



# FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

## Fall Seminar EXECUTIVE COUNCIL MINUTES November 1, 2025

### ***“FSMA—LEADING THE WAY!”***

*The Executive Council meeting of the Florida Society of Medical Assistants will now come to order at 12:52 PM.*

*Will the Secretary, Deniece Jozefiak, CMA (AAMA), please take the roll?*

### **OFFICERS**

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

### **EXECUTIVE COMMITTEE CHAIRS**

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

### **CHAPTER REPRESENTATIVES**

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



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## SEATING OF THE PROXIES

*Are there any proxies to be seated? YES*

**Proxy Name and Credential**

**Chapter**

Heidi Fortin, CMA (AAMA)

South West Chapter

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

Mary Lou Allison, CMA-C (AAMA) *moved to seat the proxies. Is there a second?*  
(name and credential)

Christina Sears Cam (AAMA) *Is there any discussion NO*

*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*

(quorum = majority for Executive Council meetings)

## TREASURERS REPORT

Checking: \$ 6,390.77 Saving: \$ 22,406.40 **BALANCE: \$ 28,797.17**

## OFFICER REPORTS

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

## EXECUTIVE COMMITTEE REPORTS

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



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1	Education	Linda Vitzthum, CMA (AAMA)	on file
2	Marketing/Community Outreach	Christina Sears, CMA-C (AAMA)	on file
3	Meeting Coordinator	Marsha Benedict CMA-A (AAMA)	on file
4	Membership/Certification Committee	Deniece Jozefiak CMA (AAMA)	on file with addendum
5	new membership total as of 10/25 765		
6	Nominating	Christina Sears, CMA (AAMA)	on file

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## 8 CHAPTER REPRESENTATIVE REPORTS

9	Brevard	Linda Vitzthum, CMA (AAMA)	on file
10	Central Gulf Coast	Kathryn Panagiotacos, CMA (AAMA)	on file
11	Central Florida	Mary Morris, CMA (AAMA)	on file
12	Mid-Gulf	Jennifer Shepherd, CMA (AAMA)	no report
13	Southeast	Joyce Baldwin, CMA (AAMA)	on file
14	Southwest	Deniece Jozefiak, CMA (AAMA)	on file
15	Treasure Coast	Marsha Benedict, CMA-A (AAMA)	on file
16	Delegate reports on file from Jeanette Tyler, CMA (AAMA), Christina Sears CMA (AAMA),		
17	Deniece Jozefiak, CMA (AAMA) and Linda Vitzthum, CMA AAMA		

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## CORRESPONDENCE

19 **8/21/2025:** Email from Kelly Eberbach with Nemours Children's Hospital regarding  
20 interprofessional continuing education activities for medical assistants. She had specific  
21 questions regarding their CEUs and what is needed to make them AAMA approved.  
22 Forwarded the email to Don Balasa, CEO, and Nick Mickowski, AAMA Continuing Education  
23 Director. (see new business)

24 Letter from Sherry Bogar CMA (AAMA) -AAMA Vice President States are no longer able to  
25 pick specific AAMA representatives to state meetings. FSMA will get an AAMA representative,  
26 but not sure who at this time

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28

## UNFINISHED BUSINESS

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30 **Chapter Dissolutions:** email from Don Balasa – next steps  
31 Recommendations to keep all minutes for seven years, chapter charter and financial  
32 records x seven years. Follow chapter Bylaws on how to dispense money in bank accounts  
33 to either charity or FSMA.  
34 Lengthy discussion was held. Only one chapter has charter. Most Chapter have had  
35 different secretaries and with covid and hurricanes many do not have years of minutes.



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Mary Lou Allison recommended chapters change bylaws to say send money to FSMA. Many chapters will not have a meeting to vote on this and will follow their current chapter bylaws. Jeannete will reach out to Mid Gulf Coast to see where money is as they have not answered any questions or have attended meetings. All chapter will send Copy of check where money was sent, a December and January bank statement to FSMA treasurer, Mary Lou Allison, CMA-C (AAMA)

## **NEW BUSINESS**

**Nemours:** Do we want to cosponsor CEU opportunities? –read two emails and discuss. Lengthy discussion was held. The Education Committee will investigate this and report back at February meeting. Want to make sure FSMA members will also be allowed to obtain the CEU's and benefit from this endeavor. Other entities such as Advent health will be brought up at February meeting. There will be a subcommittee under Education Committee to work on this endeavor.

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

**Special Recognition** for Patty Rock, Program Director at Eastern Florida State College in Brevard—discussion. Discussion held. Motion made by Mary Lou Allison, CMA-C (AAMA) seconded by Deniece Jozefiak, CMA (AAMA) to present Patty Rock with special recognition. Motion carried.

### **Other New Business: Speakers for zoom and in person meeting:**

Mary Lou Allison-C CMA (AAMA) motioned for special project funds up to \$1000.00 to help pay for in-person meetings other than the 3 FSMA meetings scheduled. Seconded by Deniece Jozefiak, CMA (AAMA). Lengthy discussion was held. Right now, only one area is holding in person meetings and only that area would benefit from funding. Motion withdrawn.

## **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



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1 Tuesday, November 25: FSMA Education Committee Meeting  
2 Monday, December 8: FSMA Marketing Committee Meeting  
3 Saturday December 13, 2025, Central Chapter zoom meeting.  
4 Sunday, January 4, 2026: Winter Reports due to President Tyler  
5 Tuesday, January 27, 2026: FSMA Education Committee Meeting  
6 Monday, February 2, 2026: FSMA Marketing Committee Meeting  
7 **Saturday, February 7, 2026:** FSMA Winter Seminar and Executive Council  
8 Meeting via ZOOM.  
9 **Friday/Saturday, April 24 & 25, 2026:** FSMA Seminar and Annual Meeting at  
10 Holiday Inn, Lake Buena Vista.

11  
12 Additional announcements:

13 *There being no further business to be brought before the Executive Council of the*  
14 *Florida Society of Medical Assistants, this meeting is now adjourned at 2:33 PM.*

15 *Deniece Jozefiak*

16 Deniece Jozefiak, CMA (AAMA)  
17 FSMA Secretary  
18 2025-2026