



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 **EXECUTIVE COUNCIL MINUTES**
2 **April 24, 2026**

3 **“FSMA—LEADING THE WAY!”**

4 *The Executive Council meeting of the Florida Society of Medical Assistants will now come to order at 1:02 PM.*

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

6 **OFFICERS**

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

14 **EXECUTIVE COMMITTEE CHAIRS**

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

22 *Madame Secretary, is there a quorum present? Yes*

23 *Minutes have been posted for the February 6, 2026, FSMA meeting? Any questions or concerns. No concerns*
24 *heard, Minutes will be placed on file as is.*

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26 **TREASURERS REPORT**

27 *Checking: \$16,483.80 Saving: \$22,407.51 **BALANCE: \$38,891.31***

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29 **OFFICER REPORTS**

30	President	Jeanette Tyler, CMA (AAMA)	on file
31	Vice President	Christina Sears, CMA (AAMA)	on file
32	Secretary	Deniece Jozefiak, CMA (AAMA)	on file
33	Treasurer	Mary Lou Allison, CMA-C (AAMA)	on file
34	Speaker General Assembly	Nancy Peterhansen, CMA (AAMA)	on file
35	Vice-Speaker G.A.	Linda Vitzthum, CMA (AAMA)	on file
36	Immediate Past President	Deniece Jozefiak, CMA (AAMA)	on file

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1 EXECUTIVE COMMITTEE REPORTS

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|----|------------------------------------|--------------------------------|---------------------------------|
| 2 | Budget & Finance | Mary Lou Allison, CMA-C (AAMA) | on file |
| 3 | Bylaws/Policy & Procedure | Linda Vitzthum, CMA (AAMA) | on file |
| 4 | Education | Linda Vitzthum, CMA (AAMA) | on file |
| 5 | Marketing/Community Outreach | Christina Sears, CMA-C (AAMA) | on file. |
| 6 | Meeting Coordinator | Marsha Benedict CMA-A (AAMA) | on file New Hotel for 2027 |
| 7 | meeting | | |
| 8 | Membership/Certification Committee | Deniece Jozefiak CMA (AAMA) | on file 3/1/26 total membership |
| 9 | 599 4/18/26 684 | increased by 85 members | |
| 10 | Nominating | Christina Sears, CMA (AAMA) | on file |

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12 CORRESPONDENCE

- 13 2/18 – Received correspondence from AAMA Immediate Past President Monica Case regarding Nominations for
14 2026-2027 Officers and Trustees. There are five elected offices open: Vice President (one year term), Secretary
15 (two-year term), and four Trustee positions (three two-year terms and one one-year term). **Nominations are due**
16 **May 1, 2026.**
- 17 2/20 – Received correspondence from Sharon Scarborough, AAMA Board Services Manager with the following
18 attachments:
- 19 --Delegate/Alternate Form (due 6/17)
- 20 --Official Notification of Delegate Count: There were **761** active and associate members as of
21 12/31/2025. **Florida is entitled to 4 (FOUR) delegates for representation in the 2026 House of Delegates on**
22 **Tuesday, September 15 at the 70th AAMA Annual Conference in Reno, Nevada (September 14-17, 2026).**
- 23 2/26 – Received correspondence from AAMA Vice President Sherry Bogar stating that Florida's AAMA
24 Representative for the 2026 Annual Conference will be AAMA Immediate Past President Monica Case.

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- 29 1. Conference updates—Marsha Contract for previous hotel in Orlando approved for 2027. Will be working
30 on 20289 and 12029 Hotel.

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32 David Knight Award—discuss changes:

- 33 Linda Vitchum, CMA (AAMA) motion that \$500.00 be awarded for either Registration or Education for
34 AAMA members. Second by Marsha Benedict, CMA-C (AAMA). Discussion was held and members agreed to
35 add an Award Committee to work on all FGSMA awards. Motion carried.

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NEW BUSINESS



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1 1. Sponsoring an event at AAMA Conference

2 Motion By Deniece Jozefiak, CMA (AAM) to support AAMAA with \$500.00 donation for the 70th
3 Annual Conference 2026. Second by Christina Sears. Discussion held. Motion carried.

4 Discussion held Motion by Linda Vitzhum, CMA (AAMA) to award \$500.00 for education and/or
5 conference. Second, by Marsha Benedict, CMA-A (AAMA). Discussion held. FSMA will add a new
6 Committee Awards, and this will be addressed by the committee. Linda Voitzhum, CMA (AAMA) will be
7 Committee Chair

8 2. Place an ad in the conference brochure:

9 Motion Made by Christina Sears, CMA (AAMA) to place ¼ page add in AAMA Program for AAMA
10 70th Annual Conference. No second. Motion carried.

11 3. Changing appointed office title of Meeting Coordinator to Annual Conference Committee Chair:

12 Motion by Marsha Benedict, CMA-A (AAMA) to change Meeting Coordinator to Annual Conference Chair.
13 Second By Deniece Jozefiak, CMA (AAMA) Discussion held Policy and Procedures will need to be
14 updated. Motion carried.

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16 4. Addition of Awards Committee:

17 Discussed above.

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20 **ANNOUNCEMENTS**

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22 1. The minutes of this Executive Council meeting will be posted on the FSMA website within 30 days.
23 2. The newly elected and appointed members of the FSMA Executive Council 2026-2027 will meet in
24 this room tomorrow (April 25th) immediately following the education seminar.
25 3. **AAMA National Conference September 14-17 in Reno, Nevada.** FSMA will send four delegates to
26 be voted on at the General Assembly today.
27 4. **AAMA Deadlines:**
28 **May 1, 2026:** Nominations for Board of Trustees
29 **May 15, 2026:** Maxine Williams Scholarship Applications
30 **July 15, 2026:** Excel Award Deadline

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33 Additional announcements:

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39 Additional announcements:



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- 1 *There being no further business to be brought before the Executive Council of the Florida Society of*
- 2 *Medical Assistants, this meeting is now adjourned at 1:48 PM.*
- 3 **Deniece Jozefiak**
- 4 Deniece Jozefiak, CMA (AAMA)
- 5 FSMA Secretary
- 6 2025-2026