



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

MINUTES EXECUTIVE COUNCIL MEETING November 2, 2024 “FORWARD!”

The Executive Council Meeting of the Florida Society of Medical Assistants was called to order at 12:56 PM by President Jeanette Tyler, CMA (AAMA).

Secretary Nancy Peterhansen called the roll.

OFFICERS

| | | |
|--------------------------------------|--------------------------------|---------|
| President | Jeanette Tyler, CMA (AAMA) | Present |
| Vice President | VACANT | ----- |
| Secretary | Nancy Peterhansen, CMA (AAMA) | Present |
| Treasurer | Mary Lou Allison, CMA-C (AAMA) | Present |
| Speaker of the General Assembly | Christina Sears, CMA (AAMA) | Present |
| Vice-Speaker of the General Assembly | Linda Vitzthum, CMA (AAMA) | Present |
| Immediate Past President | Deniece Jozefiak, CMA (AAMA) | Present |

EXECUTIVE COMMITTEE CHAIRS

| | | |
|------------------------------|--------------------------------|---------|
| Budget and Finance | Mary Lou Allison, CMA-C (AAMA) | Present |
| Bylaws/Policy and Procedure | Linda Vitzthum, CMA (AAMA) | Present |
| Education | Michelle Keim, CMA (AAMA) | Present |
| Marketing/Community Outreach | Mary Lou Allison, CMA-C (AAMA) | Present |
| Meeting Coordinator | Marsha Benedict, CMA-A (AAMA) | Present |
| Membership/Certification | Deniece Jozefiak, CMA (AAMA) | Present |
| Nominating | Deniece Jozefiak, CMA (AAMA) | Present |

CHAPTER REPRESENTATIVES

| | | |
|--------------------|----------------------------------|---------|
| Brevard | Linda Vitzthum, CMA (AAMA) | Present |
| Central Gulf Coast | Kathryn Panagiotacos, CMA (AAMA) | Excused |
| Central Florida | Mary Morris, CMA (AAMA) | Present |
| Mid-Gulf Coast | Jennifer Shepard, CMA (AAMA) | Absent |
| Southeast | Joyce Baldwin, CMA (AAMA) | Present |
| Southwest | Deniece Jozefiak, CMA (AAMA) | Present |
| Treasure Coast | Marsha Benedict, CMA-A (AAMA) | Present |

SEATING OF THE PROXIES

Marvine Dethloff, CMA (AAMA) was delegated to be proxy for the Southwest Chapter. Marsha Benedict, CMA-A (AAMA) moved to seat the proxies. Linda Vitzthum, CMA (AAMA) seconded. There was no discussion. Motion carried.

Secretary Nancy Peterhansen, CMA (AAMA) confirmed there was a quorum present.

APPROVAL OF MINUTES

The minutes of the pre-conference Executive Board Meeting, as well as the minutes of the 2024 General Assembly and the post-conference Executive Board Meeting were not approved. The minutes were incomplete, and therefore could not be posted on the FSMA website.

TREASURER'S REPORT

Checking: \$12,695.88 Savings: \$22,404.37 BALANCE: \$35,100.25

OFFICER REPORTS

| | | |
|--------------------------------------|--------------------------------|---------|
| President | Jeanette Tyler, CMA (AAMA) | On File |
| Vice President | VACANT | ----- |
| Secretary | Nancy Peterhansen, 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 | Linda Vitzthum, CMA (AAMA) | On File |
| Immediate Past President | Deniece Jozefiak, CMA (AAMA) | On File |

EXECUTIVE COMMITTEE REPORTS

| | | |
|------------------------------|--------------------------------|---------|
| Budget and Finance | Mary Lou Allison, CMA-C (AAMA) | On File |
| Bylaws/Policy and Procedure | Linda Vitzthum, CMA (AAMA) | On File |
| Education | Michelle Keim, CMA (AAMA) | On File |
| Marketing/Community Outreach | Mary Lou Allison, CMA-C (AAMA) | On File |
| Meeting Coordinator | Marsha Benedict, CMA-A (AAMA) | On File |
| Membership/Certification | Deniece Jozefiak, CMA (AAMA) | On File |
| Nominating | Deniece Jozefiak, CMA (AAMA) | On File |

CHAPTER REPRESENTATIVE REPORTS

| | | |
|--------------------|----------------------------------|-----------|
| Brevard | Linda Vitzthum, CMA (AAMA) | On File |
| Central Gulf Coast | Kathryn Panagiotacos, CMA (AAMA) | No Report |
| Central Florida | Mary Morris, CMA (AAMA) | On File |
| Mid-Gulf Coast | Jennifer Shepard, CMA (AAMA) | No Report |
| Southeast | Joyce Baldwin, CMA (AAMA) | On File |
| Southwest | Deniece Jozefiak, CMA (AAMA) | On File |
| Treasure Coast | Marsha Benedict, CMA-A (AAMA) | On File |

CORRESPONDENCE

President Tyler received an email from Virginia Thomas, CMA (AAMA) President of the AAMA Board of Trustees regarding Florida's choices for the AAMA Representatives Bureau. A vote was taken via email prior to this meeting with the following results:

First choice: Loxie Kistler, CMA (AAMA)
Second choice: Pam Neu, CMA (AAMA)
Third Choice: Shannon Thomas, CMA (AAMA)

President Tyler will inform the AAMA office of their choices.

UNFINISHED BUSINESS

1. Christina Sears, CMA (AAMA) updated on selling FSMA branded beverage cups/tumblers. She has found different options, and it was suggested she pick up samples. She stated she would report about her findings.

2. In reference to Committee Meetings: President Tyler encouraged all committees to set up a meeting before the end of the year. President Tyler would like to be included in these meeting, as she is an ex-officio member of all committees.

3. AAMA Conference Highlights:

Awards:

1. Florida won Best Website for the second year in a row! Congratulations to Webmaster Mary Lou Allison.

2. Florida also won for the largest increase in Student Membership. THANK YOU to all our educators across the state for promoting the AAMA to their students.

3. Ruby Magana, CMA (AAMA), a former student at Indian River State College, won the Student Essay Contest. Congratulations to Ruby and to her instructor, Michelle Keim, CMA (AAMA)

4. Florida's own Christina Sears, CMA (AAMA), was one of two recipients for the AAMA Rising Star Award! This award is given to members in their first five years of being a medical assistant that have shown leadership on the state and local levels. Congratulations, Christina! Christina was also elected to the Nominating Committee for 2024-2025.

Board of Trustees Elections: Newly elected Officers and Trustees of AAMA are: President, Virginia Thomas, CMA (AAMA) from Virginia, Secretary, Loxie Kistler, CMA (AAMA) from Ohio, Speaker of the House, Jane Seelig, CMA (AAMA) from Indiana, Vice Speaker of the House, Claire Houghton CMA (AAMA) from Texas, Trustees, Cameron Smith, CMA (AAMA) from North Carolina, Pam Neu, CMA (AAMA) from Indiana, and Candy Miller, CMA (AAMA) from Oregon. **There was no Vice President elected due to no candidate receiving a majority vote.**

Mary Lou Allison, CMA-C (AAMA), was a panelist on the topic of Leadership and Mentoring in the State Leaders Session. She represented us well and gave very good insights.

President Tyler served as Chair of the Reference Committee on Reports at the House of Delegates.

NEW BUSINESS

1. **DATE CHANGE for 2025 Annual Meeting:** The date will now be **April 25 and 26, 2025**.
2. Meeting Coordinator Marsha Benedict is looking at new properties for the 2027 Annual Meeting to make sure FSMA is getting competitive pricing. She is checking properties such as the Red Lion and Hyatt. More information to follow.
3. Education Chair Michelle Keim requested names of contacts for speakers for the 2025 Annual Meeting.

ANNOUNCEMENTS

FSMA Meeting Dates:

1/20/2025: Reports for Winter Meeting due to President Tyler.

2/01/2025: FSMA Winter Seminar and Meeting via Teams

3/07/2025: Reports for Annual Meeting due to Speaker Sears with a copy to President Tyler.

4/25-26/2025: FSMA Annual Meeting: Holiday Inn Resort—Lake Buena Vista, 13351 State Road 535, Orlando, FL 32821.

Brevard Chapter is holding their annual in-person Winter Seminar on Saturday, January 18, 2025, in Melbourne. 6 CEU's will be available. More information to come.

There being no further business, the meeting of the Executive Council of the Florida Society of Medical Assistants was adjourned by President Jeanette Tyler, CMA (AAMA) at 1:30 PM ET.

Respectfully submitted,

Nancy Peterhansen

Nancy Peterhansen, CMA (AAMA)

Secretary, FSMA