

**FLORIDA SOCIETY OF MEDICAL ASSISTANTS
PRE EXECUTIVE COUNCIL MEETING MINUTES
LIVE VIA ZOOM
APRIL 29, 2022
TOGETHER WE ARE STRONGER**

The Executive Council meeting of the Florida Society of Medical Assistants was called to order at 7:21 PM, by President Deniece Jozefiak, CMA (AAMA). The roll was called by Mary Morris, CMA (AAMA), Secretary. Approximately 17 meeting attendees.

ROLL CALL

| | | |
|--------------------------|------------------------------------|---------|
| President | Deniece Jozefiak, CMA (AAMA) | Present |
| Vice President | Vacant | |
| Secretary | Mary Morris, CMA (AAMA) | Present |
| Treasurer | Mary Lou Allison, CMA-C (AAMA) | Present |
| Speaker GA | Judy Seymour, CMA (AAMA) | Present |
| Vice Speaker GA | Linda Vitzthum, CMA (AAMA) | Present |
| Immediate Past President | Marsha Benedict, MSA, CMA-A (AAMA) | Present |

CHAPTER REPRESENTATIVES

| | | |
|--------------------|----------------------------------|---------|
| Brevard | Jeanette Tyler, CMA (AAMA) | Present |
| Central Gulf Coast | Kathryn Panagiotacos, CMA (AAMA) | Present |
| Central Florida | Mary Morris, CMA (AAMA) | Present |
| Mid-Gulf | Jennifer Shepard, CMA (AAMA) | Present |
| Southeast | Joyce Baldwin, CMA (AAMA) | Present |
| Southwest | Deniece Jozefiak, CMA (AAMA) | Present |
| Treasure Coast | Zooshan Plummer, CMA (AAMA) | Present |

COMMITTEE CHAIRS

| | | |
|--------------------------|-------------------------------------|---------|
| Budget/Finance | Mary Lou Allison, CMA-C, (AAMA) | Present |
| Bylaws/P & P | Alice Daniels, CMA (AAMA) | Present |
| Continuing Education | Marsha Benedict, MSA, CMA-A, (AAMA) | Present |
| Educators Forum | Vacant | |
| Marketing/Comm.Outreach | Mary Lou Allison CMA-C (AAMA) | Present |
| Meeting Coordinator | Marsha Benedict, MSA, CMA-A (AAMA) | Present |
| Membership/Certification | Kathryn Panagiotacos, CMA (AAMA) | Present |
| Nominating | Marsha Benedict, MSA, CMA-A (AAMA) | Present |

Physician Liaison

| | |
|--------------------------|--------|
| Brent M. Schillinger, MD | Absent |
| Tra'Chella Foy, MD | Absent |

PAGE 2 APRIL 29, 2022 MEETING MINUTES

SEATING OF THE PROXIES

The following proxies asked to be seated. For the Southwest Chapter, sitting in for Deniece Jozefiak, CMA (AAMA) is Heidi Fortin, CMA (AAMA), sitting in for Mary Morris, CMA (AAMA) for the Central Florida chapter is Maria Wiegelmann, CMA (AAMA). Mary Lou Allison, CMA-C (AAMA) moved to seat the proxies. Judy Seymour, CMA (AAMA) seconded. Unanimous vote to seat the above proxies. No discussion. **MOTION CARRIED.** Proxies were seated.

There was a quorum present.

The minutes to the Executive board meeting will be available online within 30 days post meeting.

MINUTES: Mary Lou Allison, CMA-C (AAMA) made a motion to approve the minutes of the January 22, 2022 winter meeting as written and motion was seconded by Judy Seymour, CMA (AAMA). No discussion. **MOTION CARRIED.** The minutes will be moved from draft to final on the FSMA website.

TREASURER REPORT

Checking: \$25,532.60 Savings: \$22,398.62 Balance: \$47,931.22
The treasurer's report will be filed for audit. No bills over budget were presented.

OFFICER REPORTS

| | | |
|--------------------------|------------------------------------|---------|
| President | Deniece Jozefiak, CMA (AAMA) | On file |
| Vice President | Vacant | |
| Secretary | Mary Morris, CMA (AAMA) | On file |
| Treasurer | Mary Lou Allison, CMA-C, (AAMA) | On file |
| Speaker of GA | Judy Seymour, CMA (AAMA) | On file |
| Vice Speaker of GA | Linda Vitzthum, CMA (AAMA) | On file |
| Immediate Past President | Marsha Benedict, MSA, CMA-A (AAMA) | On file |

CHAPTER REPRESENTATIVE REPORTS

Brevard Jeanette Tyler, CMA (AAMA) On file
*Jeanette reports good attendance at Brevard's Zoom CEU sessions that occur during the week. Consideration of in person meetings depends on COVID status.

Central Gulf Coast Kathryn Panagiotacos, CMA (AAMA) On file
*Kathryn thanked Deniece with helping facilitate their 4/2/22 meeting that was successful. The officers had good discussion and are hoping to put something together for September with information to come later.

PAGE 3 APRIL 29, 2022 MEETING MINUTES

Central Florida Mary Morris, CMA (AAMA) On file
Proxy Maria Wiegelmann, CMA (AAMA)

*The chapter will host a Zoom CEU on Saturday May 14, 2022 at 10:00 am for 1.5 CEUS on Suicide Prevention with a chapter meeting to follow. Maria has already posted this on Face book and information to be sent to Mary Lou for her to send out on Constant Contact. It will be for FSMA members only.

Mid-Gulf Jennifer Shepard, CMA (AAMA) No report/verbal
*Jennifer would like to get two programs approved Tele Med and Coding to present in the upcoming months. Possibly doing a lunch time presentation or at night or in person depending on what members would prefer.

A Zoom CEU schedule will be put together in the coming weeks by President Deniece to avoid duplication of meeting dates and so everyone knows when CEUS are going to take place.

Southeast Joyce Baldwin, CMA (AAMA) On file

Southwest Deniece Jozefiak, CMA (AAMA) On file
Proxy Heidi Fortin, CMA (AAMA)

Treasure Coast Zooshan Plummer, CMA (AAMA) On file
*Change in meeting date from 5/5/22 to 5/26/22 with a CEU presentation on Back Pain.

EXECUTIVE COMMITTEE REPORTS

Budget & Finance Mary Lou Allison, CMA-C, (AAMA) On file

*Mary Lou received a check from the North Florida chapter of what was in their treasury and that will be held until such time that the chapter reorganizes. This check is reflected in the budget accordingly.

*Increase in the budget from 5,000 to 7,000 for stipends for Delegates/Alternates to National Conference. Last year only 2,000 was spent due to only 2 Delegates being able to attend National. The monies would be split among the number of delegates/alternates going to National for the given year.

PAGE 4 APRIL 29, 2022 MEETING MINUTES

Bylaws/P&P Alice Daniels, CMA (AAMA) On file

*Proposed Bylaws change to be brought up tomorrow before the GA. Article VIII-Finances/Fiscal Year/Dues Section 2H

Current Wording: AAMA Delegates and Alternates shall be active and or AAMA National Life members whose membership has not been revoked.

Proposed Wording: AAMA Delegates and Alternates shall be active or AAMA life members whose membership has not been revoked, **(and must have previously served /or currently serving FSMA on the FSMA Executive Council.)**

Rationale: Sending experienced members to an AAMA conference as Delegate/Alternate is invaluable for FSMA.

The Bylaws change was brought up by multiple members, asking how a member could just attend chapter and state meetings with no active participation on the state or chapter level and be allowed to run for delegate/alternate to National Conference? The Bylaw, if passed, would be in effect next year.

Continuing Education Marsha Benedict, MSA, CMA-A (AAMA) On file
Proxy Theresa Davidson, CMA (AAMA)

Educators Forum Vacant

Marketing/Comm.Outreach Mary Lou Allison, CMA-C (AAMA) On file

Meeting Coordinator Marsha Benedict, MSA, CMA-A (AAMA) On file

Membership/Certification Kathryn Panagiotacos, CMA (AAMA) On file
*Kathryn thanks her committee members, Betty Springer, CMA (AAMA) and Christine Giri, CMA (AAMA) for all their hard work over the past year. Good to see more chapters participating through Zoom. This committee has projects in the works and is hopeful there will be participation from members. Contact with non renewals will be going out when appropriate to see if WE can draw these members back in.

Nominating Marsha Benedict, MSA, CMA-A (AAMA) On file
*Clarification: Kathryn Panagiotacos, CMA (AAMA) will be running for Delegate/Alternate to National. Her name was not in the nominating report but she did sign a consent to serve form.

Physician Liaisons

| | | |
|--------------------------|---------|-----------|
| Brent M. Schillinger, MD | Present | No report |
| Tra'Chella Foy, MD | Absent | No report |

Kathryn Panagiotacos, CMA (AAMA) presented with FSMA Lifetime Member. Congratulations Kathryn!!!

PAGE 5 APRIL 29, 2022 MEETING MINUTES

CORRESPONDENCE

*The AAMA representative was suppose to be Virginia Thomas, CMA (AAMA) but due Virginia having the opportunity to attend an in person state meeting, our representative was changed to Shelley Gingrich, CMA (AAMA).

UNFINISHED BUSINESS

***Certification/Membership for the Mid Gulf Chapter:** The plan is to get the chapter organized and then bring the chapter members in so as to have a good foundation to start on. A Zoom meeting can then be set up after the preliminary details are worked out. Deniece will send Jennifer Shepard the information needed for use of the FSMA Zoom and offer any help needed.

***FSMA website:** Mary Lou Allison, CMA-C, (AAMA), thanks Jeannette Tyler, CMA (AAMA) and Linda Vitzthum, CMA (AAMA) for their help in setting up the format and design of our new website.

All chapters need to go to their current chapter page and see what needs to be kept and anything that the chapter would like to be added to their page.

Employers that are always looking for medical assistants will be able to be put on the chapter page as well.

Power points will stay up for a year after the presentation has been done and then will be taken down. It is important to keep the information fresh and up to date on the website.

Maria Wiegelmann, CMA (AAMA), brought up the fact that the Florida map on the new FSMA website is incorrect as far as the counties that are showing for the Central Florida chapter. The division of the counties was based on zip code when it was initially done. All chapters need to look at their chapter page to make sure the correct counties are included.

When Mid Gulf organizes their chapter, Mary Lou asks that information be sent to her so the chapter can be represented on the web site.

NEW BUSINESS

***Proposed Bylaws change** – discussed earlier in the meeting and will be discussed further in the Reference Committee hearings tomorrow at the GA.

PAGE 6 APRIL 29, 2022 MEETING MINUTES

***Zoom meetings:** Discussion had on deciding whether to accept all medical assistants as attendees, FSMA members only, AAMA and FSMA members only? South West chapter allows FSMA/AAMA meeting attendees and Brevard chapter allows all medical assistants. Brevard has a sponsor Health First so does not put any credential limit on attendees. Not matter what credential the medical assistant has, we as medical assistants do work together for the common goal of patient care.

***Chapter funds-** there will be an update in the Policy and Procedure Manual in regards to funds for a chapter that is not disbanded but not functioning as a chapter. The chapter's treasury will be turned over to the FSMA treasurer to be placed in hold for a chapter until which time the chapter reorganizes. There will be a separate line item in the FSMA budget for this. President Jozefiak and the membership committee decided that this item should be placed in the budget.

***Nurse Practitioner Act** – Betty Springer, CMA (AAMA). At this point the APRN has the legal right to practice without physician oversight and to delegate orders. Betty will continue to stay on top of this and report back to us when needed as the legal process with this is still occurring.

ANNOUNCEMENTS

**The minutes will be placed on the FSMA web site 30 days post meeting for all to review.

**The FSMA board meeting/fall and winter meeting with education will be discussed at the post conference board meeting tomorrow, April 30.

**The FSMA Annual Meeting will be held April 21-23, 2023 and April 19-21, 2024 at the Holiday Inn Resort at 13351 Sate Road 535, Orlando, FL.

**The AAMA Annual Conference for 2022 is in Myrtle Beach, South Carolina October 21-24, 2022 during Medical Assistants Week.

**The AAMA Annual Conference for 2023 will be held in Orlando, Florida on September 22-25. Marsha Benedict, CMA-A, (AAMA) will Chair with Deniece Jozefiak, CMA (AAMA) to Co-Chair. FSMA needs to work together so WE can put on an amazing conference. AAMA will be sending topics. Melissa from AAMA will be assisting with speakers. More information will come tomorrow at the Post Conference board meeting.

There being no further business to be brought before the FSMA Executive Council, the meeting was adjourned at 8:58 pm by, Deniece Jozefiak, CMA (AAMA) FSMA President.