bylaws under their respective chapter page. The FSMA policy and procedure manual has been updated as well, but I encourage all committee chairs, chapter representatives, and executive counsel to look over your job duties in the manual and bring to my attention anything you see that may need updating or changing.

****This officer would ask that all chapters please send me your most updated chapter bylaws so that I can have them on file with my records as your current bylaws chair. ****

The cancellation of the Annual FSMA meeting and General Assembly in April 2020 due to COVID concerns resulted in electronic voting to take place from 3/23/20 to 3/30/20 with the results below:

Proposed Wording: 196 Article XVII: 197 Judicial Council

A. The Judicial Council shall consist of three Past President 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.

2. No member shall serve more than two terms, but a member appointed 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 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 members of the Council provided the rights of the appellant are not prejudiced.
2. Submit an annual report to the General Assembly.

Rationale: Incorporate a body of experienced past Presidents as a resource for the executive board in reviewing matters or controversies arising related in the interpretation among the executive board members as provided in the Bylaws and Code of Ethics of the FSMA. **THIS PROPOSED BYLAW WAS ADOPTED**

Article V- Officers.

Proposed Bylaw change: ARTICLE V-OFFICERS SECTION 1. THE ELECTED OFFICERS OF THIS CHAPTER SHALL BE:

- A. PRESIDENT, PRESIDENT-ELECT, SECRETARY, TREASURER AND IMMEDIATE PAST PRESIDENT.
- B. PROPOSED CHANGE PRESIDENT-ELECT TO VICE PRESIDENT**
- C. RATIONALE TO BE IN BALANCE WITH FSMA SECTION XII DUTIES OF OFFICERS
- D. DUTIES OF THE PRESIDENT ELECT (**CHANGE TO VICE PRESIDENT**) 1. TO ASSIST THE PRESIDENT WITH THEIR DUTIES THROUGHOUT THE YEAR, SHALL ASSUME DUTIES OF THE PRESIDENT IN THE ABSENCE OF THE PRESIDENT. SHALL ASSUME THE OFFICE OF THE PRESIDENT AT THE CLOSE OF THE INSTALLATION BANQUET.
- E. PROPOSED CHANGE: MAY ASSUME THE OFFICE OF PRESIDENT AT THE CLOSE OF YEAR.** RATIONAL: THERE ARE TIMES WHEN THE PERSON IS NOT READY TO MOVE UP OR

CANNOT FOR PERSONAL REASONS. THIS LEAVES IN PLACE THE PRESIDENT TO CONTINUE WITH THE DUTIES OF THE FSMA. ANOTHER MEMBER MAY ALSO RUN FOR THE POSITION IF THEY WISH.

THIS PROPOSED BYLAW CHANGE WAS ADOPTED, BUT WILL NOT GO THROUGH EVEN THOUGH ADOPTED. THE WORDING IN THIS BYLAW CHANGE IS FOR CHAPTER BYLAWS. Deniece Jozefiak, CMA (AAMA), FSMA Speaker of the General Assembly spoke with Executive Counsel and AAMA Donald Balasa, JD, MBA. IT WAS DECIDED TO MAKE THIS PROPOSED BYLAW CHANGE NULL AND VOID. THE CORRECT CHANGE WILL BE BROUGHT UP AT THE NEXT GENERAL ASSEMBLY.

This committee chair appreciates the opportunity to serve the Florida Society of Medical Assistants for 2020-2021.

FSMA BUDGET 2020-2021

Description	ACTUAL	BUDGET
INCOME	0	
DUES AAMA 2021 DEFERRED BY EXECUTIVE COUNCIL	0	10000
	0	
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	0
TOTAL ANNUAL MEETING	0	9245
FUND TRANSFER FOR SPECIAL PROJECTS		
AAMA LEAP INCOME (\$300.00 REFUNDED BY HOTEL)	0	0
AAMA LEAP HOTEL DEPOSIT (1500.00 REFUNDED BY AAMA)	0	0
	0	0
TOTAL SPECIAL PROJECTS	0	0
TOTAL INCOME	0	22030
EXPENSES		
AAMA ANNUAL MEETING		
Flowers		0
NATIONAL DEL/ALT	0	5000
Photo	0	0

TOTAL AAMA ANNUAL MEETING	0	5000
---------------------------	---	------

SCHOLARSHIPS

MAXINE WILLIAMS	0	100
-----------------	---	-----

FSMA	0	0
------	---	---

TOTAL SCHOLARSHIPS	0	100
--------------------	---	-----

SPECIAL PROJECTS

AAMA LEAP EXPENSES	300	0
--------------------	-----	---

ZOOM MEETING EXPENSES	183	0
-----------------------	-----	---

	0	0
--	---	---

TOTAL SPECIAL PROJECTS	483	0
------------------------	-----	---

PRESIDENT

Travel	0	125
--------	---	-----

Misc Expense	0	25
--------------	---	----

TOTAL PRESIDENT	0	150
-----------------	---	-----

PRES-ELECT

Presidents Gift	0	50
-----------------	---	----

Packets	0	25
---------	---	----

Misc Expense	0	0
--------------	---	---

TOTAL PRES-ELECT	0	75
------------------	---	----

SECRETARY

Misc Expense	0	10
--------------	---	----

TOTAL SECRETARY	0	10
-----------------	---	----

TREASURER & PIN

Bond	122	125
------	-----	-----

Pres. Pin Expense	0	0
-------------------	---	---

TOTAL TREASURER	122	125
-----------------	-----	-----

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	10
AWARDS	0	0
Misc Expense	0	0
TOTAL CERTIFICATION & MEMBERSHIP	0	10
Communications		
Constant Contact	520	780
Website	119.4	125
Misc Expense Domain Name 5 yrs	92.48	100
SURVEY MONKEY		350
TOTAL Communications	731.9	1355
CONTINUING EDUCATION		
	0	0
Misc Expense		
TOTAL CONTINUING EDUCATION	0	0
EDUCATOR ASSEMBLY		
Misc Expense	0	10
TOTAL EDUCATOR ASSEMBLY	0	10
MARKETING & COMMUNITY OUTREACH		
Communication	0	100
Marketing	0	100
Misc Expense	0	0

TOTAL MARKETING	0	200
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 MADE 06.15.2020 (\$250.00 REFUNDED)	0	0
HOTEL DEPOSIT MADE 06.15.2020 FOR 2022 (\$250.00 REFUNDED)	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	1500
Misc Expense	0	0
TOTAL Annual Meeting Expenses	0	10000
Fall Seminar		
AV	0	250
Hotel Expense	0	3000
Reg Supplies	0	150
Speaker Honorarium	0	500
Misc Expense	0	10
TOTAL Fall Seminar	0	3910
TOTAL EXPENSES	605	20995
TOTAL INCOME	0	



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: January 30, 2021

To: Marsha Benedict, CMA-C (AAMA), FSMA President
Executive Council Members
Physician Liaison

From: Linda Vitzum, CMA (AAMA)
FSMA Communication and Marketing

This officer responded to emails in a timely manner and sent out Eblasts for state and local meetings throughout the state. Due to the pandemic, most of the meetings were done via Zoom or Webex and allowed people who would not normally attend due to distance the chance to attend meetings.

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



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 Date: January 30, 2020

2

3

4 To: Marsha Benedict, CMA-A(AAMA)

5 FSMA President

6 FSMA Executive Board

7

8 From: Nicole Sirry, CMA(AAMA), HCAB, MBA

9 Education Chair

10 The Education Chair joined office in 2020. The new goal considering the
11 limitations on in-person meetings to offer a free CEU monthly
12 supported by FSMA for FSMA members.

13

15 The Education Chair has submitted request for CEUs, and approval was
obtained.

16 To date, the Education Chair has scheduled and executed free CEU events
17 November 21, 2020; Immunizations 1 CEU (ACG) and December 19, 2020, De-
Escalation Techniques 1 CEU (G) both of which attendance reports were
18 provided for awarded CEUs submitted to the AAMA. The future proposed dates
19 for FSMA Free CEUs include February 27, 2021; March 27, 2021; and April 24,
20 2021.

21

22 The Education Chair assisted with developing the agenda for the FSMA
Conference scheduled for January 30, 2021. The Education Chair coordinated
with the guest speakers, provided Zoom access/host information, and finalized
attendance for 22 CEUs.

23

24 Thank you for the opportunity to serve as Education Chair for FSMA.



Florida Society of Medical Assistants, Inc.

To: Executive Board

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

2021 January 30 replaces our Fall conference since our Fall date would have been so close to the 2020 AAMA Conference. The Hotel and Eastern Florida State University site was cancelled due to the virus. The event is schedule virtually. Nicole Sirry, CMA(AAMA), HCAB, MBA has scheduled speakers and zoom virtual sessions.

2021 and 2022 Annual Conference will be held at the Holiday Inn Resort; Orlando FL 32821; 13351 State Road 535. April 16-18, 2021 and April 29-May 1, 2022. A decision will be made in the next few months regarding changing to virtual.

United we make a great team.

It has been another good year for FSMA networking. We should all be proud of the accomplishments of FSMA and our chapters that have held FSMA together during this pandemic with free virtual CEU sessions. The topics for Education are always interesting knowing there is always "something" to . Send your ideas to Nicole if you have topics or speakers.

Thank you to Mary Lou Allison CMA-C (AAMA) and Linda Vitzum CMA (AAMA) for developing all the Constant Contact emails and Mary Lou CMA-C (AAMA) 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: Marsha Benedict, CMA-A, CMA (AAMA), MSA
FSMA President

Executive Board

FROM: Christine Petsalis, CMA (AAMA)
Certification/Membership

RE: Membership / Certification

DATE: December 2020

Total Membership: 1293

Active: 967

Associate: 168

Affiliate: 20

Student: 133

Sustaining: 5

22% Decrease in student membership

Chapter Membership	<u>2020</u>	<u>2019</u>
Brevard	98	82
Central Florida	360	370
Central Gulf coast	161	157
Mid Gulf	81	67
North Florida	169	165
Southeast	181	186
Southwest	146	133
Treasure Coast	97	103

	<u>2020</u>	<u>2019</u>
New CMAs	69	95
Recertified	—	265
New Members	110	190



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: January 30, 2021

To: Marsha Benedict, CMA-C, (AAMA) FSMA President
Executive Council Members
Physician Liaison

From: Judy Seymour, CMA (AAMA)
Nominating Chair

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

This chairperson has requested an e-blast be sent to members asking for volunteers to run for elected offices within this society to serve for the 2021-2022 year. This chairperson will also send an email to chapter presidents asking for their assistance in reaching out to members asking for volunteers to fill the elected positions for the 2021-2022 year.

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

Judy Seymour, CMA (AAMA)
FSMA Nominating Chair



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: December 19, 2020

To: Marsha Benedict, CMA-A (AAMA)
President, Florida Society of Medical Assistants

From: Jeanette Tyler, CMA (AAMA)
President, Brevard County Chapter of Medical Assistants

RE: Report for 2020

Despite the strange events of 2020, the Brevard County Chapter of Medical Assistants has had a successful year. Highlights include:

--Discussions of forming a partnership with Health First (the largest IDN in Brevard County) had begun. Originally, the plans were to hold our CEU seminars in person at Health First's Education facility, with Health First hosting us at no cost in exchange for recruitment opportunities. When the COVID-19 pandemic hit, discussions of in-person seminars were on hold; however, Health First has graciously allowed us to host a virtual CEU event using their WebEx platform. Once the pandemic improves and in-person seminars can resume, we hope to continue these discussions with Health First.

--Hosted our first virtual CEU event using the WebEx platform. Two topics were presented: Hospice Basics and Prior Authorizations 101. A total of 48 participants from all over Florida (and a few from other states as well) received 2 CEUs total.

--Our executive board met on December 10th and decided to try a monthly CEU format. Due to other chapters (as well as the FSMA) offering CEU events on Saturdays, we have decided to host our monthly events on a Wednesday evening. Future dates for our CEU events as of this writing are January 20th, February 17th, March 10th and April 14th. Topics and speakers will be announced as they are confirmed.

--Our chapter's Facebook group continues to grow, with 219 members currently. The mission of the group is to communicate chapter news, announce CEU opportunities, share information relevant to our profession, and network with other medical assistants

for job opportunities. Members of our group are from all certifying bodies, including
RMAs from the AMT and CCMAs from the NHA.

It is a pleasure serving the medical assistants of Brevard County.

Respectfully submitted,

Jeanette Tyler, CMA (AAMA)



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

December 20, 2020

To: Marsha Benedict, CMA-A, (AAMA), FSMA President
FSMA Executive Counsel
Chapter Representatives
Committee Chairs
Physician Liaison Board

From: Mary Morris, CMA (AAMA)
Central Florida Chapter President

Re: Central Florida Chapter Winter Conference Report for 1/30/2021

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

Before COVID brought things to a stand still in March 2020, the chapter had a seminar on Saturday January 18, 2020 that was held at VFW Post in Orlando (3500 South Goldenrod Road) from 8:30 am to 1:30 pm with a short business meeting that followed the seminar. Topics included: Domestic Violence 101 Training, Alzheimer's disease and Dementia, and Jeopardy. 4 CEUS were approved by AAMA. We had 22 attendees.

The Saturday mini seminars were proving to be successful with 39 attendees at our January 2019 seminar, 15 attendees March 2019, 25 in October 2019 and as stated above 22 in January of 2020. Due to COVID, our mini seminars that were scheduled for March 28, 2020 at Rasmussen College in Ocala and October 17, 2020 at the VFW in Orlando were cancelled. It remains to be seen at this point when we will be able to pick back up with in person CEUS/business meetings.

Our chapter members most definitely have the opportunity to earn CEUS during this pandemic thanks to zoom and other platforms that are out there. Thank you to the Southwest and Brevard chapters for offering CEUS during this pandemic. Chapter members can visit the AAMA website for additional CEUS being offered by other states as well.

This chapter President encourages anyone who has speaker contacts to let our education chair, Nicole Sirry, CMA (AAMA) know so that FSMA can continue to offer our members CEUS via zoom. Nicole's contact information is

nicole.sirry@gmail.com or 321-482-6050. Education co chair is Maria Wiegelmann, CMA (AAMA). Her contact information is m.wiegelmann@aol.com or 321-525-1751. A special thanks to you both for bringing us education during these most challenging time that we are in.

Due to COVID, our election of officers for 2020-2021 did not happen in May, so our officers will remain the same for another year.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 FLORIDA SOCIETY OF MEDICAL ASSISTANTS

2 TO:

3 FSMA Executive Board

4
5 Marsha Benedict MSA, CMA-A (AAMA),
6 FSMA President

7
8 FROM:

9 Gayle Bell, CMA (AAMA)
10 North Florida Chapter President, Treasurer

11
12 RE:

13 North Florida Chapter Report

14
15 Date: December 30, 2020

16
17 The North Florida Chapter consists of Alachua, Baker, Bay, Bradford, Clay, Calhoun,
18 Columbia, Dixie, Duval, Escambia, Flagler, Franklin, Gadsden, Gilchrist, Gulf, Hamilton,
19 Holmes, Jackson, Jefferson, Lafayette, Leon, Liberty, Madison, Nassau, Okaloosa,
20 Putnam, Santa Rosa, St. Johns, Suwannee, Taylor, Union, Wakulla, Walton and
21 Washington counties.

22
23 All Correspondence have been answered. No Meetings have been held due to Covid.
24 I am currently only chapter officer at this time.

25
26



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

12-20-2021

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

From: Joyce Baldwin, CMA (AAMA), President

Re: January 2021 ZOOM Meeting Southeast Chapter Report

The Southeast Chapter has kept our membership informed via Facebook with updates on CEU and Dues and information that was available during the Covid 19 Pandemic.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 Date: December 19, 2020

2
3
4 To: Marsha Benedict, CMA-A (AAMA)
5 FSMA President
6
7 Executive Board

8
9 From: Deniece Jozefiak, CMA (AAMA)
10 South West Chapter of Medical Assistants President
11

12
13 The South West Chapter of Medical Assistants started doing free Zoom CEU monthly
14 meetings in September. It has been a great learning experience. The chapter started
15 with just the West Coast members and then opened them up to all FSMA members.
16 Currently, we have 50-80 members each month. The chapter even has meet AAMA
17 members from other states that have attend the past 4 meetings.

18
19 The chapter felt this was a good way to get members needed CEU's and stay
20 connected. It has been great meeting other members and chatting after the speaker is
21 done to catch up other FSMA and chapter friends.

22
23 This officer thanks all members who have helped obtained speakers so far. It is great to
24 have a great team to work with.

25
26
27 This Officer would like to thank Mary Lou Allison, CMA-A (AAMA) and Linda Vitzhum,
28 CMA (AAMA) for all their help with the chapter website page and sending out Zoom
29 meeting notices.

30
31 The chapter continues to use its Facebook page.

32
33 The Chapter will hold a Zoom Board meeting after the March speaker.

34
35 This officer would like to thank the faithful chapter members for all their dedication and
36 hard work this year. Looking forward to the time we can meet in person again.

37
38 Stay safe and healthy.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: December 1, 2020

To: President Marsha Benedict, CMA(AAMA)
RE: Treasure Coast Chapter Report

From: Treasure Coast Chapter

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

Our 2020 meetings are combined with our free continued educational topics and are held between January-April and September-November and we traditionally would meet at least monthly however, due to COVID 19, all of our meetings have been cancelled.

We had planned our meeting for elections to be on April 1, 2020 at the IRSC Campus but due to COVID 19 it was decided that the current chapter appointees would maintain existing positions until regular meetings could be established.

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.

FSMA BUDGET 2021-2022

Description	ACTUAL	BUDGET
INCOME		
DUES	0	9000
TOTAL DUES	0	9000
SEMINARS		
FALL	0	2500
Ways & Means Income	0	0
TOTAL SEMINARS	0	2500
ANNUAL MEETING		
Registration Income	0	9000
Ways & Means Income	0	0
TOTAL ANNUAL MEETING	0	9000
FUND TRANSFER FOR SPECIAL PROJECTS		
	0	0
	0	0
	0	0
TOTAL SPECIAL PROJECTS	0	0
TOTAL INCOME	0	20500
EXPENSES		
AAMA ANNUAL MEETING		
Flowers	0	0
NATIONAL DEL/ALT	0	5000
Photo	0	0

TOTAL AAMA ANNUAL MEETING	0	5000
---------------------------	---	------

SCHOLARSHIPS

MAXINE WILLIAMS	0	100
-----------------	---	-----

FSMA	0	0
------	---	---

TOTAL SCHOLARSHIPS	0	100
--------------------	---	-----

SPECIAL PROJECTS

	0	0
--	---	---

	0	0
--	---	---

	0	0
--	---	---

TOTAL SPECIAL PROJECTS	0	0
------------------------	---	---

PRESIDENT

Travel	0	125
--------	---	-----

Misc Expense	0	25
--------------	---	----

TOTAL PRESIDENT	0	0
-----------------	---	---

PRES-ELECT

Presidents Gift	0	50
-----------------	---	----

Packets	0	25
---------	---	----

Misc Expense	0	0
--------------	---	---

TOTAL PRES-ELECT	0	75
------------------	---	----

SECRETARY

Misc Expense	0	10
--------------	---	----

TOTAL SECRETARY	0	10
-----------------	---	----

TREASURER & PIN

Bond	0	125
------	---	-----

Pres. Pin Expense	0	190
-------------------	---	-----

TOTAL TREASURER	0	315
-----------------	---	-----

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	10
AWARDS	0	0
Misc Expense	0	0
TOTAL CERTIFICATION & MEMBERSHIP	0	10
Communications		
Constant Contact	0	800
Website	0	125
Misc Expense	0	0
SURVEY MONKEY	0	350
TOTAL Communications	0	1275
CONTINUING EDUCATION		
ZOOM MEETINGS	0	200
Misc Expense	0	
TOTAL CONTINUING EDUCATION	0	200
EDUCATOR ASSEMBLY		
Misc Expense	0	10
TOTAL EDUCATOR ASSEMBLY	0	10
MARKETING & COMMUNITY OUTREACH		
Communication	0	100
Marketing	0	100
Misc Expense	0	0

TOTAL MARKETING	0	200
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 MADE 06-15-2020	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	1500
Misc Expense	0	0
TOTAL Annual Meeting Expenses	0	10000
Fall Seminar		
AV	0	250
Hotel Expense		3000
Reg Supplies	0	150
Speaker Honorarium	0	500
Misc Expense	0	10
TOTAL Fall Seminar	0	3910
TOTAL EXPENSES	0	21155
TOTAL INCOME	0	