



**Executive Council Meeting**  
**Via ZOOM**  
**Saturday, February 3, 2024**  
**“Together WE Make a Difference”**

The Executive Council Meeting of the Florida Society of Medical Assistants was called to order at 10:05 AM ET by President Deniece Jozefiak, CMA (AAMA).

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

President	Deniece Jozefiak, CMA (AAMA)	Present
Vice President	Jeanette Tyler, CMA (AAMA)	Present
Secretary	Linda Vitzthum, CMA (AAMA)	Excused
Treasurer	Mary Lou Allison, CMA-C (AAMA)	Present
Speaker of the General Assembly	Christina Sears, CMA (AAMA)	Present
Vice Speaker of the General Assembly	VACANT	
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)	Excused
Southeast	Joyce Baldwin, CMA (AAMA)	Present
Southwest	Deniece Jozefiak, CMA (AAMA)	Present
Treasure Coast	Zooshan Plummer, CMA (AAMA)	Absent

**Executive Committee Chairs:**

Budget and Finance	Mary Lou Allison, CMA-C (AAMA)	Present
Bylaws/Policies & Procedures	Judy Seymour, CMA (AAMA)	Excused
Education	VACANT	
Educators Forum	VACANT	
Marketing/Community Outreach	Mary Lou Allison, CMA-C (AAMA)	Present
Meeting Coordinator	Marsha Benedict, CMA-A (AAMA)	Present
Membership/Certification	Jeanette Tyler, CMA (AAMA)	Present
	Deniece Jozefiak, CMA (AAMA)	Present
Nominating	Jeanette Tyler, CMA-A (AAMA)	Present

**Seating of the Proxies:**

The following proxy asked to be seated:

Southwest Chapter: Heidi Fortin, CMA (AAMA)

Mid Gulf Coast: Nancy Peterhansen, CMA (AAMA)

Mary Lou Allison, CMA-C (AAMA), moved to seat the proxies. 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.

There were no additions or corrections to the minutes from 11/11/2023. Marsha Benedict, CMA-A (AAMA), moved to accept the minutes from draft to permanent status. Mary Lou Allison, CMA-C (AAMA), seconded. Motion carried.

**Treasurer's Report:**

Checking: \$18,153.73

Savings: \$22,402.70

Balance: \$40,556.43

**Officer Reports:**

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

**Chapter Representative Reports:**

Brevard—Jeanette Tyler, CMA (AAMA): Addendum to report on file: Membership is 70, not 113 as reported. Report was done before AAMA removed non-renewals.

Central Gulf Coast—Kathryn Panagiotacos, CMA (AAMA): no report sent

Central Florida—Mary Morris, CMA (AAMA): report on file

Mid-Gulf—Nancy Peterhansen, CMA (AAMA)--proxy: no report sent

Southeast—Joyce Baldwin, CMA (AAMA): Addendum to report on file: Mary Lou Allison, CMA-C (AAMA) Chapter is having a combined CEU meeting with Southwest chapter in March 2024.

Southwest—Heidi Fortin, CMA (AAMA)--proxy: report on file

Treasure Coast—Zooshan Plummer, CMA (AAMA): no report on file. Chapter member Marsha Benedict, CMA-A (AAMA), stated the chapter had an in-person Meet & Greet that was well attended. The chapter provided food, prizes and information on membership and involvement in the chapter.

### **Executive Committee Reports:**

Budget and Finance--Mary Lou Allison, CMA-C (AAMA) Addendum to report on file: Mary Lou moved to accept the 2024-2025 budget as presented which included only paying for 4 delegates to the AAMA Conference in 2024. Marsha Benedict, CMA-A (AAMA), seconded. Motion carried.

Bylaws/Policy & Procedures—Judy Seymour, CMA (AAMA): report on file

Education--Jeanette Tyler, CMA (AAMA) Addendum to report on file: There will be six AAMA approved CEUs at the Annual meeting in April:

1. Enhancing Care for Older Adults: An Overview for Medical Assistants—2 CG
2. Sarcoidosis/Role of the Medical Assistant in the Evaluation of Dyspnea—2 CG
3. CPT and ICD-10 Updates—2 A

Educators Forum: VACANT

Marketing/Community Outreach—Mary Lou Allison, CMA (AAMA): report on file

Meeting Coordinator--Marsha Benedict, CMA-A (AAMA) Addendum to report on file: Registration fees for the annual meeting will be: \$30 for FSMA members, \$15 for student members, and \$45 for non-members. Registration includes Friday night activities and Saturday education sessions, with lunch included.

Membership/Certification--Jeanette Tyler, CMA (AAMA) Addendum to report on file: The current membership number for FSMA is 579. Report on file stated a different number that was before the non-renewals were removed from the list by AAMA National office. In a survey that was sent out by the national Membership Committee, one of the main reasons members did not renew is because they see “no benefit” in being a member. Two things were suggested to the FSMA Membership Committee Chair: 1) create an eblast to non-renewals emphasizing the benefits of membership; 2) Analyze non-renewals to find patterns.

Nominating Committee--Jeanette Tyler, CMA (AAMA) Addendum to report on file: The Chair received a great response to the Consent to Serve eblast that was sent. One person has committed to being the Education Chair for FSMA for 2024-25. The Nominating Chair is looking forward to receiving more Consent to Serve forms in her email soon.

**Correspondence:** NONE

### **Unfinished Business:**

1. Treasurer Mary Lou Allison, CMA-C (AAMA), clarified that chapters could set up registration forms for individual CEU meetings to include payments, but the funds would go to PayPal,

which charges a fee for this. Further discussion regarding standardizing the fees for using the FSMA ZOOM to charge \$10 for non-members. All AAMA members would be free. This is to help promote membership as a benefit. Mary Lou Allison, CMA-C (AAMA) moved to make all CEUs via FSMA ZOOM free to all AAMA members and \$10 for non-members. Christina Sears, CMA (AAMA) seconded. Motion carried.

### **New Business:**

1. 2026 FSMA Annual Meeting: Marsha Benedict, CMA-A (AAMA), moved that the 2026 annual meeting be held at the Holiday Inn Lake Buena Vista (same as 2023 and 2024). Christina Sears, CMA (AAMA) seconded. Motion carried.
2. Mary Lou Allison, CMA-C (AAMA), would like to create a database of speakers (a type of “speakers bureau”) that would offer speakers \$50 per hour to present CEU topics. The funds would come from the Southeast Chapter treasury, since it would be providing a service to their members. Mary Lou will meet with President Deniece and Vice President Jeanette to discuss this topic further and to set parameters for the database.
3. President Deniece, on behalf of Bylaw Committee Chair Judy Seymour, CMA (AAMA) stated that bylaw proposals should be sent to her as soon as possible.
4. Speaker of the General Assembly Christina Sears, CMA (AAMA), is requesting guidance and assistance with the General Assembly in April. Maria Wiegelmann, CMA (AAMA), stated she would help and lend guidance.
5. Christina Sears, CMA (AAMA), presented some marketing item ideas—tumblers and stickers. Christina has found a company that could create round vinyl stickers with the green FSMA logo for a good price. These stickers would be given away to attendees at the Annual meeting, as well as given to chapter presidents to hand out at their in-person events as a marketing tool. After discussion, Jeanette Tyler, CMA (AAMA) moved that FSMA purchase 1,000 round vinyl stickers for the price of \$123.50 plus shipping. Mary Lou Allison, CMA-C (AAMA), seconded. Motion carried.

Christina also showed a sample of tumblers that a different company created. These would be insulated tumblers with the FSMA logo etched on them. The minimum purchase price is \$250. Twenty (tumblers) would cost approximately \$315, bringing the price to 15.75 each. Mary Morris, CMA (AAMA), suggested that Christina bring the samples to the annual meeting to gauge interest before purchasing 20 of them. Christina will bring them to the meeting.

### **Announcements:**

1. AAMA is looking for officers and trustees for 2024-2025.
2. FSMA Annual Meeting: Holiday Inn Resort—Lake Buena Vista, 13351 State Road 535, Orlando FL 32821. DATES: April 19-20, 2024
3. AAMA Annual Conference September 19-23, 2024 in Grand Rapids, Michigan

There being no further business, the meeting of the Executive Council of the Florida Society of Medical Assistants was adjourned by President Deniece Jozefiak, CMA (AAMA) at 12:30 PM ET.

Respectfully submitted,

*Jeanette Tyler*

Jeanette Tyler, CMA (AAMA)  
Secretary Pro-Tem, FSMA