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FLORIDA SOCIETY OF MEDICAL ASSISTANTS

EXECUTIVE COUNCIL MEETING APRIL 19, 2024

Together WE Make a Difference

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

Will the secretary Linda Vitzthum, CMA (AAMA) please take the role? ABSENT

ROLL CALL

President	Deniece Jozefiak, CMA (AAMA)
Vice President	Jeanette Tyler, CMA (AAMA)
Secretary	Linda Vitzthum, CMA (AAMA)
Treasurer	Mary Lou Allison, CMA-C (AAMA)
Speaker of the General Assembly	Christina Sears, CMA (AAMA)
Vice Speaker of the G.A.	, CMA (AAMA)
Immediate Past President	Marsha Benedict, CMA-A (AAMA)

EXECUTIVE COMMITTEE CHAIRS

Budget & Finance	Mary Lou Allison, CMA-C (AAMA)
Bylaws/Policy & Procedures	Judy Seymour, CMA (AAMA) ABSENT EXCUSED
Education	Chapters working together.
Educators Forum	
Marketing/Community Outreach	Mary Lou Allison-C, CMA (AAMA)
Meeting Coordinator	Marsha Benedict, CMA-A (AAMA)
Membership/Certification	Jeannette Tyler, CMA (AAMA)/ Deniece Jozefiak, CMA (AAMA)
Nominating	Jeanette Tyler CMA (AAMA)

CHAPTER REPRESENTATIVES

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

1 **SEATING OF THE PROXIES**

2
3 Are there any proxies to be seated?

4
5 Name and Chapter

6 _____
7 _____
8 _____

9 What is the pleasure of the Executive Council regarding the seating of the proxies?

10 _____ moved to seat the proxies. Is there a second? _____

11 Any discussion? _____ CMA (AAMA) seconded
12 the motion. Motion Carried. The proxies may be seated.

13
14 Is there a quorum present?

15
16 Any corrections to MINUTES FORM 11/11/23

17
18
19 The minutes to the Executive Council Meeting held February 3, 2024, will be available online within thirty days
20 of this meeting.

21
22 **TREASURER REPORT**

23
24 Checking: Savings Account: Balance:

25
26
27 **OFFICER REPORTS**

28
29 President Deniece Jozefiak, CMA (AAMA)
30 Vice President Jeanette Tyler, CMA (AAMA)
31 Secretary Linda Vitzhum, CMA (AAMA)
32 Treasurer Mary Lou Allison, CMA-C (AAMA)
33 Speaker of the General Assembly Christina Sears, CMA (AAMA)
34 Vice Speaker of the G.A. CMA (AAMA)
35 Immediate Past President Marsha Benedict CMA-A (AAMA)

36
37 **EXECUTIVE COMMITTEE REPORTS**

38
39 Budget & Finance Mary Lou Allison, CMA-C (AAMA)
40 Bylaws/Policy & Procedures Judy Seymour, CMA (AAMA) ABSENT
41 Education , CMA (AAMA)
42 Educators Forum , CMA (AAMA)
43 Marketing/Community Outreach Mary Lou Allison-C, CMA-C (AAMA)
44 Meeting Coordinator Marsha Benedict, CMA-A (AAMA)
45 Membership/Certification Jeanette Tyler, CMA (AAMA) /Deniece Jozefiak, CMA (AAMA)
46 Nominating Jeanette Tyler, CMA (AAMA)

1 **CHAPTER REPRESENTATIVE REPORTS**

2		
3	Brevard	Jeanette Tyler, CMA (AAMA)
4	Central Gulf Coast	Kathryn Panagiotacos, CMA (AAMA)
5	Central Florida	Mary Morris, CMA (AAMA)
6	Mid-Gulf	Jennifer Shepard, CMA (AAMA) ABSENT EXCUSED
7	Southeast	Joyce Baldwin, CMA (AAMA)
8	South West	Deniece Jozefiak, CMA (AAMA)
9	Treasure Coast	Zooshan Plummer, CMA, (AAMA)

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11
12
13 **CORRESPONDENCE**

- 14
- 15 1. Aimee Quinn CMA (AAMA) Trustee will be FSMA REP WELCOME
- 16 2. FSMA is allowed Delegates for this year’s AAMA Nation Meeting in Grand Rapids, MI.
- 17
- 18
- 19

20 **UNFINISHED BUSINESS**

21
22
23 **NEW BUSINESS**

24
25
26
27 **ANNOUNCEMENTS**

- 28
- 29 1. AAMA is looking for Officers and Trustees for 2024-2025
- 30 2. AAMA Conference will be in Grand Rapids Michigan Sept 19-23,2024.
- 31

32 **Further announcements????**

33
34
35 There being no further business to be brought before the FSMA Executive Council, this meeting is now
36 adjourned at _____ AM by Deniece Jozefiak, CMA (AAMA) FSMA President.

EXECUTIVE COUNCIL POST GA AGENDA WILL BE POSTED SEPARATELY

FLORIDA SOCIETY OF MEDICAL ASSISTANTS

71th ANNUAL MEETING OF THE FLORIDA SOCIETY OF MEDICAL ASSISTANTS

GENERAL ASSEMBLY AGENDA

April 19, 2024

Friday, April 19, 2024

General Session begins at 4:00pm

Presiding	Deniece Jozefiak, CMA (AAMA) FSMA President
Presentation of Colors	VFW 4287 Honor Guard
Pledge of Allegiance	VFW 4287 Honor Guard
National Anthem	Joe Monnion with the Orlando Gay Chorus
Invocation	Marsha Benedict, CMA-A (AAMA)
Welcome	Deniece Jozefiak, CMA (AAMA) FSMA President
Welcome	Aimee Quinn, CMA (AAMA) AAMA Representative – AAMA Trustee

First Session of the General Assembly-----Open to all members Begins at 4:00pm

Call to Order	Christina Sears, CMA (AAMA) FSMA Speaker of the General Assembly
Introduction of Head Table	Christina Sears, CMA (AAMA) FSMA Speaker of the General Assembly
Introduction of Past Presidents	Christina Sears, CMA (AAMA) FSMA Speaker of the General Assembly
Announcement of General Assembly Appointments	Maria Wiegelmann, CMA (AAMA)

Report of Credential Chair	Mary Lou Allison, CMA-C (AAMA) Credentials Chair
Approval of Agenda	Christina Sears, CMA (AAMA) FSMA Speaker of the General Assembly
Presentation of Official Program	Marsha Benedict, CMA-A (AAMA) FSMA Convention Chair
Orientation of Voting Members	Maria Wiegelmann, CMA (AAMA)
Adoption of Convention Rules	Christina Sears, CMA (AAMA) FSMA Speaker of the General Assembly
Selection of Tellers	Christina Sears, CMA (AAMA) FSMA Speaker of the General Assembly
Report of Nominating Chair	Marsha Benedict, CMA-A (AAMA) FSMA Nominating Chair
Nominations from the Floor	Maria Wiegelmann, CMA (AAMA)
Presentation of the Candidates	Marsha Benedict, CMA-A (AAMA) FSMA Nominating Chair

BREAK

Second Session of the General Assembly

VOTING TO TAKE PLACE IN THE GENERAL ASSEMBLY

Report of the Credential Chair	Mary Lou Allison, CMA-C (AAMA) FSMA Credentials Chair
Reference Committee Reports	Deniece Jozefiak, CMA (AAMA) Reference Committee Chair
Report of the Tellers	Joyce Baldwin, CMA-C (AAMA) Teller Chair
Announcement of New Officers	Christina Sears, CMA (AAMA) FSMA Speaker of the General Assembly
Unfinished Business	Christina Sears, CMA (AAMA) FSMA Speaker of the General Assembly
New Business	Christina Sears, CMA (AAMA) FSMA Speaker of the General Assembly

Speakers' Closing Statement

Christina Sears, CMA (AAMA)
FSMA Speaker of the General Assembly

Announcements

Christina Sears, CMA (AAMA)
FSMA Speaker of the General Assembly

Adjournment

Christina Sears, CMA (AAMA)
FSMA Speaker of the General Assembly



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

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Date: April 19,2024

To: Deniece Jozefiak, CMA (AAMA)
FSMA President
FSMA Executive Board

From: Deniece Jozefiak, CMA (AAMA)
FSMA President

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

This officer turned in all required information to AAMA.

Call to Executive Board was sent out for the February 3, 2024, FSMA Board meeting only. To be held via zoom.

This officer has set up all zoom meetings for FSMA. All PowerPoints from speakers have been placed on the FSMA Website.

This officer would like to thank Mary Lou Allison, CMA-C (AAMA) for her demanding work with e-blasts and constant contact for all meetings. The new Website is wonderful and easy to use.

Aimee Quinn CMA (AAMA) is our AAMA rep this Year.

FSMA is entitled to 4 Delegates to AAMA National Conference in Serpt 2024 in Grand Rapids MI.

This officers thanks everyone for their hard work and now having other chapters do zoom meetings, means WE are moving forward for the betterment of FSMA.

39

40 This Officer looks forward to a year of Teamwork. This Officer would like to thank the
41 FSMA Family for all your support during the past 3 years as servicing this great
42 organization as President.

43

44

45 "Together WE Make a Difference."



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 Date: March 3, 2024
2
3 To: Christina Sears, CMA (AAMA)
4 Speaker of the General Assembly
5
6 From: Jeanette Tyler, CMA (AAMA)
7 Vice-President
8
9

10 This officer has performed the duties as outlined in the Policies and Procedures Manual.

11 This officer has responded to e-mail correspondence in a timely manner.

12 This officer attended the AAMA National Conference in Orlando, Florida September 21-
13 25, 2023. It was an honor to be elected as a Delegate for Florida.

14 This officer attended the following FSMA meetings:
15 April 21-22, 2023—Annual Meeting
16 November 11, 2023—Fall Education and Executive Council Meeting
17 February 3, 2024—Winter Executive Council Meeting

18 This officer serves on three National Committees: Social Media, Leadership
19 Development, and Conference CE Session Task Force.

20 It is the pleasure of this officer to serve the Florida Society of Medical Assistants.

21

22 Respectfully submitted,
23

24 *Jeanette Tyler*

25

26 Jeanette Tyler, CMA (AAMA)
27
28



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 Date 3/9/2024

2

3 To: Christina Sears, CMA (AAMA)

4

5 From: Linda Vitzthum, CMA (AAMA)

6 Re: Secretary Report

7 This officer served as secretary for the Florida State Society of Medical Assistants.

8 This member has attended the following meetings since serving in this office:

9 September 16, 2023

10 November 11, 2023 FSMA Fall Seminar

11 This officer did not attend the meeting on February 2, 2023 due to a death in the family.

12 This officer will attend the annual meeting in April 2024.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 4.19.2024

2

3

4 To: Christina Sears, CMA (AAMA)
5 Speaker of the General Assembly

6

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

8

9 Re: Treasurer Annual Meeting Report

10

11

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

14 All banking is done online at the BOA Website.

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



Florida Society of Medical Assistants, Inc.

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April 19, 2024

To: Christina Sears, CMA (AAMA)
Speaker of General Assembly

From: Marsha Benedict MSA, CMA-A (AAMA)
FSMA Past President

This officer has been available to assist in any FSMA President or FSMA Executive Board requests.

All correspondence has been answered in a timely manner.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

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Date: February 29, 2024

To: Christina Sears, CMA (AAMA)
Speaker of the General Assembly

Form: Christina Sears, CMA (AAMA)
Speaker of the General Assembly

This officer attended the Annual FSMA April 21-23, 2023 at the Orlando, FL, at which she was elected as the Speaker of the General Assembly for the 2023-2024 year.

This officer responded to email/text messages in a timely manner.

This officer attended AAMA HOD Proposed Bylaw review ZOOM Meetings on 8/24/2023 and 8/26/2023.

This officer attended the FSMA Pre-Conference ZOOM meeting in 9/16/2023.

This officer attended the AAMA Annual Conference held at the Hilton Resort in Lake Buena Vista, FL on 9/22/23 to 9/25/2023. She attended the House of Delegates sessions as a Delegate for FSMA.

This officer has attended various Zoom CUE sessions from various Florida Chapters on 5/20/23 and 10/14/23 and will be attending future sessions on 10/28/23 and 11/15/2023.

This officer will be attending the FSMA Fall Seminar and Board Meeting on 11/11/2023.

This officer also is serving as a Delegate to the AAMA National Conference, the Vice President of Central Florida Chapter of FSMA, and the Education Chair for the Central Florida Chapter of FSMA.

Call for Annual reports was sent out on February 10, 2024, with a deadline of March 3, 2024. As of 3/4/2024, 4 reports were outstanding.

This officer would like to give a special Thanks to Marie Wiegelmann, CMA (AAMA) for all her help the last 3 years as she served with the CF chapter and the FSMA State.

This officer is looking forward to the remainder of the 2023-2024 FSMA year and serving with this wonderful group of FSMA Members.



Florida Society of Medical Assistants, Inc.

1 To: Christina Sears, CMA (AAMA)
2 Speaker of the General Assembly

3
4
5 From: Judy Seymour, CMA (AAMA), CCRC
6 Chair: Bylaws/Policy & Procedures

7
8 Date: 19Feb2024
9

10
11 This Committee Chair did editorially revise the FSMA Bylaws with the mandated
12 mandatory changes as requested by AAMA.

13
14 This Committee Chair, after the revised bylaws were reviewed by Deniece
15 Jozefiak, CMA (AAMA) and Mary Lou Allison, CMA-C (AAMA), forwarded the
16 Bylaws to AAMA for review. This Chair did receive an email from Sharon Flynn,
17 Board Services Manager for AAMA, acknowledging receipt.

18
19 To date, this Committee Chair has received no proposals for bylaw amendments
20 to be brought before the FSMA General Assembly. This Chair has no proposals
21 for any bylaw amendments to be brought before the FSMA General Assembly.

22
23 This Committee Chair would like to recognize and thank Maria Wiegelmann,
24 CMA (AAMA) and Marsha Benedict, CMA-A (AAMA) for their work in
25 Updating the FSMA Policies and Procedures.

26
27 This chair has answered all communications sent to her in a timely manner. It has
28 Been an honor to serve FSMA in this capacity.

FSMA BUDGET 2023-2024

Description	ACTUAL	BUDGET
INCOME		
DUES	8050	11000
NORTH FLORIDA DEPOSIT TO HOLD	2639.64	
TOTAL DUES	10689.64	11000
SEMINARS		
FALL	0	2500
Ways & Means Income	0	30
TOTAL SEMINARS	0	2530
ANNUAL MEETING		
Registration Income	0	6200
Ways & Means Income	0	0
TOTAL ANNUAL MEETING	0	6200
FUND TRANSFER FOR SPECIAL PROJECTS		
NEW WEBSITE	0	2000
MISC	0	0
	0	0
TOTAL SPECIAL PROJECTS	0	0
TOTAL INCOME	10689.64	19730
EXPENSES		
AAMA ANNUAL MEETING		
NATIONAL DEL/ALT	6999.96	7000
	0	0
Honor Gurard & Chorus for AAMA Meeting	400	0

TOTAL AAMA ANNUAL MEETING	7399.96	7000
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SCHOLARSHIPS

MAXINE WILLIAMS	100	100
FSMA/ DAVID KNIGHT AWARD	0	100

TOTAL SCHOLARSHIPS	100	200
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SPECIAL PROJECTS

HOLD NORTH FLORIDA DEPOSIT		-2639.64
Print logo's for FSMA	150.47	0
	0	0
TOTAL SPECIAL PROJECTS	150.47	-2639.64

PRESIDENT

Travel	0	125
Misc Expense	0	25

TOTAL PRESIDENT	0	0
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PRES-ELECT

Presidents Gift	0	50
Packets	0	25
Misc Expense	0	0

TOTAL PRES-ELECT	0	75
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SECRETARY

Misc Expense	0	10
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TOTAL SECRETARY	0	10
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TREASURER & PIN

Bond	122	125
Pres. Pin Expense	0	200

TOTAL TREASURER	122	325
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SPEAKER / VICE SPEAKER

Misc Expense	0	10
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TOTAL SPEAKER / VICE SPEAKER	0	10
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Budget & Finance

Misc Expense	0	10
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TOTAL Budget & Finance	0	10
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BYLAW-P&P

Misc Expense	0	10
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TOTAL BYLAW-P&P	0	10
-----------------	---	----

CERTIFICATION & MEMBERSHIP

TRAVEL	0	0
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AWARDS	0	0
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Misc Expense	0	10
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TOTAL CERTIFICATION & MEMBERSHIP	0	10
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Communications

Constant Contact	890	500
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Website	1236.32	2000
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Zoom	299.9	0
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Miscellaneous	0	
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TOTAL Communications	2426.22	2500
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CONTINUING EDUCATION

ZOOM MEETINGS & SPEAKERS	530	400
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Misc Expense	0	
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TOTAL CONTINUING EDUCATION	530	400
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EDUCATOR ASSEMBLY

Misc Expense	0	100
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TOTAL EDUCATOR ASSEMBLY	0	100
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MARKETING & COMMUNITY OUTREACH

Communication	0	100
---------------	---	-----

Marketing	0	100
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Misc Expense	0	0
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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	0	0
Hotel Expense	0	2500
Room & Reg Pres & AAMA Rep Room & Exp.	0	1000
Color Guard HOD	0	100
Decorations Installation	0	50
Reg Supp	0	100
Speaker Honorarium	0	1500
Misc Expense	0	0
TOTAL Annual Meeting Expenses	0	6250
Fall Seminar		
AV	0	250
Hotel Expense		1500
Reg Supplies	0	350
Speaker Honorarium	0	500
Misc Expense	0	0
		10
TOTAL Fall Seminar	0	2610
TOTAL EXPENSES	10728.65	17090.36
TOTAL INCOME	10689.64	19730



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 Date: 4.19.2024

2 To: Christina Sears, CMA (AAMA)
3 Speaker of the General Assembly

4
5 From: Mary Lou Allison, CMA-C(AAMA),

6
7 Re: Communications and Web Annual Meeting Report

8
9
10 This Committee works closely with our Website Designer Patrick Bourgeois at "GatorWebs" to
11 update the Website as requested.

12 We worked with all Chapter and FSMA providers of Zoom Meetings and increased the size of
13 meetings when necessary.

14 This Committee worked with the Executive Council and the Southeast Chapter to set up a
15 Speakers Bureau for AAMA Members Zoom Sessions presented by FSMA State and Chapter
16 Meetings.

17 Constant Contact emails to FSMA members were sent out to when requests received from
18 committees, chapters and FSMA. Our Website Designer provided us with pages for Facebook
19 and Constant Contact designed pictures for educational offerings.

20 Thank you for the opportunity to serve FSMA

21

22 Mary Lou Allison, CMA-C (AAMA)

23 Jeanette Tyler, CMA (AAMA)

24 Linda Vitzthum, CMA (AAMA)



Florida Society of Medical Assistants, Inc.

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April 19, 2024

To: Christina Sears, CMA (AAMA)
Speaker of the General Assembly

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

2024 Annual Conference will be held at the Holiday Inn Resort; Orlando Fl; 13351 State Road 535. April 19--April 20, 2024. The same hotel as 2023. .

Thank you to Jeanette and Maria for working on getting speakers and sending in the information to get CEU approval. We could use the help of anyone that would like to handle the registration table and other items that need taken care of. The Country Store will be handled this year by Brevard Chapter. You will be hearing from them for items to raffle.

Maria invited a pulmonologist speaking on dyspnea and sarcoidosis. Jeanette invited a physician from her practice that will speak on Aging Care. In a previous life this chair was a CPC/AAPC and belonged to the Chapter in my area. One of the members and National speakers will be speaking on coding updates. The agenda and speakers look very good and I look forward to a full house. Please invite your chapter members and encourage them to attend. The hotel is very reasonable at \$89.00. The registration will only be the cost of the food. Save your money and join us.

2025 Annual Conference will be held at the Holiday Inn Resort, Orlando Fl 13351 State Road 55. May 2, 2025-May 3, 2025. The room rate will be \$99.00.

FSMA Executive Board approved the Holiday Inn Resort, Orlando Fl as the site for the 2026 Annual Conference. The contract has been signed and the room rate will be \$109.00.

Looking forward to working with a new Education Chair to plan future conferences.

United we make a great team.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 Date: March 3, 2024
2
3 To: Christina Sears, CMA (AAMA)
4 Speaker of the General Assembly
5
6 From: Jeanette Tyler, CMA (AAMA)
7 Deniece Jozefiak, CMA (AAMA)
8 Membership Co-chairs
9
10 RE: Membership Committee Report
11
12

13 As of March 3, 2024:

14
15 **Total Members: 623**
16 **Total Members 2023: 701**
17 **Net (Gain/Loss) -78**
18

19 Active: 522
20 Affiliate: 15
21 Associate: 52
22 Student: 31
23 Sustaining: 3
24

25 **Non-Renewing Members: 402**
26

27 **Breakdown by Chapter:**

28 Brevard (FL003) 74
29 Southwest (FL004) 77
30 Central Florida (FL010) 168
31 Central Gulf Coast (FL026) 127
32 Treasure Coast (FL037) 49
33 Mid Gulf Coast (FL038) 47
34 Southeast (FL039) 76
35 At Large 5
36
37

38 Co-Chair Tyler attended Meet and Greets hosted by the following chapters:
39 Brevard – 10/12/2023
40 Treasure Coast – 1/30/2024

41
42 The social events, which included food, prizes, and membership information, were well
43 attended and resulted in new members joining.

44
45 It has been a pleasure to serve the members of the Florida Society.

46
47 Respectfully submitted,

48
49 *Jeanette Tyler*

50 Jeanette Tyler, CMA (AAMA)

51

52 *Deniece Jozefiak*

53 Deniece Jozefiak, CMA (AAMA)

54

55

56



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 Date: March 3, 2024
2
3 To: Christina Sears, CMA (AAMA)
4 Speaker of the General Assembly
5
6 From: Jeanette Tyler, CMA (AAMA)
7 Nominating Committee Chair
8
9 RE: Nominating Report

10
11 This chair has been available to assist FSMA Executive Council and FSMA members
12 when needed. All correspondence has been answered in a timely fashion.
13

14 An e-blast through Constant Contact was sent on January 12, 2024, which yielded a
15 good response. This chair responded to each inquiry with links to the FSMA website for
16 position descriptions and the Consent to Serve form. A repeat of the blast is scheduled
17 for March 15, 2024.
18

19 **The following Consent to Serve forms were received:**

20
21 President: Jeanette Tyler, CMA (AAMA)
22 Vice President:
23 Secretary:
24 Treasurer: Mary Lou Allison, CMA-C(AAMA)
25 Speaker of the General Assembly: Christina Sears, CMA (AAMA)
26 Vice-Speaker of the General Assembly: Linda Vitzthum, CMA (AAMA)
27
28 Committees:
29 Budget & Finance: Mary Lou Allison, CMA-C (AAMA)
30
31 By-Laws/Policy: Linda Vitzthum, CMA (AAMA)
32 Shelby Foehner, CMA (AAMA)
33
34 Education: Michelle Keim, CMA (AAMA)
35 Linda Vitzthum, CMA (AAMA)
36

37 Marketing/Outreach Mary Lou Allison, CMA-C (AAMA)
38 Christina Sears, CMA (AAMA)

39
40 Meeting Coordinator Marsha Benedict, CMA-A (AAMA)

41
42 Membership/Certification Shelby Foehner, CMA (AAMA)

43
44 Nominating:

45
46 Nominations to serve as Delegate to the 2024 National Conference:

47 Marsha Benedict, CMA-A (AAMA)

48 Deniece Jozefiak, CMA (AAMA)

49 Christina Sears, CMA (AAMA)

50 Jeanette Tyler, CMA (AAMA)

51 Linda Vitzthum, CMA-C (AAMA)

52
53 Nominations will be accepted from the floor for elected offices and/or delegate positions.
54 Consent to Serve forms for committee positions will be accepted any time pre-or post-
55 conference.

56
57 This chair appreciates the opportunity to serve the Florida Society as Nominations
58 Chair.

59
60 Respectfully submitted,

61
62 *Jeanette Tyler*

63 Jeanette Tyler, CMA (AAMA)

**FLORIDA SOCIETY OF MEDICAL ASSISTANTS
BALLOT
2023-2025
OFFICERS**

VOTE FOR ONE OF EACH OFFICER POSITION BY PLACING AN "X" IN THE APPROPRIATE BOX

PRESIDENT

Jeanette Tyler, CMA-(AAMA) _____ ()

_____ ()

VICE PRESIDENT

_____ ()

_____ ()

SECRETARY

Nancy Peterhansen, CMA (AAMA) _____ ()

_____ ()

TREASURER

MARY LOU ALLISON, CMA-C (AAMA) _____ ()

_____ ()

SPEAKER OF THE GENERAL ASSEMBLY

Christina Sears, CMA, (AAMA) _____ ()

_____ ()

VICE SPEAKER OF THE GENERAL ASSEMBLY

Linda Vitzthum, CMA)AAMA) _____ ()

_____ ()

DELEGATES AND ALTERNATES TO AAMA NATIONAL CONVENTION

VOTE FOR UP TO Four (4) BY PLACING AND "X" IN THE APPROPRIATE BOXES

Mary Lou Allison, CMA-C (AAMA) _____ (_____)

Marsha Benedict, CMA -A (AAMA) _____ (_____)

Deniece Jozefiak, CMA (AAMA) _____ (_____)

Christina Sears, CMA (AAMA) _____ (_____)

Jeannette Tyler, CMA (AAMA) _____ (_____)

Linda Vitzhum, CMA (AAMA) _____ (_____)

_____ (_____)

_____ (_____)

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_____ (_____)

_____ (_____)



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 Date: March 3, 2024
2
3 To: Christina Sears, CMA (AAMA)
4 Speaker of the General Assembly
5
6 From: Jeanette Tyler, CMA (AAMA)
7 President, Brevard County Chapter of Medical Assistants
8
9 RE: Brevard Chapter Report

10

11 The following CEU topics were presented:

12 4/19/2023 Workplace Civility
13 5/17/2023 Human Trafficking
14 6/21/2023 Book Review: **Atomic Habits** by James Clear
15 9/13/2023 Working in a Multigenerational Office
16 11/15/2023 Trauma Informed Care
17 1/20/2024 Winter Seminar Topics
18 Book Review: **The Obesity Code** by Jason Fung MD
19 Movement is Medicine, Part 1
20 Movement is Medicine, Part 2
21 2/20/2024 Benefits of Plant-Based Nutrition

22

23 Future events:

24 3/20/2024 Professionalism and Workplace Behavior
25 5/4/2024 May Mania—Joint education with Brevard AAPC Chapter

26

27 Membership as of 3/3/2024: 74

28 Active: 57

29 Associate: 12

30 Student: 4

31 Sustaining: 1

32

33

34

35

36

37 Two of our members served on the FSMA Executive Council:
38 Jeanette Tyler, CMA (AAMA) Vice President
39 Membership Committee
40 Nominating Committee
41 Linda Vitzthum, CMA (AAMA) Secretary
42

43 Jeanette served as a Delegate for the Florida Society at the National Conference in
44 September 2023. Linda served as an Alternate.

45
46 Linda currently serves on the Continuing Education Board and Career Professional
47 Development Committee, and is Chair of the Practice Managers Task Force. Jeanette
48 serves on three national committees: Social Media, Leadership Development, and
49 Conference Continuing Education Task Force.

50
51 This Chapter President is very proud of Brevard and the contributions made to the
52 Florida Society.

53
54 Respectfully submitted,
55

56 *Jeanette Tyler*

57 Jeanette Tyler, CMA (AAMA)



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 March 2, 2024

2

3 To: Christina Sears, CMA (AAMA), FSMA Speaker of the General Assembly

4

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

6

7 Re: Central Florida Chapter Annual report April 2024

8

9 The Central Florida chapter services the following counties: Union, Sumter, Putnam,
10 Highlands, Bradford, Clay, Alachua, Baker, Lake, Levy, Marion, Orange, Osceola, Seminole,
11 Polk and Volusia counties.

12

13 The Central Florida chapter continues to meet through the Zoom platform for our CEU
14 opportunities and business meetings. The chapter will continue in this manner and revisit this
15 topic periodically to allow for changes to in-person meetings if the membership chooses to do
16 so in the future. Since we began Zoom meetings attendance has been higher with members
17 being more receptive to the Zoom platform.

18

19 The most recent attendance numbers for the February 10, 2024 meeting were 98 registered
20 with 66 attendees for the CEU and 10 Central Florida chapter members attending the business
21 meeting.

22

23 The Central Florida chapter over the last year has hosted CEU sessions in May, October, and
24 December of 2023 as well as February of 2024 with one to be held March 16, 2024. CEU
25 topics included: Diabetes, Gender Bias, Long COVID, and Family Mental Health. The topic for
26 March 16 is Understanding and Communicating with a Patient with Disabilities. A brief
27 business meeting will follow the speaker, Linda Gentile. (1.5 CEUS) A CEU session is being
28 planned for Saturday May 4 with the election of officers for 2024-2025 to follow the speaker.

29



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 The Central Florida chapter believes in giving back to its members. Over the last year, the
2 chapter has been encouraging attendance at our CEU sessions. As a special member benefit
3 for Central Florida chapter members, we have selected 10 winners from attendees at our
4 CEU/business meetings AND have renewed their AAMA membership dues by 12/31/23 for
5 dues reimbursement. The drawing is held the day following the CEU session with winners
6 being notified by email with a check mailed out to the winners.

7

8 Central Florida chapter member attendees at the Zoom CEU session and business meeting on
9 March 16 could win registration reimbursement for the FSMA Annual meeting on April 19 and
10 20. Twenty members will be selected and will receive a check at the FSMA Annual meeting.

11

12 We invite all members to follow the Central Florida Chapter of Medical Assistants Facebook
13 page for the latest updates and happenings with the chapter. The FSMA website is a great
14 wealth of information as well. (www.fsmaonline.org)

15

16

17

18



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

5

6

7

8 April 19, 2024

9

10 Christina Sears, CMA (AAMA) Speaker General Assembly

11

12 Kathryn Panagiotacos, CMA (AAMA), President-Central Gulf Coast Chapter

13

14 Regarding: FSMA Annual Meeting

15

16

17 Currently this Chapter has not been active throughout the last several months. There
18 have been a few brief discussions of possible CEU presentations, but no definite
19 plans were able to be confirmed.

20



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 Date: January 20, 2024

2

3 To: Christina Sears CMA (AAMA)
4 Speaker of the General Assembly

5

6 From: Jennifer Eileen Cole Shepard, CMA (AAMA)
7 Mid Gulf Coast Chapter President

8

9 The Mid Gulf Coast Chapter of Medical Assistants is continuing the process of Revitalization
10 and overall stabilization for sustaining the chapter. We are planning meetings for the next few
11 months. These will be a combination of in person, zoom and hybrid. We will also rotate
12 meeting times for Lunch and Evening to capture different MA's and their schedules. We have
13 secured a speaker for 04/11/24 6:30pm via Zoom 1.5 CEU's Dr. Ashby presenting on Diabetes
14 & Obesity. the lunch and learn slated for 12/14/23 12:00-1:00pm eastern time. In addition, we
15 have secured a speaker for 05/02/24 6:30pm via zoom 1 CEU on Colon Procures Medical
16 Coding Marla Boyle AAPC. I have seen both presenters before and they are very engaging.
17 We have 2 others meeting slated for September 12th & October 17th. We are still networking
18 with the 3 local colleges that have Medical Assisting programs. Those Three Colleges are
19 Keiser, Meridian & Manatee Technical Institute. We are being thoughtful in keeping a
20 community presence and mindful of the need for inclusion of all MA's locally.

21 Special Thanks to the FSMA Leadership and all the continued support for our chapter as we
22 continue to evolve & grow.

23

24 The chapter continues to use Facebook as a way of contact, and email broadcasts.

25

26 This Chapter President also Thanks our chapter leadership and all the support being provided
27 during this transitional growth process.

28

29 Jennifer Eileen Cole Shepard, CMA (AAMA)
30 Mid Gulf Coast Chapter President

31



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 4.19.2024

2

3 To: Christina Sears, CMA (AAMA)
4 Speaker of the General Assembly

5

6 From: Joyce Baldwin, CMA(AAMA), President

7

8 Re: SouthEast Chapter Annual Report

9

10 The Southeast Chapter has not had formal meetings. We have provided our
11 membership with online information regarding job openings within our chapter. We also
12 use the communication opportunities supplied by the FSMA with the Constant Contact
13 e-mails, our Chapter Web Page and Facebook. We are also lending a hand at the
14 Winter Seminar and Meeting in Miami Lakes.

15 The Southeast Chapter has worked with FSMA to establish a Speakers Bureau for
16 FSMA and its Chapters to solicit Speakers for Zoom Meetings by paying \$50.00 to each
17 1-hour speaker who has registered with the Speakers Bureau and makes a
18 presentation. This outlay of funds will benefit the members of the Southeast Chapter by
19 providing CEU Zoom opportunities.

20 We also continued our sponsorship of providing refreshments to the Medical Assisting
21 Schools in our Chapter for Medical Assistants Day.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 Date: April 19, 2024

2
3
4 To: Christina Sears CMA (AAMA)
5 Speaker of the GA

6
7 From: Deniece Jozefiak, CMA (AAMA)
8 South West Chapter President

9
10
11
12 The South West Chapter of Medical Assistants continues to hold zoom meetings open
13 to all AAMA members. Speakers have helped from multi states as they attend the zoom
14 meetings. The chapter has decided to keep Zoom meetings until further notice.

15
16 There will be a Chapter Board meeting following our Feb or March 2024 meeting via
17 zoom. This chapter is having difficulty getting speakers to commit during the influx of
18 residents and patients.

19
20 The chapter continues to use Facebook as a way of contact.

21
22 This Chapter President thanks Mary Lou Allison, CMA-C, AAMA for all her hard work
23 sending out the e-blasts for our zoom meetings.

24
25 Thanks to Heidi Fortin, CMA (AAMA) or Treasure she os setting jup a meet and greet
26 with Southern Tech College.

27
28 There will be a new Medical Assistant Program starting in the fall at FSW in Punta
29 Gorda, Jeannet and I have had a zoom meeting with Cassandra Allbritten, LPN. I will
30 be on the Board of Directors for this exciting new program in our area.

31
32 Deniece Jozefiak, CMA (AAMA)
33 South West Chapter President

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36



Florida Society of Medical Assistants, Inc.

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April 19, 2024

To: Christina Sears Speaker of General Assembly

RE: Treasure Coast Chapter Report

From: Zooshan Plummer, CMA (AAMA) Chapter President
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.

This chapter is expected to hold a fun meet and greet time with members, students and grads at Indian River State College on Tuesday November 28th, 2023.

In keeping with COVID 19 recommendations, business meetings for the chapter were conducted via ZOOM. It was decided by the board to continue to promote ZOOM CEU educational opportunities offered through the FSMA and AAMA websites and constant contact. TC Chapter Facebook page continues to be a valuable platform for communication. Discussion was held regarding future CEU meetings.

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.

All correspondences received were answered in a timely manner. There were open communications between all parties.