



FLORIDA SOCIETY OF MEDICAL ASSISTANTS, Inc.

EXECUTIVE COUNCIL MEETING January 17, 2009

The Executive Council Meeting of the Florida Society of Medical Assistants was called to order at 7:47 PM, by President Theresa Errante-Parrino, CMA (AAMA).

ROLL CALL

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| President | Theresa Errante-Parrino, CMA (AAMA) | Present |
| President-Elect | Sandra Richardson-Brown, CMA (AAMA) | Present |
| Vice President | Jeanne Von Ohlsen, CMA (AAMA) | Absent |
| Secretary | Linda MacInnes Wilbourne, CMA (AAMA) | Present |
| Treasurer | Mary Lou Allison, CMA-C (AAMA) | Present |
| Speaker of General Assembly | Deniece Jozefiak, CMA (AAMA) | Present |
| Vice Speaker of the G.A. | Karen Murray, CMA (AAMA) | Present |
| Immediate Past President | Mary Morris, CMA (AAMA) | Present |

CHAPTER REPRESENTATIVES

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| Brevard | Betty DeLoach, CMA (AAMA) | Absent |
| Central Gulf Coast | Diane Klieger, CMA (AAMA) | Absent |
| Everglades | Christine Sanders, CMA (AAMA) | Absent |
| Central Florida | Marie Wiegelmann, CMA (AAMA) | Present |
| Southeast | Joyce Baldwin, CMA (AAMA) | Present |
| Southwest | Deniece Jozefiak, CMA (AAMA) | Present |
| Treasure Coast | Theresa Errante-Parrino, CMA (AAMA) | Present |

EXECUTIVE COMMITTEE CHAIRS

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| Budget & Finance | Mary Lou Allison, CMA-C (AAMA) | Present |
| Bylaws/Policy & Procedures | Mary Keho, CMA (AAMA) | Present |
| Certification | Jeanne Von Ohlsen, CMA (AAMA) | Absent |
| | Deniece Jozefiak, CMA (AAMA) | Present |
| Communication | Mary Lou Allison, CMA-C (AAMA) | Present |
| | Virginia Halligan, CMA (AAMA) | Absent |
| | Betty Springer, CMA-C (AAMA) | |
| Education | Linda Orr, CMA (AAMA) | Present |
| Educators Forum | Kris Hardy, CMA (AAMA) | Present |
| Leadership | Sandra Richardson-Brown, CMA (AAMA) | Present |
| Marketing | Susanne Sniffin, CMA-C (AAMA) | Present |
| Meeting Coordinator | Carol Francis, CMA (AAMA) | Present |
| Membership | Jeanne Von Ohlsen, CMA (AAMA) | Absent |

AN AFFILIATE OF THE AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS

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| Nominating | Sandra Richardson-Brown, CMA (AAMA) | Present |
| Public Policy | Bonnie Chrimes, CMA (AAMA) | Present |

PHYSICIAN LIAISON

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| Joel Martin, M.D. | Present |
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SEATING OF THE PROXIES

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| Central Gulf Coast Chapter: | Patricia Allen, CMA (AAMA) |
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Betty Springer, CMA (AAMA) moved to seat the proxies, Deniece Jozefiak, CMA (AAMA) seconded the motion. Motion Carried. The proxies may be seated.

There was a quorum present.

The Executive Council Meeting held September 20, 2008 are posted on the FSMA website. Bonnie Chrimes, CMA (AAMA) moved to accept the minutes as corrected and was seconded by Carol Francis, CMA (AAMA). Motion carried.

TREASURER REPORT

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| Checking: \$16,004.35 | Money Market: \$22,267.60 | Balance: \$38,271.95 |
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There were no bills over budget presented.

Verbal Addendum: Betty Springer, CMA-C (AAMA) stated that Webmaster Mary Lou Allison, CMA-C (AAMA) should present reimbursement of \$214.00 for the Adobe program purchased for use on the FSMA website in order to accept PayPal credit card payments for seminar and conference attendance. Mary Lou suggested 50% of amount due to ability to also use program in her physician's office. Motion was made by Carol Francis, CMA (AAMA) to reimburse \$107.00 and was seconded by Linda Orr, CMA (AAMA). Motion carried.

CORRESPONDENCE

- Donna L Oakley, RN, BSN, Medical Assisting Program, First Coast Technical College - RNs and BSNs cannot sit for CMA Exam: After discussion it was decided that all questions regarding permission for Educators/Nurses and other healthcare professionals who wish to sit for the CMA exam is an AAMA decision and should be referred to Director of Accreditation Judy A. Jondahl, MS, RN, CLNC.
- Radames Lopez, MD, Chief Medical Officer, Spectrum Programs/Miami Behavioral Health Center, Banyan Health Systems - MAs in hospital and residential settings: Mary Lou Allison, CMA-C (AAMA) sent correspondence stating that it is written in the Medical Practice Act that the MAs duties are to be delegated at the discretion of the physician.

- Yvonne Sherrer MD, FACR – MAs and IV Therapy: After a lengthy discussion it was decided that caution should be taken in this matter. It was felt that if the decision is “No” this would interfere with a physician’s practice where it has already been delegated in turn causing the action by the MA to be unlawful. Correspondence will be sent stating “The FSMA chooses not to take a position on this issue.” Motion was made by Mary Lou Allison, CMA-C (AAMA) and seconded by Carol Francis, CMA (AAMA). Motion passed.
- A Thank You letter was received from AAMA regarding donation made to the Maxine Williams Scholarship Fund at the National Convention in Chicago.
- There was discussion regarding “member/educator” fee on registration forms. It was decided that there are either “members” or “non-members” and the word “educator” should be removed. Motion was made by Sandra Richardson-Brown, CMA (AAMA) and seconded by Deniece Jozefiak, CMA (AAMA). Motion was carried. Kris Hardy, CMA (AAMA) suggested that FSMA invite one educator each year to the state conference at no charge. Mary Keho, CMA (AAMA) suggested that this matter be discussed by FSMA educators. Kathryn Panagiotacos, CMA (AAMA) stated that the Healthcare field is unique and felt that by choosing one educator over another could cause others to feel left out.

There was no further Correspondence.

OFFICER REPORTS

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| President | Theresa Errante-Parrino, CMA (AAMA) | Distributed. Verbal Addendum: All email correspondence has been answered. Thanked Carol Francis, CMA (AAMA) for a well ordered seminar that went smoothly today. |
| President-Elect | Sandra Richardson-Brown, CMA (AAMA) | Distributed. |
| Vice President | Jeanne Von Ohlsen, CMA (AAMA) | Report online. |
| Secretary | Linda MacInnes Wilbourne, CMA (AAMA) | Report online. |
| Treasurer | Mary Lou Allison, CMA-C (AAMA) | Report online. |
| Speaker of General Assembly | Deniece Jozefiak, CMA (AAMA) | Report online. Verbal Addendum: Reminder that the deadline is March 15, 2009 for any General Assembly Annual Reports to be posted on the website prior to the conference. Also asks for assistance from educators in regard to late students’ dues. Note: These reports are to be sent directly to Deniece and do not need to go to Theresa first. Please use Arial 12 font for all reports. |
| Vice Speaker of the G.A. | Karen Murray, CMA (AAMA) | Report online |
| Immediate Past President | Mary Morris, CMA (AAMA) | Report online. |

DELEGATE/ALTERNATE REPORTS

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| Theresa Errante-Parrino, CMA (AAMA) | Report Distributed |
| Mary Morris, CMA (AAMA) | Report online. |
| Carol Francis, CMA (AAMA) | Report online. |
| Saundra Richardson-Brown, CMA (AAMA) | Report distributed. |
| Deniece Jozefiak, CMA (AAMA) | Report online. |
| Linda MacInnes Wilbourne, CMA (AAMA) | Report distributed. |

CHAPTER REPRESENTATIVE REPORTS

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| Brevard Chapter | Betty DeLoach, CMA (AAMA) | Report Online. |
| Central Gulf Coast Chapter | Patricia Allen, CMA (AAMA) | Report online. |
| Everglades Chapter | Christine Sanders, CMA (AAMA) | No report. |
| Central Florida Chapter | Maria Wiegelmann, CMA (AAMA) | Report online. |
| Southeast Chapter | Joyce Baldwin, CMA (AAMA) | Report online. |
| Southwest Chapter | Deniece Jozefiak, CMA (AAMA) | Report online. |
| Verbal Addendum: New date needed for seminar originally scheduled for April 4, 2009 at newly accredited Manatee College. | | |
| Treasure Coast Chapter | Theresa Errante-Parrino, CMA (AAMA) | Report distributed. |

EXECUTIVE COMMITTEE REPORTS

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| Budget & Finance | Mary Lou Allison, CMA-C (AAMA) | Report online. |
| Verbal Addendum: Noted that no new changes are needed to the budget. Mary Lou Allison, CMA-C (AAMA) moved to accept budget to be used for next year and was seconded by Carol Francis, CMA (AAMA). Motion was carried. | | |
| Bylaws/Policy & Procedures | Mary Keho, CMA (AAMA) | Verbal report. |
| All changes to be made to Bylaws/Policy & Procedure reports must be received by the March 1, 2009 deadline. | | |
| Certification | Jeanne Von Ohlsen, CMA (AAMA) Deniece Jozefiak, CMA (AAMA) | No Report. |
| Communication | Mary Lou Allison, CMA-C (AAMA) Virginia Halligan, CMA (AAMA) Betty Springer, CMA-C (AAMA) | Report online. |
| Verbal Addendum: Betty Springer, CMA-C (AAMA) requested that report files should by have the same heading format in order to avoid confusion and additional work by webmaster prior to being posted on the website. The report should be dated: month.day.year.name of | | |

report (such as officer or committee name). All Executive Council reports are to be sent to the President who will then forward to the webmaster.

Education Linda Orr, CMA (AAMA) Verbal report.
Linda Orr, CMA (AAMA) stated that a total of 6.5 CEUs were offered at today's seminar. David Patterson spoke today and is also scheduled to speak at the May conference. At this time a total of 11 CEUs are scheduled. Mary Lou Allison, CMA-C (AAMA) requested that check information needed for speakers should be provided prior to event in order to be printed and presented in a more professional manner. Also reminded members that permission is needed by FSMA President and Executive Council is needed prior to spending money allocated to individual committees.

Educators Forum Kris Hardy, CMA (AAMA) Report online.
Verbal Addendum:

- Mary Lou Allison CMA-C (AAMA) commended Kris Hardy, CMA (AAMA) for fantastic work. Kris stated that aligning curriculum to the 2008 standards is needed. A drop in program hours to be more in line with the private sector and to allow for better competition. Noted was that the lack of definite guidelines is frustrating. Donald Balasa, JD, MBA was emailed regarding these issues.

Leadership Sandra Richardson-Brown, CMA (AAMA) Report distributed.
Verbal Addendum: Various committee chairs have been contacted regarding suggestions for future speakers. Also contacted was the education chair regarding leadership session. She asks for more members to be mentors in the future.

Marketing Susanne Sniffin, CMA-C (AAMA) Report online.
Verbal Addendum: Letter was sent to FNA regarding the desire to form a working relationship between FNA and FSMA. It was suggested that a second letter be sent stating that representatives of the society would like to meet with their board to discuss Medical Assistant duties and to invite them to a FSMA luncheon.

Meeting Coordinator Carol Francis, CMA (AAMA) Report online.

Membership Jeanne Von Ohlsen, CMA (AAMA) Report online.

Nominating Sandra Richardson-Brown, CMA (AAMA) Report distributed.
Verbal Addendum: Chapter presidents were asked to contact her with suggestions of interested members as potential candidates for nomination for next year's elections. Candidates are still needed for President Elect, Vice President and Educators Forum. Names are needed for the ballot by the March 1, 2009 deadline.

Public Policy Bonnie Chrimes, CMA (AAMA) Report online.
Verbal Addendum: Theresa Errante-Parrino, CMA (AAMA) apologized for not getting information to Bonnie and will email after meeting.

PHYSICIAN LIAISON REPORTS

Joel Martin, M.D.

No report.

UNFINISHED BUSINESS

There was no unfinished business to be discussed.

OLD BUSINESS

- Get well card was sent to David Patterson.
- Thank you card was sent to Dr. Boss for donation of digital recorder.
- Reminder that all mass mailings and letters need to be approved by the president and the executive council prior to sending.

Marketing:

- Follow up letter to FNA was not specified in the notes of Susanne Sniffin, CMA-C (AAMA) and was not sent. She noted that a reply was not received regarding the first communication.

Communications:

- Reminder of importance of deadlines.
- All email addresses need to be updated. Kathryn Panagiotacos, CMA (AAMA) noted that sometimes a phone call is a more personal contact and is another way for members to communicate.

May Conference:

- PayPal – Mary Lou Allison, CMA-C (AAMA) is trying Concepts.
- Welcome Party – Linda Orr, CMA (AAMA), Treasure Coast Chapter, Luau theme. Kris Hardy, CMA (AAMA) will check on music. Reminder that all costs need to be within the total allotted budget.
- Luncheon – Theresa Errante-Parrino, CMA (AAMA) will check with the Everglades Chapter.
- Theresa Errante-Parrino, CMA (AAMA) has created a FaceBook page to post FSMA news.

NEW BUSINESS

- Department of Education is revising the Medical Assistant curriculum.
- Legislative update handout.
- Historian asked what the President, executive council and FSMA members would like to handle the photo albums of historical pictures. Mary Lou Allison, CMA-C (AAMA) volunteered to scan and burn pictures to CD over the summer months. Motion was made by Sandra Richardson-Brown, CMA (AAMA) and seconded by Kris Hardy, CMA (AAMA). Motion carried. Note: After the meeting Mary Hill offered to take the albums and start scanning them.

- AAMA 2010 National Convention to be held in Orlando, FL. Mary Lou Allison, CMA-C (AAMA) stated that the BOT is working with FSMA to choose a Logo to be used for the conference. National will make contact regarding preparations. There are major changes coming starting with the Houston conference 2009. The convention will be shortened by one day eliminating Tuesday and a “Desert Award” presentation will replace the Welcome Party. Convention responsibilities will be handled by the AAMA staff while utilizing hosting state members for giving handouts during classes and procuring the color guard and singer for the HOD. Firm decisions will come after the next BOT meeting. Mary Lou Allison, CMA-C (AAMA) is creating a slideshow presentation of Disney characters and family photos to use at the Houston convention for the Florida 2010 invitation. Members are asked to send any photos they would like included.
- Linda Orr, CMA (AAMA) suggested recognition be given for the upcoming 50th anniversary for founding member Vera Nesmith, CMA. It was suggested to present her with a corsage during the annual conference in May. Mary Lou Allison, CMA-C (AAMA) will post her picture on the FSMA website acknowledging her very “Special Day.”
- Mary Keho, CMA (AAMA) noted that she feels that the “Late Fee” on registration form is very negative. It was the consensus of the members that it has not presented a problem.

ANNOUNCEMENTS

- The Golden Apple Award presented by AAMA at the National Convention in Chicago to CEB member Diane Klieger, CMA (AAMA). Submission is required to be chosen for this prestigious educator’s award.
- Congratulations to Betty Springer, CMA-C (AAMA) for election as AAMA Speaker of the House.
- Congratulations also went to Kathryn Panagiotacos, CMA (AAMA) for induction as AAMA President. Comment was made in reference to the lovely speech made at Nationals.
- Reminder that annual reports are due by March 15, 2009.
- It was noted that students Mary Hill and Ashley Laufenberg attended Nationals and that is was a pleasure to have them.
- Next board meeting will be Thursday, April 30, 2009 at 7:30 PM at the Holiday Inn Select, Orlando FL. Don’t forget to make to make your hotel reservations for the meeting. The code to use when making your reservation is **FMA**.

There were no further announcements.

There being no further business to be brought before the FSMA Executive Council, the meeting was adjourned by President Theresa Errante-Parrino, CMA (AAMA) at 9:38 PM.

Submitted by:

Linda MacInnes Wilbourne, CMA (AAMA)
FSMA Secretary 2008 – 2009