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FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Pre-Conference

EXECUTIVE COUNCIL MEETING

April 25, 2025

“FORWARD!”

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

Will the Secretary, Nancy Peterhansen, CMA (AAMA) please take the roll?

OFFICERS

President	Jeanette Tyler, CMA (AAMA)	<input type="checkbox"/> Present	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
Vice President	VACANT	<input type="checkbox"/> Present	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
Secretary	Nancy Peterhansen, CMA (AAMA)	<input type="checkbox"/> Present	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
Treasurer	Mary Lou Allison, CMA-C (AAMA)	<input type="checkbox"/> Present	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
Speaker General Assembly	Christina Sears, CMA (AAMA)	<input type="checkbox"/> Present	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
Vice-Speaker General Assembly	Linda Vitzthum, CMA (AAMA)	<input type="checkbox"/> Present	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
Immediate Past President	Deniece Jozefiak, CMA (AAMA)	<input type="checkbox"/> Present	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent

EXECUTIVE COMMITTEE CHAIRS

Budget & Finance	Mary Lou Allison, CMA-C (AAMA)	<input type="checkbox"/> Present	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
Bylaws/Policy & Procedure	Linda Vitzthum, CMA (AAMA)	<input type="checkbox"/> Present	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
Education	Michelle Keim, CMA (AAMA)	<input type="checkbox"/> Present	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
Marketing/Community Outreach	Mary Lou Allison, CMA-C (AAMA)	<input type="checkbox"/> Present	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
Meeting Coordinator	Marsha Benedict, CMA-A (AAMA)	<input type="checkbox"/> Present	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
Membership/Certification	Deniece Jozefiak, CMA (AAMA)	<input type="checkbox"/> Present	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
Nominating	Deniece Jozefiak, CMA (AAMA)	<input type="checkbox"/> Present	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent

CHAPTER REPRESENTATIVES

Brevard	Linda Vitzthum, CMA (AAMA)	<input type="checkbox"/> Present	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
Central Gulf Coast	Kathryn Panagiotacos, CMA (AAMA)	<input type="checkbox"/> Present	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
Central Florida	Mary Morris, CMA (AAMA)	<input type="checkbox"/> Present	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
Mid-Gulf	Jennifer Cole Shepard, CMA (AAMA)	<input type="checkbox"/> Present	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
Southeast	Joyce Baldwin, CMA (AAMA)	<input type="checkbox"/> Present	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
Southwest	Deniece Jozefiak, CMA (AAMA)	<input type="checkbox"/> Present	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
Treasure Coast	Marsha Benedict, CMA-A (AAMA)	<input type="checkbox"/> Present	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

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SEATING OF THE PROXIES

Are there any proxies to be seated? ___ Yes ___ No

<u>Proxy Name and Credential</u>	<u>Chapter</u>
_____	_____
_____	_____
_____	_____

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

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

(name and credential)

_____ Is there any discussion? _____

(name and credential)

All those in favor of seating the proxies signify by saying YES _____

All those opposed signify by saying NO _____

Motion carried / Motion defeated (circle one)

Madame Secretary, is there a quorum present? ___ Yes ___ No

(quorum = majority for Executive Council meetings)

TREASURER'S REPORT

Checking: \$ _____ Saving: \$ _____ BALANCE: \$ _____

OFFICER REPORTS

President	Jeanette Tyler, CMA (AAMA)	___ on file ___ no report
Vice President	VACANT	___ on file ___ no report
Secretary	Nancy Peterhansen, CMA (AAMA)	___ on file ___ no report
Treasurer	Mary Lou Allison, CMA-C (AAMA)	___ on file ___ no report
Speaker General Assembly	Christina Sears, CMA (AAMA)	___ on file ___ no report
Vice-Speaker General Assembly	Linda Vitzthum, CMA (AAMA)	___ on file ___ no report
Immediate Past President	Deniece Jozefiak, CMA (AAMA)	___ on file ___ no report



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1 **EXECUTIVE COMMITTEE REPORTS**

2 Budget & Finance	Mary Lou Allison, CMA-C (AAMA)	<input type="checkbox"/> on file	<input type="checkbox"/> no report
3 Bylaws/Policy & Procedure	Linda Vitzthum, CMA (AAMA)	<input type="checkbox"/> on file	<input type="checkbox"/> no report
4 Education	Michelle Keim, CMA (AAMA)	<input type="checkbox"/> on file	<input type="checkbox"/> no report
5 Marketing/Community Outreach	Mary Lou Allison, CMA-C (AAMA)	<input type="checkbox"/> on file	<input type="checkbox"/> no report
6 Meeting Coordinator	Marsha Benedict, CMA-A (AAMA)	<input type="checkbox"/> on file	<input type="checkbox"/> no report
7 Membership/Certification	Deniece Jozefiak, CMA (AAMA)	<input type="checkbox"/> on file	<input type="checkbox"/> no report
8 Nominating	Deniece Jozefiak, CMA (AAMA)	<input type="checkbox"/> on file	<input type="checkbox"/> no report

9
10 **CHAPTER REPRESENTATIVE REPORTS**

11 Brevard	Linda Vitzthum, CMA (AAMA)	<input type="checkbox"/> on file	<input type="checkbox"/> no report
12 Central Gulf Coast	Kathryn Panagiotacos, CMA (AAMA)	<input type="checkbox"/> on file	<input type="checkbox"/> no report
13 Central Florida	Mary Morris, CMA (AAMA)	<input type="checkbox"/> on file	<input type="checkbox"/> no report
14 Mid-Gulf	Jennifer Cole Shepard, CMA (AAMA)	<input type="checkbox"/> on file	<input type="checkbox"/> no report
15 Southeast	Joyce Baldwin, CMA (AAMA)	<input type="checkbox"/> on file	<input type="checkbox"/> no report
16 Southwest	Deniece Jozefiak, CMA (AAMA)	<input type="checkbox"/> on file	<input type="checkbox"/> no report
17 Treasure Coast	Marsha Benedict, CMA-A (AAMA)	<input type="checkbox"/> on file	<input type="checkbox"/> no report

18
19 **CORRESPONDENCE**

20 2/24/25: email from Sharon Flynn, AAMA Board Services Manager with the delegate count for
21 Florida Society. We are allowed FOUR (4) delegates.
22 3/7/25: email from Sharon Flynn, AAMA Board Services Manager with information on
23 Nominations for the Board of Trustees. There are NINE open seats on the Board of Trustees
24 for 2025-2026

25
26
27 **UNFINISHED BUSINESS**

- 28 1. Conference updates—Marsha
29
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32 2. Marketing update (tumblers)--Christina

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34



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

NEW BUSINESS

ANNOUNCEMENTS

1. The minutes of this Executive Council meeting will be posted on the FSMA website within 30 days
2. The newly elected and appointed members of the FSMA Executive Council 2025-2026 will meet in this room tomorrow (April 26th) immediately following the education seminar.
3. **AAMA National Conference September 19-22 in Arlington, Virginia.** FSMA will send four delegates to be voted on at the General Assembly today.
4. **AAMA Deadlines:**
 - May 1, 2025:** Nominations for Board of Trustees
 - May 15, 2025:** Maxine Williams Scholarship Applications
 - July 15, 2025:** Excel Award Deadline

Additional announcements:

There being no further business to be brought before the Executive Council of the Florida Society of Medical Assistants, this meeting is now adjourned at _____ PM.

Jeanette Tyler

Jeanette Tyler, CMA (AAMA)
FSMA President
2024-2025



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

72nd Annual Meeting

Friday, April 25, 2025

General Session begins at 4:00 pm

Presiding	Jeanette Tyler, CMA (AAMA) FSMA President
Presentation of Colors	VFW Post 4287 Honor Guard
Pledge of Allegiance	VFW Post 4287 Honor Guard
National Anthem	Adam Segrave—Orlando Gay Chorus
Invocation	Marsha Benedict, CMA-A (AAMA) FSMA Meeting Coordinator
Welcome	Jeanette Tyler, CMA (AAMA) FSMA President
Welcome	Claire Houghton, CMA (AAMA) AAMA Speaker of the House of Delegates AAMA Representative

First Session of the General Assembly-----Open to All Members

Call to Order	Christina Sears, CMA (AAMA) FSMA Speaker of the General Assembly
Introduction of the 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	Linda Vitzthum, CMA (AAMA) FSMA Vice Speaker of the General Assembly



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Report of Credentials Committee	Mary Lou Allison, CMA-C (AAMA) FSMA 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 Meeting Coordinator
Orientation of Voting Members	Linda Vitzthum, CMA (AAMA) FSMA Vice Speaker of the General Assembly
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 Committee	Deniece Jozefiak, CMA (AAMA) FSMA Nominating Committee Chair
Nominations from the Floor	Linda Vitzthum, CMA (AAMA) FSMA Vice Speaker of the General Assembly
Presentation of Candidates	Deniece Jozefiak, CMA (AAMA) FSMA Nominating Committee Chair

-----**BREAK**-----

Second Session of the General Assembly

Report of Credentials Committee	Mary Lou Allison, CMA-C (AAMA) FSMA Credentials Committee Chair
Voting Instructions	Christina Sears, CMA (AAMA) FSMA Speaker of the General Assembly
Reference Committee Reports	Deniece Jozefiak, CMA (AAMA) FSMA Reference Committee Chair
Report of the Tellers	_____ _____



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

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
Proposed Bylaw Change	Linda Vitzthum, CMA (AAMA) FSMA Bylaws Committee Chair
Speaker's 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



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Post-Conference EXECUTIVE COUNCIL MEETING April 26, 2025

“FSMA—LEADING THE WAY!”

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

Will the Secretary, Michelle Keim, CMA (AAMA) please take the roll?

OFFICERS

President	Jeanette Tyler, CMA (AAMA)	<input type="checkbox"/> Present	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
Vice President	VACANT	<input type="checkbox"/> Present	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
Secretary	Nancy Peterhansen, CMA (AAMA)	<input type="checkbox"/> Present	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
Treasurer	Mary Lou Allison, CMA-C (AAMA)	<input type="checkbox"/> Present	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
Speaker General Assembly	Christina Sears, CMA (AAMA)	<input type="checkbox"/> Present	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
Vice-Speaker General Assembly	Linda Vitzthum, CMA (AAMA)	<input type="checkbox"/> Present	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
Immediate Past President	Deniece Jozefiak, CMA (AAMA)	<input type="checkbox"/> Present	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent

EXECUTIVE COMMITTEE CHAIRS

Budget & Finance	Mary Lou Allison, CMA-C (AAMA)	<input type="checkbox"/> Present	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
Bylaws/Policy & Procedure	Linda Vitzthum, CMA (AAMA)	<input type="checkbox"/> Present	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
Education	Linda Vitzthum, CMA (AAMA)	<input type="checkbox"/> Present	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
Marketing/Community Outreach	Christina Sears, CMA (AAMA)	<input type="checkbox"/> Present	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
Meeting Coordinator	Marsha Benedict, CMA-A (AAMA)	<input type="checkbox"/> Present	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
Membership/Certification	Deniece Jozefiak, CMA (AAMA)	<input type="checkbox"/> Present	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
Nominating	Christina Sears, CMA (AAMA)	<input type="checkbox"/> Present	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent

CHAPTER REPRESENTATIVES

Brevard	_____	<input type="checkbox"/> Present	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
Central Gulf Coast	_____	<input type="checkbox"/> Present	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
Central Florida	_____	<input type="checkbox"/> Present	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
Mid-Gulf	_____	<input type="checkbox"/> Present	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
Southeast	_____	<input type="checkbox"/> Present	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
Southwest	_____	<input type="checkbox"/> Present	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
Treasure Coast	_____	<input type="checkbox"/> Present	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 SEATING OF THE PROXIES

2 *Are there any proxies to be seated?* ___ Yes ___ No

3 <u>Proxy Name and Credential</u>	4 <u>Chapter</u>
5 _____	_____
6 _____	_____

8 *What is the pleasure of the Executive Council regarding the seating of the proxies?*

9 _____ *moved to seat the proxies. Is there a second?*
10 (name and credential)

11 _____ *Is there any discussion?* _____
12 (name and credential)

13 *All those in favor of seating the proxies signify by saying YES* _____

14 *All those opposed signify by saying NO* _____

15 *Motion carried / Motion defeated (circle one)*

16 *Madame Secretary, is there a quorum present?* ___ Yes ___ No
17 (quorum = majority for Executive Council meetings)

18 19 TREASURER'S REPORT

20 Checking: \$ _____ Saving: \$ _____ **BALANCE: \$** _____

21 22 OFFICER REPORTS

23 President	Jeanette Tyler, CMA (AAMA)	___ on file ___ no report
24 Vice President	Christina Sears, CMA (AAMA)	___ on file ___ no report
25 Secretary	Michelle Keim, CMA (AAMA)	___ on file ___ no report
26 Treasurer	Mary Lou Allison, CMA-C (AAMA)	___ on file ___ no report
27 Speaker General Assembly	Nancy Peterhansen, CMA (AAMA)	___ on file ___ no report
28 Vice-Speaker General Assembly	Linda Vitzthum, CMA (AAMA)	___ on file ___ no report
29 Immediate Past President	Deniece Jozefiak, CMA (AAMA)	___ on file ___ no report

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FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 **EXECUTIVE COMMITTEE REPORTS**

2	Budget & Finance	Mary Lou Allison, CMA-C (AAMA)	<input type="checkbox"/> on file	<input type="checkbox"/> no report
3	Bylaws/Policy & Procedure	Linda Vitzthum, CMA (AAMA)	<input type="checkbox"/> on file	<input type="checkbox"/> no report
4	Education	Linda Vitzthum, CMA (AAMA)	<input type="checkbox"/> on file	<input type="checkbox"/> no report
5	Marketing/Community Outreach	Christina Sears, CMA-C (AAMA)	<input type="checkbox"/> on file	<input type="checkbox"/> no report
6	Meeting Coordinator	Marsha Benedict, CMA-A (AAMA)	<input type="checkbox"/> on file	<input type="checkbox"/> no report
7	Membership/Certification	Deniece Jozefiak, CMA (AAMA)	<input type="checkbox"/> on file	<input type="checkbox"/> no report
8	Nominating	Christina Sears, CMA (AAMA)	<input type="checkbox"/> on file	<input type="checkbox"/> no report

9
10 **CHAPTER REPRESENTATIVE REPORTS**

11	Brevard	_____	<input type="checkbox"/> on file	<input type="checkbox"/> no report
12	Central Gulf Coast	_____	<input type="checkbox"/> on file	<input type="checkbox"/> no report
13	Central Florida	_____	<input type="checkbox"/> on file	<input type="checkbox"/> no report
14	Mid-Gulf	_____	<input type="checkbox"/> on file	<input type="checkbox"/> no report
15	Southeast	_____	<input type="checkbox"/> on file	<input type="checkbox"/> no report
16	Southwest	_____	<input type="checkbox"/> on file	<input type="checkbox"/> no report
17	Treasure Coast	_____	<input type="checkbox"/> on file	<input type="checkbox"/> no report

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19 **CORRESPONDENCE**

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22 **UNFINISHED BUSINESS**

- 23
24 1. _____
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29 2. _____
- 30
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34 3. _____
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FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

NEW BUSINESS

1. Excel Awards: *What categories should we nominate people to enter?*
 Categories to consider: Leadership and Mentoring, Medical Assistant of the Year, Golden Apple, Excellence in Community Service, Excellence in Marketing, Promotion and Recruitment, Excellence in Publishing, Excellence in Website Development, AAMA Rising Star, Student Essay, Employer of the Year

ANNOUNCEMENTS

1. The minutes of this Executive Council meeting will be posted on the FSMA website within 30 days.
2. **AAMA National Conference September 19-22 in Arlington, Virginia.** FSMA will send the following members as delegates:

3. **AAMA Deadlines:**
May 1, 2025: Nominations for Board of Trustees
May 15, 2025: Maxine Williams Scholarship Applications
July 15, 2025: Excel Award Deadline

Additional announcements:

There being no further business to be brought before the Executive Council of the Florida Society of Medical Assistants, this meeting is now adjourned at _____ PM.

Jeanette Tyler

Jeanette Tyler, CMA (AAMA)
FSMA President
2025-2026



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 March 16, 2025

2

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

5

6 Linda Vitzthum, CMA (AAMA)
7 Vice Speaker of the General Assembly

8

9 Jeanette Tyler, CMA (AAMA)
10 President

11

12 FROM: Jeanette Tyler CMA (AAMA)
13 President

14

15 RE: President's Report

16

17 It has been this member's honor to serve the Florida Society as its President. The year
18 has presented challenges to the membership as well as opportunities for growth and
19 revitalization. It has been exciting to see this State Society move "FORWARD!"

20

21 Since the last report (January 2025), the following are notes from the diary of this
22 officer:

23

24 1/18/2025: Attended Brevard Chapter Winter Seminar

25 2/1/2025: Presided at Executive Council Meeting at Winter Seminar

26 2/5/2025: Attended Brevard Chapter Officer Meeting

27 2/10/2025: Received correspondence that the Representative from the AAMA Board
28 of Trustees for the Annual Meeting will be Claire Houghton, CMA (AAMA), AAMA Vice
29 Speaker of the House of Delegates

30 2/12/2025: Edited February Presidents Newsletter

31 2/12/2025: Attended FSMA Education and Conference Committee meeting

32 2/13/2025: Attended AAMA Leadership Development Committee meeting

33 2/4/2025: Received Correspondence from Sharon Flynn, AAMA Board Services
34 Manager, with information regarding delegates for the AAMA Conference in September.

35 3/1/2025: Attended the AAMA Leadership Development CEU presentation on
36 mentorship

37 3/1/2025: Attended AAMA Leadership Development Commiite sub-committee on
38 focus groups

39 3/8/2025: Led FSMA discussion on proposed reorganization

40 3/10/25: Attended General Assembly script review with Speaker of the General

41 Assembly Sears and Vice Speaker of the General Assembly Vitzthum

42

43 Future events:

44 3/22/25 Virtual meeting of the AAMA Continuing Education Board

45 4/10/2025: AAMA Leadership Development Committee meeting

46 4/25-4/26/2025: FSMA Annual Meeting

47

48 The 2025 AAMA Conference will be held in Arlington, Virginia September 19-22.

49 Florida is allowed four delegates to represent in the House of Delegates.

50

51 This officer gives thanks and gratitude to all the officers, committee chairs, and
52 committee members who have contributed to the success of the 2024-2025 year. In
53 addition, this officer gives special thanks to past FSMA Presidents and past AAMA
54 Presidents who have served as mentors and offered much needed insight and advice.

55

56 Respectfully submitted,

57

58

Jeanette Tyler

59

60 Jeanette Tyler, CMA (AAMA)

61 President, 2024-2025

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FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: March 14, 2025
To: Christina Sears, CMA (AAMA)
Speaker of the General Assembly

From: Nancy Peterhansen, CMA (AAMA)
Secretary

This officer attended the Annual FSMA April 19-20, 2024 Orlando, FL, at which she was elected as the Secretary for the 2024-2025 year.

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

This officer has attended various Zoom CUE sessions from various Florida Chapters, virtually.

This officer attended the FSMA Fall Seminar and Board Meeting by zoom on 11/02/2024.

This officer attended the FSMA Winter Seminar and Board Meeting by zoom on 02/01/2025.

This officer has taken minutes at meetings and submitted to be posted on FSMA website within 30 days.

This officer is looking forward to the remainder of the 2024-2025 FSMA year and serving with FSMA Members.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 Date: 04.25.2025

2

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

5

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

7

8 Re: Treasurer WINTER Report

9

10

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

13 All banking is done online at the BOA Website.

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

15 FSMA has sent Registration Income to all Chapters charging registrants for attendance
16 using the FSMA Pay Pal account.

17 Thank you for the opportunity to serve FSMA



Florida Society of Medical Assistants, Inc.

April 25, 2025

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

Linda Vitzhum, CMA (AAMA)
FSMA Vice Speaker of the General Assembly

Jeanette Tyler, CMA (AAMA)
FSMA President

From: Deniece Jozefiak, CMA (AAMA)
FSMA Past President

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



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 Date: January 20, 2025
2 To: Jeanette Tyler, CMA (AAMA)
3 President, Florida Society of Medical Assistants
4

5 Form: Christina Sears, CMA (AAMA)
6 Speaker of the General Assembly
7
8

9 This officer attended the Annual FSMA April 19-20, 2024 at the Orlando, FL, at which
10 she was elected as the Speaker of the General Assembly for the 2024-2025 year.
11

12 This officer responded to email/text messages in a timely manner.
13

14 This officer attended AAMA HOD Proposed Bylaw review and Pre-Conference ZOOM
15 Meetings on 8/24/2024 and 9/1/2024.
16

17 This officer, during the Annual FSMA April 19-20, 2024, was selected to serve as a
18 delegate AAMA National conference held at the Amway Grand Plaza Hotel, in Grand
19 Rapids, Michigan.
20

21 This officer has attended various Zoom CUE sessions form various Florida Chapters,
22 including in person and virtual.
23

24 This officer attended he FSMA Fall Seminar and Board Meeting on 11/11/2023.
25

26 This officer also served as a Delegate to the AAMA National Conference and the Vice
27 President of Central Florida Chapter of FSMA.
28

29 This officer is looking forward to the remainder of the 2024-2025 FSMA year and
30 serving with FSMA Members.
31



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 Date 3/16/2025

2

3 To: Christina Sears, CMA (AAMA), speaker of the general assembly, Jeanette Tyler, CMA
4 (AAMA), president, and the board members of the general assembly

5

6 From: Linda Vitzthum, CMA (AAMA), vice speaker of the general assembly

7 Re: Vice Speaker report

8 This officer serves as the Vice Speaker for the Florida State Society of Medical Assistants.

9 This officer has attended the meetings since serving in this office.

10 This officer will meet with the Speaker of the General Assembly on 3/17/2025 to prepare for
11 the annual meeting on April 24-25, 2025.

12 Respectfully submitted,

13 Linda Vitzthum, CMA (AAMA)

14



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 Date 3/16/2025

2

3 To: Christina Sears, CMA (AAMA), speaker of the general assembly, Jeanette Tyler, CMA
4 (AAMA), president, and the board members of the general assembly

5

6 From: Linda Vitzthum, CMA (AAMA), Bylaws Chair

7 Re: Bylaws report

8 This chair serves as the Bylaws chair for the Florida State Society of Medical Assistants.

9 This chair has attended numerous meetings since serving in this office.

10 This chair is working on writing a proposal for the annual meeting regarding the change from a
11 trilevel to a bilevel organization. This chair has also received feedback from AAMA bylaws
12 chair Loxie Kistler, CMA (AAMA) and Donald Balasa, JD, MBA, CEO of AAMA

13 Respectfully submitted,

14 Linda Vitzthum, CMA (AAMA)

FSMA BUDGET 2024-2025

Description	ACTUAL	BUDGET
INCOME		
DUES	7440	11000
NORTH FLORIDA DEPOSIT TO HOLD 2023	2639.34	
TOTAL DUES	10079.34	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
TRANSFER FROM PAY PAL	283.98	283.98
	0	0
TOTAL SPECIAL PROJECTS	283.98	283.98
TOTAL INCOME	10363.32	20013.98
EXPENSES		
AAMA ANNUAL MEETING		
NATIONAL DEL/ALT	7000	7000
	0	0
	0	0

TOTAL AAMA ANNUAL MEETING	7000	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 TO BALANCE	-2639.34	
PAY PAL PMT FOR CHAPTER REGISTRATION	80	0
PRESENTATON	181.9	0
TOTAL SPECIAL PROJECTS	-2377.44	0

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	233.91	200

TOTAL TREASURER	355.91	325
-----------------	--------	-----

SPEAKER / VICE SPEAKER

Misc Expense	0	10
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TOTAL SPEAKER / VICE SPEAKER	0	10
------------------------------	---	----

Budget & Finance

Misc Expense	0	10
--------------	---	----

TOTAL Budget & Finance	0	10
------------------------	---	----

BYLAW-P&P

Misc Expense	0	10
--------------	---	----

TOTAL BYLAW-P&P	0	10
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CERTIFICATION & MEMBERSHIP

TRAVEL	0	0
--------	---	---

AWARDS	0	0
--------	---	---

Misc Expense	0	10
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TOTAL CERTIFICATION & MEMBERSHIP	0	10
----------------------------------	---	----

Communications

Constant Contact	808	1000
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Website	1044	2000
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Zoom	159.9	500
------	-------	-----

Misc Expense (ISP GO DADDY 5 YEARS)	362.07	
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TOTAL Communications	2373.97	3500
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CONTINUING EDUCATION

ZOOM MEETINGS	0	400
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Misc Expense	0	
--------------	---	--

TOTAL CONTINUING EDUCATION	0	400
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EDUCATOR ASSEMBLY

Misc Expense	0	100
--------------	---	-----

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
--------------	---	---

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/ WINTER Seminar		
AV	0	250
Hotel Expense		500
Reg Supplies	0	350
Speaker Honorarium FALL	400	500
Speaker Honorarium WINTER	200	0
		10
TOTAL Fall Seminar	600	1610
TOTAL EXPENSES	8052.44	19730
TOTAL INCOME	10363.32	19730



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 Date: 04.25.2025

2

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

5

6 From: Mary Lou Allison, CMA-C(AAMA) Chair
7 Christina Sears, CMA (AAMA) Co-Chair

8

9 Re: Marketing and Community Outreach Committee

10

11

12 This Committee works closely with our Website Designer Patrick Bourgeois at "GatorWebs" to
13 update the Website as requested.

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

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

19 Over the last year, Christina has researched different printing companies, including pricing, to
20 have possibly water bottles or cups printed with the FSMA logo. This information has been
21 presented in previous meetings.

22 We thank you for the opportunity to serve FSMA.



Florida Society of Medical Assistants, Inc.

1
2
3
4 April 25, 2025

5
6 To: Christina Sears CMA (AAMA)
7 Speaker for the General Assembly
8 Jeanette Tyler, CMA (AAMA)
9 President FSMA

10
11 From: Marsha Benedict MSA, CMA-A (AAMA)
12 FSMA Meeting Coordinator.
13

14 2025 Annual Conference is being held at the Holiday Inn Resort, Orlando FL 13351 State
15 Road 55 NOTE **CHANGE OF DATE, DUE TO A CONFLICT.** April 25-27, 2025, is the new
16 date approved. We received an addendum to the contract without any changes. The room
17 rate will be \$99.00. Meeting rooms are \$300.00 per day. A breakfast coupon will be
18 included for all members staying at the hotel. Menu prices are determined 90 days prior to
19 the event by the restaurant associated with the hotel. Resort fees are waived, and parking is
20 complimentary, which is very unusual for the Disney area.
21

22
23 A contract has been approved by the executive board to hold the FSMA 2026 annual meeting
24 at the Holiday Inn Resort, Orlando Florida. This chair negotiated the price of the meeting
25 room and room rate for April 24-26, 2026. The room rate will be \$107.00. Education rooms
26 \$325.00 a day. Menu prices are determined 90 days prior to the event by the restaurant
27 associated with the hotel. The Resort fees are waived, and parking is complimentary.
28

29 FSMA Executive Board approved the Holiday Inn Orlando International Airport 5750 TG Lee
30 Blvd. as the site for the 2027 Annual Conference. We signed a contract for April 23-25, 2027.
31 Room rate will be \$129.00. Many of you will remember we held our annual conferences at
32 this site for many years. We left the site when they were remodeling. Maria visited the site
33 and confirmed that the remodel is beautiful. Thank you, Maria.
34

35 It has been a pleasure to work Education Chair Keim and my committee members to plan
36 future conferences.
37

38
39 "FORWARD"
40
41
42
43



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 Date: April 25, 2025
2 To: Christina Sears, CMA (AAMA)
3 FSMA Speaker of the General Assembly
4 Linda Vitzhum, CMA (AAMA)
5 Vice Speaker of the General Assembly
6 Jeanette Tyler, CMA (AAMA)
7 President, Florida Society of Medical Assistants
8 From: Deniece Jozefiak, CMA (AAMA)
9 Membership/Certification Committee Chair
10 Christine Faison, CMA (AAMA)
11 Shelby Foehner, CMA (AAMA)
12 Janice Beneby, CMA (AAMA)
13 Membership Committee Members
14 RE: Membership Committee Report
15 Current FSMA Membership as of 4/12/25: 561
16 1/31/25 889

18 This is the current total Membership list. As you can see the numbers are down. Due to the
19 AAMA Website update it took till Mid-February to have current list.

20 Currently there are 9 CAHEEP schools in the state of Florida. This chair finds it difficult to find
21 other schools online. This chair would like the help of chapters to find schools in their area so
22 WE can contact them. There is a new school in Punta Gorda for the CCMA and this chair is on
23 the Advisory Council. The program is going well. This chair will be attending an Advisory board
24 meeting next month and will report at the meeting. Nancy Peterhansen, CMA (AAMA) will be
25 going to Kaiser in Tampa and represent FSMA and talk to the students about FSMA.

26 This committee had a zoom meeting that was cancelled due to the list not being updated. This
27 chair will be giving over both lists and sending out letters to see why members did not renew
28 their membership.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

- 1 Brevard: 82 members
- 2 Central: 150 members
- 3 Central Gulf Coast: 109
- 4 Mid Gulf Coast: 33
- 5 Treasure Coast: 40
- 6 Southeast: 67
- 7 South West: 74
- 8
- 9
- 10
- 11
- 12
- 13



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 Date: April 25, 2025

2

3

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

6

7 Linda Vitzhum, CMA (AAMA)
8 FSMA Vice Speaker of the General Assembly

9

10 Jeanette Tyler, CMA (AAMA)
11 President, Florida Society of Medical Assistants

12

13 From: Deniece Jozefiak, CMA (AAMA)
14 Nominating Committee Chair

15

16 RE: Nominating Committee Report

17

18 This committee chair has made multiple contacts with members inquiring if they would be
19 interested in running for an FMA Officer position or Committee Chair or be a committee
20 member.

21

22 The Ballot is not full at this point. It is exciting to see FSMA has a member running for Vice
23 President. FSMA needs a Vice Speaker currently. If any member whose dues have been
24 paid by 12/31/25 are eligible to run for that position or another. Please contact this chair if
25 interested in running prior to the General Assembly. Members must let Nominating chair or
26 Vice Speaker aware of intentions at least 24 hours prior to General Assembly so name can be
27 added to the ballot.

28

29 Respectfully submitted,

30

31 Deniece Jozefiak, CMA (AAMA)
32 Nominating Committee Chair



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

72ND ANNUAL GENERAL ASSEMBLY OFFICIAL BALLOT

OFFICERS

Vote for ONE (1) by placing an "X" in the parentheses next to the name (X)

PRESIDENT

Jeanette Tyler, CMA (AAMA) (____)

_____ (____)

VICE PRESIDENT

Christina Sears, CMA (AAMA) (____)

_____ (____)

SECRETARY

Michelle Keim, CMA (AAMA) (____)

_____ (____)

TREASURER

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

_____ (____)

SPEAKER OF THE GENERAL ASSEMBLY

Nancy Peterhansen, CMA (AAMA) (____)

_____ (____)

VICE SPEAKER OF THE GENERAL ASSEMBLY

Linda Vitzthum, CMA (AAMA) (____)

_____ (____)



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

DELEGATES AND ALTERNATES TO AAMA NATIONAL CONFERENCE September 2025

Vote for UP TO FOUR (4) by placing an "X" in the parentheses next to the name **(X)**

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

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

Deniece Jozefiak, CMA (AAMA) (___)

Nancy Peterhansen, CMA (AAMA) (___)

Christina Sears, CMA (AAMA) (___)

Jeanette Tyler, CMA (AAMA) (___)

Linda Vitzthum, CMA (AAMA) (___)

_____ (____)

_____ (____)

_____ (____)

_____ (____)

_____ (____)



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 Date 3/16/2025

2

3 To: Christina Sears, CMA (AAMA), speaker of the general assembly, Jeanette Tyler, CMA
4 (AAMA), president, and the board members of the general assembly

5

6 From: Linda Vitzthum, CMA (AAMA), President of the Brevard County Chapter of Medical
7 Assistants

8 Re: President's report

9 This officer serves as the president for the Brevard County Chapter of Medical Assistants.

10 This officer has attended the meetings since serving in this office.

11 This officer and the rest of the Brevard County Chapter of Medical Assistants board is planning
12 a spring seminar to be held on Saturday, May 18, 2025 at the Holmes Regional Medical
13 Center in Melbourne Florida.

14 Respectfully submitted,

15 Linda Vitzthum, CMA (AAMA)

16



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 March 14, 2025

2

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

4

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

6

7 Re: Central Florida Chapter Annual Meeting Report for April 2025

8

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

12 As of 3/2/25 the chapter has 152 members per the AAMA website, down from 268 in
13 January.

14 The Central Florida chapter continues to meet through the Zoom platform for our CEU
15 opportunities and business meetings. The chapter will continue in this manner until
16 which time we see fit to make the change to in person meetings. Zoom meeting
17 attendance continues to be higher with members being more receptive to the Zoom
18 platform.

19 CEU attendance for December 7 was 38 with 61 registered. One paid register for
20 12/7/24. The business meeting had 18 attendees. For January 11, the CEU attendance
21 was 39 with 60 registered. The business meeting had 11 attendees. Two from out of
22 state registered with one of the two attending.

23

24 To follow are the topics and speakers that presented since our last annual meeting.

25 Saturday, May 4, 2024 10:00 am Gastroenterology, Dr. Paul Panzarella, 1 CEU

26 Saturday, December 7 10:00 am Vaccinations – Leticia Velez, CMA (AAMA) 1CEU

27 Saturday, January 11, 2025 10:00 am Substance Use Disorders - Dr. Krista Brinkerhoff
28 1 CEU

29 Saturday, April 12, 2025 10:00 am Sexual Assault Awareness and Prevention for
30 Professionals – Olivia Oropeza from Healing Begins Here based in Orlando. 1 CEU
31 A,C,G

32 The Central Florida chapter believes in giving back to its members. Eleven Central
33 Florida chapter members qualified and have received a check for AAMA dues
34 reimbursement. Their attendance at the January 11, 2025 CEU and business meeting
35 AND having paid their AAMA dues by December 31, 2024 earned them this monetary
36 reimbursement.

37 For those Central Florida chapter members who attend the April 12, 2025, Zoom CEU
38 and business meeting, their name will be entered into a drawing to win free registration
39 to the FSMA Annual Meeting April 25-26, 2025 in Orlando. A drawing will only be
40 needed if there are more than 20 Central Florida Chapter members attending.

41 The Central Florida chapter will finalize the officers and education committee for 2025-
42 2026 at our April 12, 2025 Zoom CEU/business meeting. The chapter officers for 2025-
43 2026 will remain in office until which time there is transition to a bilevel organization
44 should that happen via a vote at the FSMA Annual meeting.

45 Unfortunately, participation from new members to hold an office continues to be very
46 much lacking and other chapters are in the same boat. We must look inside ourselves
47 and know that going to a bilevel organization will only be for the betterment of FSMA in
48 hopes of making it stronger with a core group that is willing and able to keep things
49 going.

50 We invite all members to follow the Central Florida Chapter of Medical Assistants
51 Facebook page for the latest updates and happenings with the chapter. Please note the
52 chapter has changed the name of our Facebook page. Please search for us at Central
53 Florida Chapter of AAMA. The FSMA website is a great wealth of information as well.
54 (www.fsmaonline.org) Thank you to Christina for keeping our members informed with
55 postings on the page.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 Date: 04.25.2025

2

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

5

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

7

8 Re: SE Chapter Annual Report

9

10 The Southeast Chapter has not had formal meetings. We have provided our membership with
11 online information regarding job openings within our chapter. We also use the communication
12 opportunities supplied by the FSMA with the Constant Contact e-mails, our Chapter Web Page
13 and Facebook.

14 We will provide FSMA Chapters Speaker Stipends for their Chapter CEU opportunities for
15 FSMA Members. We have provided two \$50.00 stipends to Chapter speakers so far this year.

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



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 Date: April 25, 2025

2
3
4 To: Christina Sears, CMAS (AAMA)
5 FSMA Speaker of the General Assembly

6
7 Linda Vitzhum, CMA (AAMA)
8 FSMA Vice Speaker of the General Assembly

9
10 Jeanette Tyler, CMA (AAMA)
11 FSMA President

12
13
14 From: Deniece Jozefiak, CMA (AAMA)
15 South West Chapter President

16
17
18
19 The South West Chapter of Medical Assistants continues to hold zoom meetings open
20 to all AAMA members.

21
22 There will be a Chapter Board meeting following our April 5, 2025, meeting via zoom.
23 The chapter will be discussing with members after speakers about going Bi-Level with
24 FSMA.

25
26 The chapter continues to use Facebook as a way of contact.

27
28 The chapter is struggling with finding speakers and there has been decreased activity in
29 the chapter.

30
31 The chapter officers will remain the same for now. If any changes will let FSMA
32 President Jeannett Tyler, CMA (AAMA) will be known.

33
34
35 Deniece Jozefiak, CMA (AAMA)
36 South West Chapter President

37
38
39



Florida Society of Medical Assistants, Inc.

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April 25, 2025

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

Jeanette Tyler, CMA (AAMA)
President FSMA
FSMA Executive Board

From: Marsha Benedict MSA, CMA-A (AAMA)
Treasure Coast President

Treasure Coast Chapter has not held any meetings this year.

A decision regarding meetings will be determined after the General Assembly. As President of Treasure Coast and previous program director, I will continue to visit the campus to encourage the students to be AAMA, FSMA members.

“FORWARD”

PROPOSED FSMA BYLAW CHANGE

As the Bylaws chair of the FSMA, the following amendments will be proposed during our meeting on April 25-26, 2025.

Current bylaw:

ARTICLE IV – CHARTERED CHAPTERS

Section 1: Five (5) individuals eligible for active or associate membership may petition the Membership Committee to charter a chapter. The necessary documents for formation of a chapter shall be submitted to the Membership Committee for approval by the Executive Council.

Section 2: Should the number of active or associate members of a chapter fall below five (5), it shall be referred to the Membership Committee.

Section 3: The Chapter Bylaws and Standing Rules shall not be in conflict with the Bylaws of the FSMA /AAMA. The Bylaws of the FSMA shall supersede those of a component chapter.

Section 4: A component chapter found guilty of any conduct/action deemed in violation of the Code of Ethics or the Bylaws of the FSMA/AAMA shall be subject to revocation of its charter by a three-fourths (3/4) vote of the General Assembly.

Section 5: A chapter that is not attempting to meet and not cashing dues checks will be placed in an inactive status. The President will notify the AAMA membership department that the chapter has become inactive and the FSMA will take the responsibility of chapter funds until that chapter can be reorganized.

Proposed bylaws change to this article:

Section 6: If the chartered chapters within the FSMA vote to dissolve the chapters at the General Assembly meeting on Friday April 26, 2025, then the dissolution should happen on January 1, 2026. The reason for this is that members have already paid chapter dues for the entirety of the calendar year. The AAMA should be notified by May 1 of the year immediately after the annual meeting as that is the start of the FSMA fiscal year. The time between May 1 and December 31 will be spent holding any final meetings or seminars that were planned in advance of the vote and preparing any reports necessary for the final dissolution.

1. If the members of the FSMA vote to eliminate local chapters and become a bilevel organization, then Article IV should be removed from the current bylaws with the proviso that the option for chapters to form in the future remain.
2. If the members of the FSMA vote to remain a trilevel organization, then Article IV should remain in the current bylaws.