



## **Executive Council Meeting**

**Via ZOOM**

**Saturday, April 30, 2022**

**“WE are the Future of FSMA—Let’s Have an Influence”**

The Executive Council Meeting of the Florida Society of Medical Assistants was called to order at 3:49 pm ET by President Deniece Jozefiak, CMA (AAMA).

The roll was called by Secretary Jeanette Tyler, CMA (AAMA).

President	Deniece Jozefiak, CMA (AAMA)	Present
Vice President	VACANT	
Secretary	Jeanette Tyler, CMA (AAMA)	Present
Treasurer	Mary Lou Allison, CMA-C (AAMA)	Present
Speaker of the General Assembly	Linda Vitzthum, CMA (AAMA)	Present
Vice Speaker of the General Assembly	Maria Wiegelmann, CMA (AAMA)	Present
Immediate Past President	Marsha Benedict, CMA-A (AAMA)	Present

### **Chapter Representatives:**

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

### **Executive Committee Chairs:**

Budget and Finance	Mary Lou Allison, CMA-C (AAMA)	Present
Bylaws/Policies & Procedures	Alice Daniels, CMA (AAMA)	Present
Education	Theresa Davidson, CMA (AAMA)	Present
Educators Forum	Brian Dickens, CNCMA	Absent
Marketing/Community Outreach	Mary Lou Allison, CMA-C (AAMA)	Present
Meeting Coordinator	Marsha Benedict, CMA-A (AAMA)	Present
Membership/Certification	Kathryn Panagiotacos, CMA (AAMA)	Absent
Nominating	Marsha Benedict, CMA-A (AAMA)	Present

Physician Liasons:

Brent M Schillinger, MD	Absent
Tra 'Chella Foy, MD	Absent

Seating of the Proxies:

The following proxy asked to be seated:

Southwest Chapter: Judy Seymour, CMA (AAMA)

Mary Lou Allison, CMA-C (AAMA), moved to seat the proxy. Marsha Benedict, CMA-A (AAMA), seconded the motion. There was a unanimous vote to seat the proxy with no discussion.

MOTION CARRIED

There was a quorum present.

The minutes for the Executive Council meeting held April 29, 2022 will be published on the website 30 days from the meeting date.

Treasurer's Report:

Checking:	\$25532.60
Savings:	\$22,398.62
Balance:	\$47,931.22

Officer Reports:

President	Deniece Jozefiak, CMA (AAMA)	none
Vice President	VACANT	
Secretary	Jeanette Tyler, CMA (AAMA)	none
Treasurer	Mary Lou Allison, CMA-C (AAMA)	none
Speaker of the General Assembly	Linda Vitzthum, CMA (AAMA)	none
Vice Speaker of the General Assembly	Maria Wiegelmann, CMA (AAMA)	none
Immediate Past President	Marsha Benedict, CMA-A (AAMA)	none

Chapter Representative Reports:

Brevard: Jeanette Tyler, CMA (AAMA) reported there are two more CEU meetings planned for May and June 2022. The chapter will take the months of July and August off and will resume in September.

Central Gulf Coast: Deniece Jozefiak, CMA (AAMA) reported that the chapter is planning another educational session with date to be announced.

Central Florida Mary Morris, CMA (AAMA) reported the chapter is hosting a CEU meeting via ZOOM

on May 14<sup>th</sup> at 10:00 am open to all FSMA members for 1.5 CEUs.

Mid-Gulf: Betty Springer, CMA (AAMA) reported that the Membership Committee has been helping this chapter reorganize. Jennifer Shepard, CMA (AAMA) is the chapter's President and contact person.

Southeast: no additional report

Southwest: Judy Seymour, CMA (AAMA) reports the chapter is hosting a CEU meeting via ZOOM on June 4<sup>th</sup>, 2020 on the topic Morals and Ethics. The meeting will be open to all FSMA members.

Treasure Coast : Zooshan Plummer, CMA (AAMA) reports the chapter is hosting a CEU meeting on May 26<sup>th</sup> via ZOOM that will be open to all FSMA members.

#### Executive Committee Reports:

Budget and Finance: Mary Lou Allison, CMA-C (AAMA) moved that the budget presented at the pre-annual meeting be accepted. Alice Daniels, CMA (AAMA) seconded. There was minimal discussion for clarification. MOTION CARRIED.

Bylaws/Policy & Procedures: no additional report

Education: Theresa Davidson, CMA (AAMA) is actively looking for speakers for future educational sessions. She requests that she be contacted with any potential presenters.

Educators Forum: no report

Marketing/Community Outreach: no report

Meeting Coordinator: Marsha Benedict, CMA-A (AAMA), reported date changes for the next two FSMA Annual Meetings. Both will be held at the Holiday Inn Resort—Lake Buena Vista, 13351 State Road 535, Orlando FL 32821.

April 21-23, 2023

April 19-21, 2024

Membership/Certification: no report

Nominating Committee: Marsha Benedict, CMA-A (AAMA) reports she will be looking for nominees for offices later in the year.

Physician Liason Reports: no report

Correspondence: discussed in new business

#### Unfinished Business:

1. The Mid-Gulf Chapter is re-organizing.

2. FSMA Website: Mary Lou Allison, CMA-C (AAMA) reports the website is being updated with a fresh new look and easier functionality. She is looking for content from chapters and officers to add to the website. Official launch date is to be determined.

#### New Business:

1. Task force for community outreach: The purpose of the task force is to recognize members who have accomplished promoting AAMA, FSMA and local chapters. The task force is looking for members who are active in their community that helps promote the CMA. The goal is to help bring those CMAs back into membership, and to also add students.
2. President Deniece would like to have a ZOOM meeting for the 2022-2023 Executive Board members. This will not be a formal meeting with an agenda, but we will do some brainstorming on the future of FSMA and how we can promote our society in a positive manner. It will be an open discussion moderated by President Deniece. Please bring your vision and ideas to this meeting. Please send email to President Deniece with potential dates of availability.
3. President Deniece requests that all Executive Council members familiarize themselves with bylaws, policies and procedures of both the AAMA and FSMA. She reminded all Committee Chairs and Chapter Presidents that communications to be sent out to the membership should be approved by the FSMA President first.
4. President Deniece requested that FSMA place an ad in recognition of Kathryn Panagiotacos becoming a life member of FSMA this past weekend. After further discussion, it was decided that the FSMA will place the ad in the AAMA conference brochure this year.

#### Announcements:

1. The minutes of this meeting will be posted on the FSMA website for review within thirty days of the meeting.
2. Deadline for AAMA Trustee/Officer form is May 1, 2022
3. Deadline for AAMA Committee Volunteer form is August 1, 2022
4. Deadline for AAMA Excel Awards is July 1, 2022
5. Deadline for FSMA Delegates to AAMA is June 1, 2022
6. FSMA Executive Council Meeting with Education: Due to the AAMA Conference being in October this year, there was discussion of cancelling the educational portion of the meeting and only have the Executive Council meeting. That would make the next meeting with education opportunities to happen in the winter. Treasurer Mary Lou Allison reminded that there is no budget for a winter seminar, only a fall seminar. It was moved by Marsha Benedict, CMA-A (AAMA) and seconded by Mary Morris, CMA (AAMA) that the budget for the Fall Seminar be changed to a Winter Seminar. There was no discussion. With a majority vote, the motion carried. The fall Executive Council meeting will be held on November 19, 2022 via ZOOM.
7. The date for the Winter Seminar is February 25<sup>th</sup>, with location TBD.
8. AAMA Annual Conference: October 21-24, 2022 in Myrtle Beach SC. FSMA will be make a presentation to promote the next conference in Orlando in 2023. FSMA attendees will wear Mickey

ears for the presentation.

9. Future FSMA Annual Meetings: Both will be held at the Holiday Inn Resort—Lake Buena Vista, 13351 State Road 535, Orlando FL 32821. April 21-23, 2023 and April 19-21, 2024

10. Thank you's from President Deniece to Shelley Gingrich, CMA (AAMA) for being our representative from the AAMA. President Deniece also thanks past and present members of FSMA that stepped up in the FSMA family.

11. AAMA Annual Conference September 22-25, 2023 in Orlando. Marsha Benedict, CMA-A (AAMA) will chair and Deniece Jozefiak, CMA (AAMA) will co-chair. FSMA will need to plan to participate in the AAMA Awards Ceremony, welcoming AAMA members to Florida. There will be plenty to do for everyone!

12. President Deniece gave a huge thanks to Maria Zavalakos, CMA (AAMA) who has been a great help this year with the technical side of our ZOOM meetings. Her expertise has been invaluable!

13. Congratulations once again to Kathryn Panagiotacos, CMA (AAMA) for becoming a life member of FSMA. Well deserved!

There being no further business, the meeting of the Executive Council of the Florida Society of Medical Assistants was adjourned by President Deniece at 5:00 pm ET.

Respectfully submitted,

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Jeanette Tyler, CMA (AAMA)  
Secretary, FSMA