



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

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

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

OFFICERS

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

EXECUTIVE COMMITTEE CHAIRS

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

CHAPTER REPRESENTATIVES

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

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1

SEATING OF THE PROXIES

2 Are there any proxies to be seated? YES

3 Proxy Name and Credential Chapter

4 Heidi Fortin, CMA (AAMA) South West Chapter

5 _____

6 _____

7 _____

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

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

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

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

13 All those opposed signify by saying NO

14 Motion carried / Motion defeated (circle one)

15 Madame Secretary, is there a quorum present? YES

16 (quorum = majority for Executive Council meetings)

TREASURERS REPORT

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

OFFICER REPORTS

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

EXECUTIVE COMMITTEE REPORTS

31 Budget & Finance	Mary Lou Allison, CMA-C (AAMA)	on file
32 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
7			

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		

CORRESPONDENCE

19	8/21/2025: Email from Kelly Eberbach with Nemours Children's Hospital regarding interprofessional continuing education activities for medical assistants. She had specific 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 Director. (see new business)
21	
22	
23	
24	Letter from Sherry Bogar CMA (AAMA) -AAMA Vice President States are no longer able to pick specific AAMA representatives to state meetings. FSMA will get an AAMA representative, but not sure who at this time
25	
26	
27	

UNFINISHED BUSINESS

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



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1 Mary LouAllison recommended chapters change bylaws to say send money to FSMA.
2 Many chapters will not have a meeting to vote on this and will follow their current chapter
3 bylaws. Jeannete will reach out to Mid Gulf Coast to see where money is as they have not
4 answered any questions or have attended meetings.
5 All chapter will send Copy of check where money was sent, a December and January bank
6 statement to FSMA treasurer, Mary Lou Allison, CMA-C (AAMA)
7
8

NEW BUSINESS

11 **Nemours:** Do we want to cosponsor CEU opportunities? –read two emails and
12 discuss. Lengthy discussion was held. The Education Committee will investigate this
13 and report back at February meeting. Want to make sure FSMA members will also be
14 allowed to obtain the CEU's and benefit from this endeavor. Other entities such as
15 Advent health will be brought up at February meeting. There will be a subcommittee
16 under Education Committee to work on this endeavor.
17

18 **FSMA Life Membership:** Please submit names to President Tyler for this award by
19 December 31st of this year. We will vote via email prior to the Winter Meeting to keep
20 the winner confidential.
21

22 **Special Recognition** for Patty Rock, Program Director at Eastern Florida State College
23 in Brevard—discussion. Discussion held. Motion made by Mary Lou Alliason, CMA-C
24 (AAMA) seconded by Deniece Jozefiak, CMA (AAMA) to present Patty Rock with
25 special recognition. Motion carried.
26

27 **Other New Business: Speakers for zoom and in person meeting:**
28 Mary Lou Allison-C CMA (AAMA) motioned for special project funds up to \$1000.00 to
29 help pay for in-person meetings other than the 3 FSMA meetings scheduled. Seconded
30 by Deniece Jozefiak, CMA (AAMA). Lengthy discussion was held. Right now, only one
31 area is holding in person meetings and only that area would benefit from funding.
32 Motion withdrawn.
33
34

ANNOUNCEMENTS

35
36
37 1. The minutes of this Executive Council meeting will be posted on the FSMA website
38 within 30 days.
39 2. Upcoming events/Deadlines:
40 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 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