Florida Society of Medical Assistants, Inc.

November 5, 2016

To: Maria Wiegelmann, CMA (AAMA)
Executive Council Members

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

Arrangements were negotiated with the Courtyard by Marriott 3436 N Atlantic Ave, Cocoa Beach, Fl for April 29-May 1, 2016 Annual FSMA Conference. The negotiated cost for a single/double room was $129.00; guarantee of 15 rooms. The fee for the education room was $150.00 which would include the AV equipment. The site is was on the beach. Our annual meeting was held at this site two years ago. The site offers reasonable room rates without AV charges. The conference was very successful and all had a great time with a lot of great education.

Arrangements were made at the Holiday Inn-Lakewood Ranch, 6231 Lake Osprey Dr; Sarasota, Fl ; 941-782-4400 for November 5, 2016. Deadline for registration was October 14, 2016. Room rates were negotiated at a rate of $107.00 for a single/double. Guarantee of 25 rooms. Thank you to

Arrangements were negotiated for the Annual Conference May 5, 2017-May 6, 2017 at the Hilton Garden Inn Orlando at SeaWorld; 6850 Westwood Blvd.; Orlando, Fl 32821; 407-354-1500. The room rate will be $150.00.

FSMA board of directors asked this chair to develop a proposed agenda for the FSMA Annual Conference 2017. Newly developed agenda will be considered by the FSMA board of Directors at the Fall 2017 conference.

This chair would like to recommend that the FSMA Board of Directors give this chair direction regarding Fall 2018 conference. Hotel arrangements need to be made soon.

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 Ruth Lapio, retiring Registration Chair that prepared the registration forms, packets and greeted all the members and guests on their arrival at the annual conference. Thank you to Linda Evans CMA (AAMA) for preparing the registration packets and handling registration for the

Fall conference . Thank you to Maria and Ruth for visiting some of the hotels. Thank you to all who worked diligently to provide excellent education.