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FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Fall Seminar EXECUTIVE COUNCIL MEETING November 1, 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, Deniece Jozefiak, CMA (AAMA), please take the roll?

OFFICERS

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

EXECUTIVE COMMITTEE CHAIRS

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

CHAPTER REPRESENTATIVES

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



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

SEATING OF THE PROXIES

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

Proxy Name and Credential

Chapter

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	Christina Sears, CMA (AAMA)	__on file __no report
Secretary	Deniece Jozefiak, CMA (AAMA)	__on file __no report
Treasurer	Mary Lou Allison, CMA-C (AAMA)	__on file __no report
Speaker General Assembly	Nancy Peterhansen, 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

EXECUTIVE COMMITTEE REPORTS

Budget & Finance	Mary Lou Allison, CMA-C (AAMA)	__on file __no report
Bylaws/Policy & Procedure	Linda Vitzthum, CMA (AAMA)	__on file __no report



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1	Education	Linda Vitzthum, CMA (AAMA)	__on file __ no report
2	Marketing/Community Outreach	Christina Sears, CMA-C (AAMA)	__on file __ no report
3	Meeting Coordinator	Marsha Benedict, CMA-A (AAMA)	__on file __ no report
4	Membership/Certification	Deniece Jozefiak, CMA (AAMA)	__on file __ no report
5	Nominating	Christina Sears, CMA (AAMA)	__on file __ no report

6

7

CHAPTER REPRESENTATIVE REPORTS

8	Brevard	Linda Vitzthum, CMA (AAMA)	__on file __ no report
9	Central Gulf Coast	Kathryn Panagiotacos, CMA (AAMA)	__on file __ no report
10	Central Florida	Mary Morris, CMA (AAMA)	__on file __ no report
11	Mid-Gulf	Jennifer Shepherd, CMA (AAMA)	__on file __ no report
12	Southeast	Joyce Baldwin, CMA (AAMA)	__on file __ no report
13	Southwest	Deniece Jozefiak, CMA (AAMA)	__on file __ no report
14	Treasure Coast	Marsha Benedict, CMA-A (AAMA)	__on file __ no report

15

16

CORRESPONDENCE

- 17 **1. 8/21/2025:** Email from Kelly Eberbach with Nemours Childrens Hospital regarding
18 interprofessional continuing education activities for medical assistants. She had specific
19 questions regarding their CEUs and what is needed to make them AAMA approved.
20 Forwarded the email to Don Balasa, CEO, and Nick Mickowski, AAMA Continuing Education
21 Director. Don sees a potential partnership with Nemours on a national level and will discuss
22 with the Certifying Board and the Continuing Education Board.

23

24

UNFINISHED BUSINESS

25 1. _____

26

27

28 2. _____

29

30

31

32

NEW BUSINESS

33 **FSMA Life Membership:** Please submit names to President Tyler for this award by
34 December 31st of this year. We will vote via email prior to the Winter Meeting to keep
35 the winner confidential
36



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Special Recognition for Patty Rock, Program Director at Eastern Florida State College in Brevard--discussion

Other New Business:

ANNOUNCEMENTS

1. The minutes of this Executive Council meeting will be posted on the FSMA website within 30 days.
2. Upcoming events/Deadlines:
 - Saturday, November 8: South West Chapter CEU via Zoom
 - Tuesday, November 25: FSMA Education Committee Meeting
 - Monday, December 8: FSMA Marketing Committee Meeting
 - Sunday, January 4, 2026: Winter Reports due to President Tyler
 - Tuesday, January 27, 2026: FSMA Education Committee Meeting
 - Monday, February 2, 2026: FSMA Marketing Committee Meeting
 - Saturday, February 7, 2026: FSMA Winter Seminar and Executive Council Meeting via ZOOM.
 - Friday/Saturday, April 24 & 25, 2026: FSMA Seminar and Annual Meeting at Holiday Inn, Lake Buena Vista

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 October 1, 2025

2 TO: Jeanette Tyler, CMA (AAMA), FSMA President
3 Executive Council Members

4 FROM: Jeanette Tyler, CMA (AAMA), FSMA President

5 RE: Presidents Report

6 This member is honored to serve the Florida Society as its President. Since the
7 election, this officer has done the following:
8

9 April 2025:

- 10 --Responded to all correspondence in a timely manner
11 --submitted updated Officer List and Delegate information to AAMA National Office
12

13 May 2025:

- 14 --Submitted nomination for Jeanette Tyler to run for AAMA Trustee
15 --Attended three focus groups sponsored by the AAMA Leadership Development
16 Strategy Team
17 --Attended Brevard Chapter of Medical Assistants Summer Kick Off Seminar
18

19 June 2025:

- 20 --Submitted AAMA Life Member Award for Betty Springer, CMA-C (AAMA)
21 --Attended three committee/subcommittee meetings for the AAMA Leadership
22 Development Strategy Team
23

24 July 2025:

- 25 --Attended four committee/subcommittee meetings for the AAMA Leadership
26 Development Strategy Team
27 --Submitted Excel Award entries for Website Development, Publishing, and Marketing,
28 Promotion and Recruitment
29 --attended CEU session sponsored by the AAMA Leadership Development Strategy
30 Team
31

32 August 2025:

- 33 --attended AAMA Leadership Development Strategy Team Meeting
34 --attended AAMA Virtual Bylaws Review
35 --attended FSMA Education Committee Meeting
36 --attended AAMA House of Delegates Orientation
37 --participated in AAMA Meet the Candidates session

September 2025:

--attended two AAMA Leadership Development Strategy Team meetings
--attended second AAMA House of Delegates Orientation
--participated in second AAMA Meet the Candidates Session
--conducted meeting with FSMA Delegates to the AAMA Conference
--attended AAMA National Conference in Arlington, Virginia as Lead Delegate for the Florida Society (see separate report)

Additional information:

This officer has requested that all Committee Chairs notify her of any scheduled committee meetings, as she is ex-officio on all committees and would like to attend.

This officer is delighted to see the engagement and enthusiasm thus far from this year's Executive Council members and committees. This officer thanks each one for their dedication to the purpose of FSMA and to the promotion of our profession.

This officer thanks the Florida Society Membership for their encouragement and support throughout the campaign for AAMA Trustee.

Respectfully submitted as FSMA continues to "LEAD THE WAY!"

Jeanette Tyler

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



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: September 29, 2025

To: Jeanette Tyler, CMA (AAMA)
FSMA State President

Form: Christina Sears, CMA (AAMA)
FSMA Vice President

This officer attended the Annual FSMA Conference held on April 25-26, 2025, in the Orlando, FL, at which she was elected as the Vice President for the 2025-2026 year. During this meeting, this officer was named to the chair of the Marketing and Community Outreach Chair and serves on the Education Committee. This officer was also selected to by vote to represent the Florida Society of Medical Assistants at the National AAMA conference in Arlington, VA, September 19-23, 2025

Throughout the year, this officer has attended various CUE sessions form various Florida Chapters, including in person and virtual.

Including:

Patient Advocacy on 5/31/2025

Hyperbaric Medicine on 5/31/2025

Healthcare Strategies: Caring for Seniors on 5/31/2025

Annual Learning gets a Bad Grade on 4/26/2025

From Basic to Brilliance: A Medical Assistant's Review on 4/26/2025

As part of her duties as a delegate, this officer attended AAMA HOD Proposed Bylaw review meetings, Meet the Candidates sessions, and Pre-Conference ZOOM Meetings on 8/16/2025, 8/26/2025, 8/28/2025, and 9/6/2025.

While serving as a delegate at the AAMA National Conference, this officer was selected to serve on the Nominating Committee, the Membership Committee, and the newly renamed Engagement and Outreach Committee, formally the Social Media Committee. This office is continuing with a second year in the Conference CE Session Task Force.

This officer also served as the Vice President of Central Florida Chapter of FSMA.

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

42

43 Christina Sears, CMA(AAMA)

44 Vice President of the FSMA



Florida Society of Medical Assistants, Inc.

November 1, 2025

To: Jeanette Tyler, CMA (AAMA)
FSMA President

From: Deniece Jozefiak, CMA (AAMA)
FSMA Secretary

This officer had submitted the FSMA Post General Assembly meeting within thirty days of the meeting. Minutes from the November 1, 2025 meeting will be completed within 30 days. It has been an honor to serve FSMA.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 11.01.2025

2
3
4 To: Jeanette Tyler, CMA (AAMA)
5 President

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

8
9 Re: Treasurer Fall 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.

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

18 Thank you for the opportunity to serve FSMA



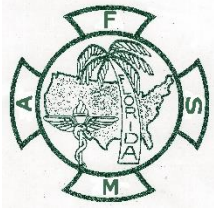
Florida Society of Medical Assistants, Inc.

November 1, 2025

To: 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

Date: September 30, 2025

To: Jeanette Tyler, CMA (AAMA)
FSMA State President

From: Nancy Peterhansen, CMA (AAMA)
FSMA Speaker of the General Assembly

This officer attended the Annual FSMA Conference held on April 25-26, 2025, in Orlando, FL, at which she was elected as the Speaker of the General Assembly for the 2025-2026 year.

During this meeting, this officer was named to serve on the Education Committee.

Throughout the year, this officer has attended various CUE sessions including:
Annual Learning gets a Bad Grade on 4/26/2025
From Basic to Brilliance: A Medical Assistant's Review on 4/26/2025

This officer responded to email/text messages from the FSMA President and other board members in a timely manner.

Nancy Peterhansen, CMA(AAMA)
Speaker of the General Assembly of the FSMA



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 Date 10/6/2025

2

3 To: Jeanette Tyler, CMA (AAMA)

4

5 From: Linda Vitzthum, CMA (AAMA)

6 Re: Vice Speaker report

7 This officer responds to emails from the board and attends meetings.

8 This officer met with the Speaker of the House prior to the annual FSMA meeting.

9 This officer attended the FSMA annual meeting held in Orlando Florida on Friday, April 25 and
10 Saturday, April 26.

11 This officer performed the prescribed functions of the Vice Speaker of the General Assembly
12 as well as participated in the meeting.

13 Respectfully submitted,

14 Linda Vitzthum, CMA (AAMA)



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 Date 10/6/2025

2

3 To: Jeanette Tyler, CMA (AAMA)

4

5 From: Linda Vitzthum, CMA (AAMA)

6 FSMA Bylaws chair report

7 This chair met with committee members several times throughout 2024 in preparation for the
8 2025 FSMA meeting held on 4/25/2025. We discussed revising the bylaws.

9 On 3/8/2025, President Tyler held a meeting regarding possible reorganization from a trilevel
10 society to a bilevel society. The Bylaws committee drafted a proposal regarding a proviso to
11 vote on this matter. This proposal was voted on during the FSMA annual meeting on Friday,
12 4/25/2025. The members voted to move to a bilevel society with the chapters dissolving on
13 12/31/2025.

14 There will be Bylaws meetings on the following dates:

15 10/20/2025

16 12/15/2025

17 2/16/2026

18 Respectfully submitted,

19 Linda Vitzthum, CMA (AAMA)



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: September 29, 2025

To: Jeanette Tyler, CMA (AAMA)
FSMA State President

Form: Christina Sears, CMA (AAMA)
Chairman of the Marketing and Community Outreach

Purpose: To promote the FSMA, CMA (AAMA) and other medical assisting credentials in Florida through social media, the community, healthcare providers, educational institutions and healthcare related entities. Provide resources, continuing education and professional development opportunities for members and non-member credentialed medical assistants. Engage the Florida Society in activities to provide assistance to the community related to public health and education. Provide service to the membership with social media and web maintenance. Subcommittee Chair to include Web Master and appointees for coordination of Facebook. Constant Contact.

Upcoming Meetings:

10/8/25- How to promote MAR Week
12/8/25
2/2/26
3/30/26- last decisions for State Conference
4/13/26- short meeting: final plans for State conference.

Goals #1: Increase Membership in the FSMA/AAMA Organization

Goal #2: Increase engagement and communication with the FSMA organization
Using social media platforms, word of mouth, and Email.

Goal #3: FSMA State Conference
Welcome gift? Items for sale? Give away?

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

Christina Sears, CMA(AAMA)
Chairman of the Marketing and Community Outreach



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 Date 10/6/2025

2

3 To: Jeanette Tyler, CMA (AAMA)

4 From: Linda Vitzthum, CMA (AAMA)

5 Re: Education Chair Report

6 This chair has begun holding virtual meetings of the education committee which have been or
7 will be scheduled on the following dates:

8 8/26/2025

9 9/23/2025

10 10/28/2025

11 11/25/2025

12 12/3/2025

13 1/27/2026

14 2/24/2026

15 3/24/2026

16 4/21/2026

17 These meetings will be held via Zoom in order to plan for the following seminars:

18 11/1/2025

19 1/31/2026

20 4/25/2026

21 If any meetings or seminars need to be rescheduled, notice will be sent out on the FSMA
22 website, the FSMA Facebook page, and an Eblast if needed.

23 Respectfully submitted,

24 Linda Vitzthum, CMA (AAMA)



Florida Society of Medical Assistants, Inc.

November 1, 2025

To: Jeanette Tyler, CMA (AAMA)
President FSMA

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

2025 Annual Conference was held at the Holiday Inn Resort, Orlando Fl 13351 State Road 55 on April 25-27, 2025.

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

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

The Meeting Coordinator Committee has been in contact with the Education Chair Vitzum to plan future conferences.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

September 28, 2025

To: Jeanette Tyler, CMA (AAMA), FSMA President

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

Re: Central Florida Chapter Fall Report for 11/1/25 meeting

The Central Florida chapter services the following counties until 12/31/25: Union, Sumter, Putnam, Highlands, Bradford, Clay, Alachua, Baker, Lake, Levy, Marion, Orange, Osceola, Seminole, Polk and Volusia counties.

As of 9/28/25 the chapter has 209 members per the AAMA website. The chapter will cease to exist at the end of this year when FSMA goes from Trilevel to a Bilevel organization.

The Central Florida chapter has continued to meet through the Zoom platform for our CEU opportunities and business meetings. Zoom meeting attendance continues to be higher with members being more receptive to the Zoom platform.

Since the FSMA Annual meeting in April the chapter has not held any CEU meetings as we take the summer months off for time with family and vacations.

The chapter will host a Zoom/chapter meeting on **Saturday October 18** with **2 CEUS**. Speaker #1 Samit Patel MD, speaking on IBD vs. IBS and Speaker # 2 Taisa Kohut, MD, speaking on Progression of Liver Disease to Liver Transplant. The chapter will hold a brief meeting in between the speakers. **Start time will be 10:30 am.**

The chapter's final hosting event before going Bilevel will be on **Saturday December 13** at **10:00 am**. The speaker will be Krishna Bhagat, PhD, MPH, MCHES. She will be speaking on Social Determinants of Healthcare for **1 CEU**. A brief chapter meeting to follow the speaker to wrap up any loose ends and the transition to Bilevel in January.

The Central Florida chapter has always believed in giving back to its members. For those **Central Florida chapter members** who attend the October 18, 2025, Zoom CEUS and business meeting, their name will be entered into a drawing to have their AAMA dues reimbursed. A drawing will only be needed if there are more than 20 Central Florida Chapter members attending. To be eligible, AAMA dues must be paid by October 31, 2025 and you must be in attendance for both the CEUS and the meeting. The chapter is planning to offer AAMA dues reimbursement if there are sufficient funds

33 remaining in the chapter treasury for our December 13, 2025 CEU/meeting. Those that
34 attend the CEU and meeting and have paid their dues by 12/20/25. Reimbursement
35 checks will be mailed to those who are eligible.

36 With the transition to a bilevel organization in just a few months, it is my hope that
37 Central Florida chapter members will commit time to make FSMA the best it can be.
38 The more members that we have helping to get things done the easier it will be to keep
39 FSMA thriving and not allowing burnout to happen.

40 We invite all members to follow the Central Florida Chapter of Medical Assistants
41 Facebook page for the latest updates and happenings with the chapter until the end of
42 this year. Please note the chapter has changed the name of our Facebook page. Please
43 search for us at Central Florida Chapter of AAMA. After 12/31/25, please continue to
44 visit the FSMA website, (www.fsmaonline.org) for all happenings with FSMA.

45 It has been my pleasure to serve as the Central Florida Chapter President.

46



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

4

5 Date: November 1, 2025

6 To: Jeanette Tyler, CMA (AAMA) FSMA, President

7 From: Kathryn J. Panagiotacos, CMA (AAMA)

8 Central Gulf Coast Chapter, President

9 Regarding: FSMA Fall Executive Board Meeting

10

11 The Central Gulf Coast Chapter has remained quiet. A meeting will be scheduled with officers
12 and members who have interest in choosing to discuss and prepare for Chapter dissolution.
13 An addendum report will be prepared and printed with plans to take effect December 31, 2025.

14 The FSMA remains committed to offering in Person and Zoom Educational CEUs and the
15 FSMA website maintains active updated information for members as well as nonmembers.
16 Activities for involvement in Committee, Education and with State activities as well.

17 As CGCC President I had the opportunity to be present for the AAMA 69th Conference in
18 Arlington, Virginia. Congratulations to Jeanette Tyler, CMA (AAMA) who was elected to the
19 position of Trustee for the AAMA BOT, a thrill to be present and witness her taking place
20 among the AAMA Officers and fellow Trustees! The FSMA stands together to support her
21 Term. There was excitement at the Awards presentation on Friday evening. To witness the
22 many Awards presented to the FSMA was exhilarating! Congratulation s to the members who
23 worked diligently to enhance the integrity of our members. Kudos! Another highlight at the
24 Presidents banquet was the announcement of the AAMA Life Membership to Betty Springer,
25 CMA-A (AAMA), who through her support and diligence to be a support to Chapters, State and
26 their Members holding up the Vision and Mission of the AAMA.

27 Thank you to our FSMA Executive Board members who have remained steadfast to the duties
28 of the each ones office, committee to see the pulse of this State society to remain on course to
29 hold fast to the Vison and Mission along with AAMA canons which move this grand State
30 Society forward, standing strong among the fast pace challenges, and the commitment to our
31 AAMA creed. The FSMA continues to hold to the vision of the power of WE!

32 Respectfully,

33 Kathryn J. Panagiotacos, CMA (AAMA)

34 Central Gulf Coast Chapter, President



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 Date 11.01.2025

2

3 To: Jeanette Tyler, CMA(AAMA), President

4 FSMA Executive Council

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

6 Re: SouthEast Chapter Fall Report

7

8 The Southeast Chapter has not had formal meetings. We have provided our membership with
9 all online information regarding job openings and CEU Zoom information provided by FSMA
10 and Chapters.

11 We provide FSMA Chapters Speaker Stipends for their Chapter CEU opportunities for FSMA
12 Members.

13 We are in the process of contacting our membership discussing wording for our vote on
14 Dissolution wording as we proceed to FSMA Bilevel membership.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 Date: November 1, 2025

2
3
4 To: FSMA Vice Speaker of the General Assembly

5
6 Jeanette Tyler, CMA (AAMA)
7 FSMA President

8
9
10 From: Deniece Jozefiak, CMA (AAMA)
11 South West Chapter President

12
13
14
15 The South West Chapter of Medical Assistants continues to hold zoom meetings open
16 to all AAMA members. Non members are now being charged as agreed upon by FSMA.

17
18 There will be a Chapter Board meeting following our October 4, 2025, meeting via
19 zoom. There will be a Zoom meeting November 8, 2025 on Cardiology.

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

22
23
24 The chapter officers will remain the same for now. If any changes will let FSMA
25 President Jeannett Tyler, CMA (AAMA) will be known.

26
27
28 Deniece Jozefiak, CMA (AAMA)
29 South West Chapter President

30
31
32



Florida Society of Medical Assistants, Inc.

November 1, 2025

To: 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 continuation of chapter was made at 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. The chapter officers have decided to donate their funds to a charity when the chapter gives up its charter.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 October 1, 2025

2 TO: Jeanette Tyler, CMA (AAMA), FSMA President
3 Executive Council Members

4 FROM: Jeanette Tyler, CMA (AAMA), FSMA President

5 RE: First Delegate's Report

6

7 This Delegate attended the House of Delegate's Orientation meeting on 8/27/2025. The
8 meeting was led by Jane Seelig, CMA-A (AAMA), Speaker of the House of Delegates
9 and Claire Houghton, CMA (AAMA), Vice-Speaker of the House of Delegates.

10

11 This Delegate also attended the Proposed By-Law Amendment Discussion session on
12 8/25/2025. This meeting was led by Cameron Smith, CMA (AAMA), Chair of the Bylaws
13 and Resolutions Committee. Each proposed bylaw change was reviewed; however, the
14 Chair requested that all questions regarding the proposed bylaw changes be submitted
15 via email.

16

17 Listed below is the Delegate's diary of activities:

18

19 Wednesday, 9/17/2025: Travel Day. Arrived at Hyatt Regency Crystal City in Arlington,
20 Virginia at approximately 3:00 pm. Checked into room.

21

22 Thursday, 9/18/2025: Toured Washington DC. Dinner with FSMA delegates

23

24 Friday, 9/19/2025: Attended the following events:

25 --First Timers meeting

26 --Open Board of Trustees Meeting

27 --Lunch with Board of Trustees and Florida Members

28 --AAAMA Knowledge Bowl

29 --Welcome Party and Awards Presentation

30

31 Saturday, 9/20/2025:

32 --met Florida Delegates at Credentials Desk to register together

33 --House of Delegates, Session One

34 --Meet the Candidates

35 --Reference Committee Meetings

36 --second check in at Credentials Desk

37 --House of Delegates, Session 2

38

39

Sunday, 9/21/2025:

--Society of Past Presidents Breakfast with Outgoing/incoming Board of Trustees
--State Leaders Session (committee member/facilitator)
--Board of Trustees Photo Session
--Presidents Photo Session
--President's Banquet

Monday, 9/22/2025:

--Board of Trustees Executive Session
--Committees, Strategy Teams and Task Force Meeting (serving on Bylaws and Resolutions, Maxine Williams Scholarship Fund, Engagement & Outreach (formerly Social Media), and Membership Committees)

Tuesday, 9/23/2025:

--Travel Day

Results from the House of Delegates:

Nominating Committee Results:

Lisa Kianos, CMA (AAMA) from South Carolina
Todd Lasler, CMA (AAMA) from New York
Rhonda Lazette, CMA (AAMA) from Ohio
Christinia Sears, CMA (AAMA) from Florida

Reference committees:

(2/3 vote was 93 delegates)

Resolution 25-01 was amended and adopted

Reports: All Reports submitted for Officers, Trustees, Committees, Teams, Task Forces and Boards were accepted and filed for future reference.

Bylaws:

25-01: 93 yes, 45 abstained **ADOPTED** (*candidate for President or Vice President serving as an AAMA officer for a minimum of one year*)

25-02: 110 yes, 27 abstained **ADOPTED** (*wording change for candidates not receiving a majority vote after two ballots*)

25-03: 92 yes, 45 abstained **NOT ADOPTED** (*new point regarding unopposed candidates*)

Texas 25-01: 125 yes, 12 abstained **ADOPTED** (*includes secretary and treasurer of constituent society as a qualification for office*)

Texas 25-02 **WITHDRAWN**

Election Results (majority needed was 70 votes):

Vice President: **Sherry Bogar**, CMA (AAMA) from Texas— **70 Yes**, 67 Abstain
Secretary: **Shirley Sawyer**, CMA (AAMA) from North Carolina—**135 Yes**, 4 Abstain,
Speaker of the House: **Jane Seelig**, CMA (AAMA) from Indiana—**85 Yes**
Claire Houghton, CMA (AAMA) from Texas – 53 yes
Vice Speaker of the House, **Aimee Quinn** CMA (AAMA) from Ohio—**131 Yes**, 8
Abstain
Trustees: **Christa Smith**, CMA (AAMA) from Michigan—**126 Yes**
Jeanette Tyler, CMA (AAMA) from Florida—**126 Yes**
Sandra Williams, CMA (AAMA) from South Carolina—**124 Yes**

This Delegate presented the check for the FSMA donation to the Maxine Williams
Scholarship Fund to Mary Lou Allison, CMA-C (AAMA), AAMA Past President.

Expenses:

Registration:	\$450.00
Hotel*	<u>1353.67</u>
	1803.67

*included room, valet parking, tax and food for five nights.

This Delegate is grateful for the opportunity to represent the Florida Society at the
AAMA National Conference.

Respectfully submitted,

Jeanette Tyler

Jeanette Tyler, CMA (AAMA)



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 Date: 11/1/2025

2 To: Jeanette Tyler, CMA (AAMA), President
3 FSMA Executive Council

4 From: Deniece Jozefiak, CMA AAMA), Delegate

5 Re: Delegate to AAMA 69th Annual Meeting Report

6 The AAMA 69th Annual meeting was held at Hyatt Regency, Arlington VA. There were 147
7 Delegates with 10 Proxy votes. 139 voting power Majority votes 70 2/3 vote 93.

8 HOD Results:

9 All Reports submitted for Officers, Trustees, Committees, Teams, Task Forces and Boards were
10 accepted and filed for future reference.

11 Resolution Increased Awareness and Utilization of Credentialed Medical Assistants Through
12 Community Health and Safety Partnerships

13 Accepted with one correction for all medical settings and not just outpatient settings.

14 Bylaws Amendment 25-01 Qualifications of Officers and Trustees. Defeated and referred to
15 Bylaws Committee

16 Bylaws Amendment 25-02. Nominations and Elections. Adopted

17 Bylaws Amendment 25-03 Nominations and elections. Defeated

18 Bylaws Amendment 25-01 from the state of Texas Qualifications of Officers and Trustees.
19 Adopted.

20 Bylaws Amendment 25-05 from state of Texas. Withdrawn

21 Nominating Committee:

22 Todd Leshner, CMA (AAMA) New York

23 Lisa Kichnos, CMA (AAMA) South Carolina

24 Christinia Sears, CMA (AAMA) Florida

25 Rhonda Lazette, CMA (AAMA) Ohio

26

27



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 Newly elected Officers and Trustees of AAMA are: President, Virginia Thomas, CMA (AAMA),
2 Vice President Sharry Bogar, CMA (AAMA) Secretary, Shirley Sawyer, CMA (AAMA), Speaker
3 of the House, Jane Seeling, CMA (AAMA) Vice Speaker of the House, Amiee Quinn, CMA
4 (AAMA), Trustees, Christina Smith, CMA (AAMA), Jeanette Tyler, CMA (AAMA), Sandra
5 Williams, CMA (AAMA).

6 Education sessions were great.

7 This Delegate attended the State Leaders Session, and information on Leadership was
8 presented by AAMA Leadership Committee along with AAMA Pasty Presidents. It was a great
9 DUCK QUEST and learning opportunity.

10 Sunday during Education we were honored to have a Fire Alarm go off. The Fire Department
11 came and everything was fine. No fire but they had to turn off the Alarm. Truly Blessed all
12 was fine.

13 This Delegate thanks you for the opportunity to serve the FSMA at the AAMA Annual Meeting.
14 Next year will be September 14-18. 2026 in Reno Nevada. It will run from Monday – Friday.
15 Hotel costs will be cheaper during the week than weekend.

16



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical
Assistants

Date: September 29, 2025
To: Jeanette Tyler, CMA (AAMA)
FSMA State President
Form: Christina Sears, CMA (AAMA)
Delegate to 2025 AAMA National Conference

At the 2025-2026 FSMA State meeting, this officer was also selected to by vote to represent the Florida Society of Medical Assistants at the National AAMA conference in Arlington, VA, September 19-23, 2025

As part of her duties as a delegate, this officer attended AAMA HOD Proposed Bylaw review meetings, Meet the Candidates sessions, and Pre-Conference ZOOM Meetings on 8/16/2025, 8/26/2025, 8/28/2025, and 9/6/2025.

While serving as a delegate at the AAMA National Conference, this officer was selected to serve on the Nominating Committee, the Membership Committee, and the newly renamed Engagement and Outreach Committee, formally the Social Media Committee. This office is continuing with a second year in the Conference CE Session Task Force.

This Delegate attended the following Events, Containing Education sessions and Meetings while at the conference:

- First Timers Reception
- Open Session for the Board of Trustees
- The Sun Bus- Skin Cancer Prevention
- CMA (AAMA) Knowledge Bowl
- Welcome and Awards Celebration
- House of Delegates
- Meet the Candidates
- Reference Committees: Reports, Bylaws, and Resolutions
- House of Delegates Second session
- Pharmacogenomics
- State Leaders session
- President Banquet
- Reverse Mentoring

35 Inclusive Teaching: Strategies for Neurodivergent Learners
36 Overcome Conflict in a Multi-Generational Team
37 AAMA Committees, Strategy Teams, and Task Forces Meeting
38
39 This delegate responded to email/text messages in a timely manner.
40
41 Christina Sears, CMA (AAMA)
42 Delegate 2025-2026



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 Date 10/6/2025

2

3 To: Jeanette Tyler, CMA (AAMA)

4

5 From: Linda Vitzthum, CMA (AAMA)

6 Re: Delegate Report for the 69th annual AAMA conference held in Arlington Virginia.

7 This delegate attended meetings held by the AAMA prior to the House of Delegates,
8 specifically, meet the candidates.

9 This member reviewed the Delegates packet prior to the House of Delegates meeting.

10 This delegate attended the House of Delegates on Saturday, September 20, 2025 in the
11 Regency EF ballroom.

12 This delegate and the rest of the House of Delegates did need to leave the session due to a
13 fire alarm, but we reconvened once the Fire Department cleared the building.

14 This delegate attended the meet the candidates session and asked questions and observed
15 the candidates.

16 This delegate reviewed the proposed Bylaws changes with the other delegates.

17 This delegate nominated Christina Sears, CMA (AAMA) to the nominating committee.

18 This delegate asked questions and made statements when appropriate to do so.

19 This delegate reviewed the recommendations from the reference committee and listened to the
20 questions and answers prior to voting on proposed Bylaws changes and amendments.

21 This delegate participated in voting for candidates for the Board of Trustees.

22 Respectfully submitted,

23 Linda Vitzthum, CMA (AAMA)

FSMA BUDGET 2025-2026

Description	ACTUAL	BUDGET
INCOME		
DUES	6820	11000
NORTH FLORIDA DEPOSIT TO HOLD 2023	0	
TOTAL DUES	6820	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	0	0
	0	0
TOTAL SPECIAL PROJECTS	0	0
TOTAL INCOME	6820	19730
EXPENSES		
AAMA ANNUAL MEETING		
NATIONAL DEL/ALT	6820	7000
FAMA CANDIDATE AAMA	500	0
	0	0

TOTAL AAMA ANNUAL MEETING	7320	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	0	0
PRESENTATON	0	0
TOTAL SPECIAL PROJECTS	-2639.34	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	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
Budget & Finance		
Misc Expense BANK FEE	34	10
TOTAL Budget & Finance	34	10
BYLAW-P&P		
Misc Expense	0	10
TOTAL BYLAW-P&P	0	10
CERTIFICATION & MEMBERSHIP		
TRAVEL	0	0
AWARDS	0	0
Misc Expense	0	10
TOTAL CERTIFICATION & MEMBERSHIP	0	10
Communications		
Constant Contact	182	1000
Website	302	2000
Zoom	0	500
Misc Expense (ISP GO DADDY 5 YEARS)	0	
TOTAL Communications	484	3500
CONTINUING EDUCATION		
ZOOM MEETINGS	0	400
Misc Expense	0	
TOTAL CONTINUING EDUCATION	0	400
EDUCATOR ASSEMBLY		
Misc Expense	0	100
TOTAL EDUCATOR ASSEMBLY	0	100
MARKETING & COMMUNITY OUTREACH		
Communication	0	100
Marketing	0	100
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	0	500
Speaker Honorarium WINTER	0	0
		10
TOTAL Fall Seminar	0	1610
TOTAL EXPENSES	5420.66	19730
TOTAL INCOME	6820	19730

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	2457	6200
Ways & Means Income	0	0
TOTAL ANNUAL MEETING	2457	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	12820.32	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
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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
CERTIFICATION & MEMBERSHIP		
TRAVEL	0	0
AWARDS	0	0
Misc Expense	0	10
TOTAL CERTIFICATION & MEMBERSHIP	0	10
Communications		
Constant Contact	972	1000
Website	1044	2000
Zoom	159.9	500
Misc Expense (ISP GO DADDY 5 YEARS)	422.06	
TOTAL Communications	2597.96	3500
CONTINUING EDUCATION		
ZOOM MEETINGS	0	400
Misc Expense	0	
TOTAL CONTINUING EDUCATION	0	400
EDUCATOR ASSEMBLY		
Misc Expense	0	100
TOTAL EDUCATOR ASSEMBLY	0	100
MARKETING & COMMUNITY OUTREACH		
Communication	0	100
Marketing	0	100
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	2842.17	2500
Room & Reg Pres & AAMA Rep Room & Exp.	386.64	1000
Color Guard HOD-SINGERS	200	100
Decorations Installation	0	50
Reg Supp	0	100
Speaker Honorarium	0	1500
Misc Expense	0	0
TOTAL Annual Meeting Expenses	3428.81	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	11705.24	19730
TOTAL INCOME	12820.32	19730