

**FLORIDA SOCIETY OF MEDICAL ASSISTANTS
EXECUTIVE COUNCIL MEETING
JANUARY 22, 2011**

The Executive Council meeting of the Florida Society of Medical Assistants was called to order at 7:30 PM, by President Jeanne Von Ohlsen, CMA (AAMA). The roll was called by Mary Morris, CMA (AAMA), FSMA Secretary, to establish a quorum.

ROLL CALL

President	Jeanne Von Ohlsen, CMA (AAMA)	Present
President Elect	Marsha Benedict, CMA (AAMA)	Present
Vice President	Judy Seymour, CMA (AAMA)	Present
Secretary	Mary Morris, CMA (AAMA)	Present
Treasurer	Mary Lou Allison, CMA-C (AAMA)	Present
Speaker GA	Deniece Jozefiak, CMA (AAMA)	Absent
Vice Speaker GA	Agnes Foxall, CMA (AAMA)	Present
Immediate Past President	Saundra Richardson-Brown, CMA (AAMA)	Absent

CHAPTER REPRESENTATIVES

Brevard	Ofelia Sunde, CMA (AAMA)	Present
Central Gulf Coast	Patricia Allen, CMA (AAMA)	Present
Everglades	Karin Applegate, CMA (AAMA)	Absent
Central Florida	Maria Wiegelmann, CMA (AAMA)	Present
Southeast	Joyce Baldwin, CMA (AAMA)	Present
Southwest	Ruth Lapio, CMA (AAMA)	Present
Treasure Coast	Pam Giannone, CMA (AAMA)	Absent

COMMITTEE CHAIRS

Budget/Finance	Mary Lou Allison, CMA-C, (AAMA)	Present
Bylaws/P & P	Christine Petsalis, CMA (AAMA)	Absent
Certification	Christine Petsalis, CMA (AAMA)	Absent
Communications	Mary Lou Allison, CMA-C, (AAMA)	Present
	Virginia Halligan, CMA (AAMA)	Present
Education	Maria Wiegelmann, CMA (AAMA)	Present
Educators Forum	Theresa Errante-Parrino, CMA (AAMA)	Present
Leadership	Marsha Benedict, CMA (AAMA)	Present
Marketing		
Meeting Coordinator	Maria Wiegelmann, CMA (AAMA)	Present
Membership	Judy Seymour, CMA (AAMA)	Present
Nominating	Marsha Benedict, CMA (AAMA)	Present
Public Policy	Bonnie Chrimes, CMA (AAMA)	Present

PHYSICIAN LIAISON

Physician Liaison	Joel Martin, MD	Present
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SEATING OF THE PROXIES

Motion was made to accept the seating of Carol Francis, CMA (AAMA), for the Central Florida Chapter. Judy Seymour, CMA (AAMA) made the motion. Deniece Jozefiak, CMA (AAMA) seconded the motion. There was no discussion. **MOTION CARRIED.** The proxies were seated.

There was a quorum present.

The minutes of the October 16, 2010 Executive board meeting were available on line and distributed as needed at the meeting. President Von Ohlsen asked for any corrections, additions, or deletions to these minutes. Deniece Jozefiak, CMA (AAMA) made a motion to accept the minutes as written. Marsha Benedict, CMA (AAMA), seconded the motion. There was no discussion. **MOTION CARRIED.** The October 16, 2010 minutes will be filed as written.

TREASURER REPORT

Checking: \$20,171.78 Money Market: \$22,339.52 Balance: \$42,511.30
The treasurer requests all expenses be sent to her ASAP so that checks can be sent out. The treasurer's report will be filed for audit. No bills over budget were presented.

OFFICER REPORTS

President Jeanne Von Ohlsen, CMA (AAMA) On file

President Elect Marsha Benedict, CMA (AAMA) On file

Vice President Judy Seymour, CMA (AAMA) On file
Addendum: The Florida Society has 913 members as of 12/31/2010.

Secretary Mary Morris, CMA (AAMA) On file

Treasurer Mary Lou Allison, CMA-C, (AAMA) On file

Speaker of GA Deniece Jozefiak, CMA (AAMA) On file

Annual reports need to be submitted to the Speaker by **3/1/11**. See Speaker report for font and margin parameters for the reports. Two ballots will be placed in the GA packets so as not to waste time printing during the GA. Deniece made a motion that monies be put in the budget so that the VFW Post #2487 can be given a \$50.00 donation from FSMA to post colors, etc. for the upcoming and future FSMA General Assemblies. Mary Lou Allison, CMA-C, (AAMA) seconded the motion. **Motion carried.**

Vice Speaker of GA Agnes Foxall, CMA (AAMA) On file

Immediate Past President Sandra Richardson-Brown, CMA (AAMA) On file

CHAPTER REPRESENTATIVES REPORTS

Brevard	Ofelia Sunde, CMA (AAMA)	On file
Central Gulf Coast	Patricia Allen, CMA (AAMA)	On file
Everglades	Karin Applegate, CMA (AAMA)	On file

Due to a lack of activity by this chapter, there is still a question as to whether or not this chapter will dissolve. A meeting to discuss this will take place in middle February. There is a possibility that this chapter may join the SW chapter.

Central Florida	Maria Wiegelmann, CMA (AAMA)	On file
Southeast	Joyce Baldwin, CMA (AAMA)	On file
Southwest	Ruth Lapio, CMA (AAMA)	On file
Treasure Coast	Pam Giannone, CMA (AAMA)	On file

EXECUTIVE COMMITTEE REPORTS

Budget & Finance	Mary Lou Allison, CMA-C, (AAMA)	On file
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*Deniece Jozefiak, CMA (AAMA) made a motion to accept the budget for 2011-2012 as amended. Agnes Foxall, CMA (AAMA) seconded the motion. Total budget is \$26,900.00. No discussion. **Motion carried.** Changes to the budget will include: \$50.00 will be added to the Speaker or Vice Speaker budget for the VFW donation for posting of the colors; an increase to the membership and certification committee; \$200.00 was added to the Bylaws/P&P budget to allow for face to face meetings; monies from the Welcome Party will be deleted; extra monies can be taken out of Special Projects if needed for Leadership expenses.

Bylaws/Policy&Procedures	Christine Petsalis, CMA (AAMA)	On file
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*A discussion was had on the proposed Guidelines for Delegates and Alternates. Mary Lou Allison, CMA-C (AAMA), made a motion to approve the guidelines after the changes discussed are made. Deniece Jozefiak, CMA (AAMA) seconded the motion. No further discussion. **Motion carried.**

Certification	Christine Petsalis, CMA (AAMA)	No report
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Communication	Mary Lou Allison, CMA-C, (AAMA) Virginia Halligan, CMA (AAMA)	Verbal
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*Mary Lou thanked everyone for keeping up with chapter pages and submitting things in proper format for ease of putting information on the web site.

Education	Maria Wiegelmann, CMA (AAMA)	On file
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*Maria updated the speaker agenda for the May conference.

Educators Forum	Theresa Errante-Parrino, CMA (AAMA)	On file
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Leadership Marsha Benedict, CMA (AAMA) On file
*The leadership speaker presenting at the May conference comes highly recommended and has spoken at Indian River Community College.

Marketing No report
Meeting Coordinator Maria Wiegelmann, CMA (AAMA) On file
*The food and beverage amount for the Annual Meeting is \$5000.00. We will need to add breakfast on Saturday to cover the \$5000.00 food cost. (\$12.00 breakfast) The room quota was not met by FSMA; the hotel will be looking over things and Maria will try to negotiate with the hotel so we loose as little money as possible. There were a few mistakes made by the hotel when it came to hotel reservations so Maria will make sure the hotel knows this.
A lot of ideas were presented and discussed about how to best structure the Annual meeting starting in 2012. A questionnaire will be placed on the web site to see what changes the members believe would be most beneficial for the Annual meeting. Input from the members is needed.

Membership Judy Seymour, CMA (AAMA) On file
Nominating Marsha Benedict, CMA (AAMA) Verbal
*Marsha has consent to serve forms. There is a full slate of officers and committee chairs. More committee members are needed. Please see Marsha if interested in any position.

Public Policy Bonnie Chrimes, CMA (AAMA) On file

Physician Liaison Joel Martin, MD No report

CORRESPONDENCE

*FSMA has been notified that Patricia Hightower, CMA (AAMA) will be our AAMA representative for the annual meeting in May.
*The FSMA Bylaws were updated and sent in to AAMA by Christine Petsalis, CMA (AAMA), Bylaws chair on 1/12/11.

OLD BUSINESS

A reminder to everyone that has old FSMA business, to get the information to Mary Lou to be scanned into the computer. Documents need to be submitted clean, in order, and **without** staples or paperclips.

UNFINISHED BUSINESS

None

NEW BUSINESS

Manatee Technical Institute chapter formation – Judy Seymour, CMA (AAMA) read her Membership chair report and a letter submitted by MTI. Two members in the Bradenton area approached Judy with an interest in starting a chapter in that area. A meeting was held with two instructors from MIT and two other members. It was felt that the area has the population and several members desire to start a chapter. An organizational meeting is scheduled for 2/26/2011. These members are looking for the support from the FSMA executive council in their endeavor. A lengthy discussion was had on this subject with input from various members. Concern was had by Mary Lou that this might turn into an MTI chapter and not a member's chapter. Ruth Lapiro said there is potential in that area that needs to be explored. The school was visited two years ago by Deniece and Jeanne, with an interest in chapter formation then, but nothing ever came of it. The school says there is a greater interest now with additional growth in the school over the last two years. Deniece Jozefiak, CMA (AAMA) believes a six month window will allow time to make sure this chapter formation will work and that there is indeed still an interest in six months to start this new chapter. Dr. Martin believes we should not stop anyone who wants to start a chapter or be a member. Heidi Fortin, CMA (AAMA) believes we are missing our communities and need to support the members at the local level. Guidance will be given to MTI should there be any question or concerns with the chapter formation process. President Von Ohlsen will take Deniece's recommendation to wait six months and revisit the MIT chapter formation to make sure there is still an interest in going ahead with this endeavor of a new chapter. Members in the mean time can hold meetings, CEU events etc. so that the executive board can see after the six months that there is still an interest in moving forward with the chapter formation in Manatee.

Volunteers for Spring FSMA Conference needed - Deniece Jozefiak, CMA (AAMA), Speaker of the GA, is looking for volunteers to step up and help with the May conference. Needed is: Time Keeper, Sergeant at Arms and Pages/Tellers. Deniece will get with the educators so as to fill empty positions with students. The AAMA Representative, Patricia Hightower, CMA (AAMA) will be Head Teller and Kathryn Panagiotacos, CMA (AAMA) will be Parliamentarian.

Strategic Plan update – the strategic plan was presented in February 2010 by Theresa Errante-Parrino, CMA (AAMA) and Kathryn Panagiotacos, CMA (AAMA). Our goals are on target at this point, as there has been an increase in active membership and student membership. There has been increased activity through communications on the FSMA web site and through face book. Recognition of the CMA in the state has not really been followed through as per the strategic plan so further work is needed in this area. FSMA has not forgotten about our goals and will continue to work towards achieving all of them.

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ANNOUNCEMENTS

Do not forget to make your hotel reservations for the Annual Meeting. The next executive council meeting will be Thursday, April 28, 2011 in Orlando at the Holiday Inn, TG Lee Blvd. at 7:30 PM.

Upon completion of the minutes, they will be placed on the FSMA web site for review.

Thanks to Maria Wiegelmann, CMA (AAMA) and her team who worked on this seminar, it was great!!!

There being no further business to be brought before the FSMA Executive Council, the meeting was adjourned by President Jeanne Von Ohlsen, CMA (AAMA) at 9:34 PM.

Minutes submitted by:

Mary Morris, CMA (AAMA), FSMA Secretary 2010 - 2011