



Executive Council Meeting

Via ZOOM

Saturday, February 25, 2023

“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 3:02PM ET by Immediate Past President Marsha Benedict, CMA-A (AAMA).

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

President	Deniece Jozefiak, CMA (AAMA)	Excused
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)	Excused
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)	Excused
Central Florida	Mary Morris, CMA (AAMA)	Present
Mid-Gulf	Jennifer Shepard, CMA (AAMA)	Absent
Southeast	Joyce Baldwin, CMA (AAMA)	Excused
Southwest	Deniece Jozefiak, CMA (AAMA)	Excused
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)	Absent
Education	Theresa Davidson, CMA (AAMA)	Present
Educators Forum	Brian Dickens, NRCMA, PhD	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)	Excused
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)
Membership/Certification:	Betty Springer, CMA-C (AAMA)

Mary Lou Allison, CMA-C (AAMA), moved to seat the proxies. Maria Wiegelmann, CMA (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 today will be published on the website within 30 days of this meeting.

Treasurer's Report:

Checking:	\$23,793.79
Savings:	\$22,400.48
Balance:	\$46,194.27

Officer Reports (posted on FSMA website) Additional notes:

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 (posted on FSMA website) Additional notes:

Brevard: no additional report

Central Gulf Coast: no additional report

Central Florida: Mary Morris, CMA (AAMA) reported her chapter received correspondence from a company called VIPCare requesting guidance on how to help the medical assistants that work there to receive CEUs. This was seen as an opportunity for FSMA to be more visible, and an ad-hoc committee temporarily named "Opportunities Committee" was formed. Members of ad-hoc committee

include Maria Weigelmann, CMA (AAMA), Mary Morris, CMA (AAMA), Jeanette Tyler, CMA (AAMA), and Betty Springer, CMA-C (AAMA).

Mid-Gulf: no additional report

Southeast: no additional report

Southwest: no additional report

Treasure Coast : no additional report

Executive Committee Reports (posted on FSMA website) Additional notes:

Budget and Finance: Mary Lou Allison, CMA-C (AAMA) moved to accept the 2023-2024 budget as reported. Theresa Davidson, CMA (AAMA) seconded. There was no discussion. Motion carried.

Bylaws/Policy & Procedures: Marsha Benedict, CMA-A (AAMA) reported that all current officers and committee chairs will receive an email asking to review their office's page of the P&P Manual and assist with updates.

Education: Theresa Davidson, CMA (AAMA) reports that she is still looking for speakers for the Annual Meeting in April 2023.

Educators Forum: no additional report

Marketing/Community Outreach: no additional report

Meeting Coordinator: Marsha Benedict, CMA-A (AAMA) asked for confirmation that the Annual Meeting in April will be in person only with no virtual option. This was discussed and confirmed. Marsha will contact the hotel soon to confirm costs. She will send meeting notes to all members of the Executive Council for remarks.

Membership/Certification: (see New Business)

Nominating Committee: Marsha Benedict, CMA-A (AAMA) reported she would like the help of the chapter presidents to recommend members to approach for participation as officers and/or committees. She reported that there are still a few spots to fill and is still currently accepting Consent to Serve forms.

Physician Liason Reports: absent. There was discussion about finding new Physician Liasons. No decision was made.

Correspondence: President Deniece received the form from the AAMA that the AAMA representative for the FSMA Annual Meeting will be Sandra Williams, CMA (AAMA), who currently serves as a Trustee.

President Deniece also received a letter from Marsha Benedict, CMA-A (AAMA) looking for FSMA officers, committee chairs, committee members and chapter representative for FSMA 2023-2024.

President Deniece also received correspondence from the AAMA that FSMA will be allowed FIVE (5) delegates for this year's AAMA National Conference. This is down by two delegates from last year. The number of delegates is based on year end membership total of active members. The number of FSMA active members as of 12/31/22 was 969.

Unfinished Business:

1. Members are still not receiving information from AAMA such as Highlights from the Board of Trustees. Members are getting emails of what is being offered and updated information. Emails go out weekly/bi-monthly.

New Business:

1. An ad-hoc committee under Membership was formed to help with retaining student members after graduation. Betty Springer, CMA-C (AAMA) is serving as chair for this committee, with members being current chapter presidents. The working name for this initiative is called StarForce. Methods of communicating with student members will include a Facebook group, ZOOM meetings and emails. The cadence for activity with this initiative will fall in line with the school schedule. Strategy meetings with chapter presidents are forthcoming. Retaining student members and encouraging them to become active members after graduation is important to the future of FSMA.
2. Policies and Procedures: It is requested that each office and committee chair review their corresponding policies and procedures for revisions.
3. Future ZOOM meetings for FSMA/chapters: should non-members be charged for meetings? This would be an incentive to join AAMA.
4. November Fall Meeting: ZOOM or in person? After much discussion, it was determined that only the Annual Meeting held in the spring should be in person, with no virtual option, to help with attendance. Fall and Winter meetings will be held via ZOOM only. It was also determined that different chapters in Florida can serve as virtual hosts by securing CEU speakers and creating the agenda for the day. The Fall 2023 meeting will be hosted by the South West and Mid Gulf chapters on Saturday, November 11th, via ZOOM.
5. Possible Cruise for FSMA Conference 2024: Texas did this and was inexpensive. Marsha Benedict, CMA-A (AAMA) is looking into more details on this.
6. Ways and Means Table for AAMA Conference September 2023: FSMA will get four tables at no charge. Looking for vendors that may want to sell.
7. Identifying FSMA members at AAMA Conference: There was discussion about how FSMA members can be recognized at AAMA Conference since we are hosting. It was determined that Disney items like Mickey ears or t-shirts would not allow our members to stand out in Orlando like it would in other locations. Suggestions: Green name tags, Florida-shaped name tags, Florida-themed apparel, or custom-made shirts. Discussion was tabled to next Executive Council meeting.

Announcements:

1. The minutes of this meeting will be posted on the FSMA website for review within thirty days of the meeting.
2. FSMA Annual Meeting: Holiday Inn Resort—Lake Buena Vista, 13351 State Road 535, Orlando FL 32821. DATES: April 21-23, 2023
3. AAMA Annual Conference September 22-25, 2023 in Orlando. Marsha Benedict, CMA-A (AAMA) will chair and Deniece Jozefiak, CMA (AAMA) will co-chair. There will be plenty to do for everyone, so let's all pull together to put on an AMAZING national conference! Planning meetings to be held once the report from the national planning committee is completed.
4. FSMA Fall Seminar: Saturday, November 11th via ZOOM, hosted by South West and Mid Gulf Chapters.
5. Future meetings:
FSMA Annual Conference 2024—April 19-21 at Holiday Inn Resort—Lake Buena Vista.
AAMA National Conference 2024—September 19-23

There being no further business, the meeting of the Executive Council of the Florida Society of Medical Assistants was adjourned by Immediate Past President Marsha Benedict, CMA-A (AAMA) at 5:16PM ET.

Respectfully submitted,

Jeanette Tyler

Jeanette Tyler, CMA (AAMA)
Secretary, FSMA