

**Florida Society of Medical Assistants
Holiday Inn Select
Orlando, Florida 32822**

May 1, 2009
56th Meeting of the Florida Society of Medical Assistants

Call to order: The 56th Annual meeting of the Florida Society of Medical Assistants will come to order at 8:25 A.M. at the Holiday Inn Select, Orlando Florida by Deniece Jozefiak, CMA (AAMA) Speaker of the General Assembly.

Introduction of the head table:

1. Secretary, Linda Macinnes-Wilbourne, CMA (AAMA) -Absent
2. Treasurer, Mary Lou Allison, CMA-C (AAMA)- Absent
3. President-Elect, Sandra Richardson-Brown, CMA (AAMA) -Present
4. Meeting Coordinator, Carol Francis, CMA (AAMA)- Present
5. Vice-Speaker, Karen Murray, CMA (AAMA) - Present

Seated to the right of the table:

1. Immediate Past-President, Mary Morris, CMA (AAMA)- Present
2. Vice President, Jeanne Von Ohlsen, CMA-A (AAMA)- Present
3. President, Theresa Errante-Parrino, CMA (AAMA)- Present
4. Representative for AAMA, Charlene Couch, CMA (AAMA)-Present
5. Parliamentarian Marsha Benadict, CMA-A (AAMA)-Present
6. Deniece Jozefiak, CMA, (AAMA) Speaker of the General Assembly- Present.

After introduction of the officers, the Speaker of the General Assembly recognized their faithful service and commitment to FSMA.

The Speaker of the General Assembly also recognized the Minutes Committee composed of:

1. Minutes Committee Chair, Adie De La Guardia-Piz, CMA (AAMA)
Member: Sandy Lonngvist, CMA, (AAMA)

Six years ago on our 50th Anniversary Convention, we took the time to honor our Past Presidents. The Past Presidents were seated at the front table to the left. We continue to keep this practice going to let these dedicated members know how much we appreciate their continued support during the years. Today it is an honor and a privilege to acknowledge those past presidents who are here with us.

1. Vera NeSmith- 1961-62
2. Marilyn Gable, CMA-1991-92
3. Virginia Halligan CMA (AAMA)1989-1990 & 1993-1994
4. Bonnie Chrimes ,CMA (AAMA) 1998-1999
5. Deniece Jozefiak, CMA (AAMA) 2000-2001
6. Mary Keho, CMA (AAMA) 2002-2003
7. Adie DeLaGuardia-Piz, CMA (AAMA)2003-2004
8. Carol Francis, CMA (AAMA)2005-2006
9. Mary Morris, CMA (AAMA) 2007-2008

A warm thank you was directed to Dr. Joel Martin for his continued support as Physician Liaison to FSMA.

Credentials & Roll Call:

Credentials Chair, Virginia Halligan, CMA (AAMA) executed the roll call. The number of eligible voting members was 23.

Majority vote is 12.

2/3 vote is 16.

A quorum was present.

Ms. Betty Springer, CMA requested to know if the Parliamentary vote counted since our Parliamentary person was counted as a voting member. Marsha Benedict clarified that yes, Parliamentary can vote on a closed vote ballot.

A motion was made by Pat Allen, CMA made to approve the agenda as corrected, Mary Keho, CMA, seconded. The motion was carried.

Announcement of House Appointments:

Credential Chair: Virginia Halligan, CMA (AAMA)

Committee Members: Kathleen Quinn, CMA (AAMA) Absent.

Reference Committee Chairman: Mary Keho, CMA (AAMA)

Committee members are:

1. Judy Seymour, CMA (AAMA)
2. Mary Morris, CMA (AAMA)
3. Maria Wieglemann, CMA (AAMA)

Pages for the General Assembly:

1. Jim Daley- Student from Indian River State College
2. Michael Montero, CMA (AAMA)

The duties of the pages is to assist the eligible voting members, officers and the membership by delivering messages during the General Assembly and as otherwise requested. If a member needs to leave the room, please contact a page, who in turn will notify the Credentials Chair.

Timekeeper for the General Assembly:

Judy Seymour, CMA (AAMA)

Sergeant-At-Arms for the General Assembly:

Walter McCarty-Student from Indian River State College

The Minutes Committee Chair: Adie De La Guardia-Piz, CMA (AAMA) assisted by FSMA member: Sandy Lonqvist, CMA (AAMA)

Parliamentarian for the General Assembly: Marsha Benedict, CMA-A (AAMA).

Presentation of the Official Program:

Carol Francis, CMA (AAMA), Convention Chair presented the official program. The convention program was reviewed. One spelling error was found on page 1 under the President's message. Several errors were noted and corrected under the subjecting of Officers and Executive Council for the year 2008-2009.

The Chair entertained a motion to accept the official program as corrected. A motion was made by Pat Allen, CMA (AAMA) seconded by Shirlee Dickson, CMA (AAMA). There was no discussion, and the motion was carried to accept the official program as corrected..

The Speaker thanked Carol Francis, CMA (AAMA) and the committee members who have worked very hard and have spent so much time putting the convention together.

Karen Murray, CMA (AAMA) FSMA Vice Speaker of the General Assembly presented the Orientation of Delegates (Roberts Rules Made Simple) and a synopsis of pages 5, 6 & 7.

Adoption of Convention Rules:

Vice-Speaker of the General Assembly Karen Murray, CMA (AAMA) presented the General Assembly Convention Rules. A motion to adopt the convention rules as read was made by Pat Allen, CMA, seconded by Judy Seymour, CMA. The motion was carried.

Tellers

Chair of the General Assembly Tellers: Charlene Couch, CMA (AAMA) Representative.

Ballot Tellers

1. Charlene Couch, CMA-(AAMA) Representative
2. Maria Wiegemann, CMA (AAMA)

Hand Count Tellers

1. Bonnie Crimes, CMA (AAMA)

The tellers serving in the General Assembly will serve at both sessions to count hands or standing votes if required. The Speaker of the General Assembly explained that all voting would take place in the General Assembly room. She also explained that it was the responsibility of 2 of the tellers to count the votes after voting was closed. The remaining teller was to serve counting hands or standing votes if required.

Report of the Nominating Committee:

Chair Sandra Richardson-Brown, CMA (AAMA) gave the report of the Nominating Committee. The proposed ballot reads as follows:

Proposed Ballot:

President-Elect:

Diane Klieger, CMA (AAMA)

Vice President:

Secretary:

Deniece Jozefiak, CMA (AAMA)

Treasurer:

Mary Lou Allison, CMA-C (AAMA)

Speaker of the General Assembly:

Judy Seymour, CMA-(AAMA)

Vice Speaker of the GA:

Linda Macinnes-Willbourne, CMA (AAMA) - Withdrawn

Delegates to AAMA National Conference Sept. 9-15, 2009, Houston, Texas.

1. Bonnie Chrimes, CMA (AAMA)- Withdrawn
2. Carol Francis, CMA (AAMA)
3. Deniece Jozefiak, CMA (AAMA)
4. Linda Macinnes-Willbourne, CMA (AAMA)-Withdrawn
5. Mary Morris, CMA (AAMA)
6. Sandra Richardson-Brown, CMA (AAMA)

The report of the nominating committee was received. When someone is nominated from the floor, the qualifications for that specific position as stated in the Bylaws, must be in order and given to the Chair of the Nominating Committee at the time of said nomination, or the Nominees credentials may be given to a Page for presentation to the Chair of the Nominating Committee. The nominating committee must review those credentials before the close of this session of the General Assembly.

Before nominations from the floor started, Deniece Jozekiak, CMA (AAMA) withdrew her nomination for Secretary. Nominations from the floor were taken.

The Speaker of the General Assembly accepted nominations from the floor for the office of President-Elect. Mary Keho, CMA nominated Jean Von Ohlsen, CMA-A (AAMA). Diane Klieger, CMA (AAMA) withdrew her nomination since there was a nomination from the floor. There being no further nominations for the office of President-Elect, the Speaker of the General Assembly declared the nominations closed.

The Speaker of the General Assembly accepted nominations from the floor for the office of Vice President, Judy Seymour, CMA (AAMA) nominated Deniece Jozefiak, CMA (AAMA). Theresa Errante-Parrino, CMA (AAMA) nominated Marsha Benedict, CMA-A (AAMA). Following the second nomination, Deniece Jozefiak, CMA (AAMA) withdrew her nomination for Vice-President. There being no further nominations for the office of Vice President, the Speaker of the General Assembly declared the nominations closed.

The Speaker of the General Assembly accepted nominations from the floor for the office of Secretary. Pat Allen, CMA (AAMA) nominated Tamara Bruno, CMA (AAMA). There being no further nominations for the office of Secretary, the Speaker of the General Assembly declared the nominations closed.

The Speaker of the General Assembly accepted nominations from the floor for the office of Treasurer. There being no nominations for the office of Treasurer, the Speaker of the General Assembly declared the nominations closed.

The Speaker of the General Assembly accepted nominations from the floor for the office of Speaker of the General Assembly. There being no nominations for the office of Speaker of the General Assembly, the Speaker of the General Assembly declared the nominations closed.

The Speaker of the General Assembly accepted nominations from the floor for the office of Vice Speaker of the General Assembly. Judy Seymour, CMA (AAMA) nominated Deniece Jozefiak, CMA (AAMA). There being no further nominations for the office of Vice Speaker of the General Assembly, the Speaker of the General Assembly declared the nominations closed.

The Speaker of the General Assembly accepted nominations from the floor for Delegates and Alternates to the AAMA Conference September 9-15, 2009 in Houston, Texas. The Speaker asked voting members to write the nominations on the proposed ballot in their packets. The Speaker of the General Assembly explained that after the nominations were closed the actual voting would take place on a new ballot.

Theresa Errante-Parrino, CMA (AAMA) nominated Marsha Benedict, CMA-A (AAMA), Karen Murray, CMA (AAMA) nominated Judy Seymour, CMA (AAMA), Pat Allen CMA (AAMA) nominated Tamara Bruno, CMA (AAMA). Hearing no further nominations from the floor for Delegate and Alternates to AAMA, the Speaker of the General Assembly declared the nominations closed.

Presentation of Candidates:

Sandra Richardson-Brown, CMA (AAMA) presented the candidates for the Executive Office, Delegates and Alternates to the voting members of the General Assembly. Each candidate had the opportunity to introduced themselves and give a brief synopsis as to why they should be selected for the office they were running for.

A 15 minute break was taken in order to prepare the new ballot for voting.

Reference Committee:

The Speaker of the General Assembly called Mary Keho, CMA (AAMA), Chair of the Reference Committee to present the Reference Committee report.

The following was the report of the reference committee.

A recommendation was made by the Reference Committee to accept the President Elect, Vice-President, Treasurer, Secretary, Speaker of the General Assembly, Vice-Speaker of the General Assembly, and the Past President be accepted as printed in the General Assembly Packet. The recommendation was passed.

The Reference Committee recommended that the report of the Budget and Finance, By-Law/Policy and Procedures Committees be accepted as printed in the General Assembly Packet. The recommendation was passed.

The Reference Committee recommended that the report of the Certification Committee be accepted with the recommendation made to be followed up by the new Certification Chair. Recommendation was passed.

The Reference Committee recommended that the reports of the following committees be accepted as printed in the General Assembly Packet: Communications, Education, Educators Forum, Leadership, Marketing, Meeting Coordinator, Nominating, and Public Policy. The recommendation was passed.

The Reference Committee recommended that the reports from Brevard, Central Florida, Central Gulf Coast, Everglades, Southeast, Southwest, and Treasurer Coast Chapters be accepted as printed in the General Assembly Packet. The recommendation was passed.

Unfinished Business:

No unfinished business was presented to the General Assembly.

New Business:

No new business was presented to the General Assembly.

Report of the Tellers:

The Chair of the Tellers, Charlene Couch, CMA (AAMA), presented the results of the voting. Power votes to elect 23, abstentions 2, majority 12.

The following was the results of the voting:

Officers:

President Elect: Jean Von Ohlsen, CMA-A (AAMA)-----23 votes
Vice-President: Marsha Benedict, CMA-A (AAMA)-----22 votes
Secretary: Tamara Bruno, CMA (AAMA)-----23 votes
Treasurer: MaryLou Allison, CMA-C (AAMA) --23 votes
Speaker GA: Judy Seymour, CMA (AAMA)-----23votes
Vice Speaker GA: Deniece Jozefiak, CMA (AAMA)-----22 votes

Delegates:

1st Delegate: Sandra Richardson-Brown, CMA (AAMA)-----17 votes
2nd Delegate: Deniece Jozefiak, CMA (AAMA)-----14 votes
3rd Delegate: Judy Seymour, CMA (AAMA)-----14 votes
4th Delegate: Marsha Benedict, CMA (AAMA)-----13 votes
1st Alternate: Mary Morris, CMA (AAMA) -----12 votes
2nd Alternate: Tamara Bruno, CMA (AAMA)-----11 votes
3rd Alternate: Carol Francis, CMA (AAMA) -----11 votes

The following members were elected as of May 1st, 2009. Saundra Richardson-Brown, CMA (AAMA) FSMA President beginning May 2nd, 2009, Marsha Benedict, CMA-A (AAMA) FSMA Vice-President and Mary Lou Allison, CMA-C, (AAMA) FSMA Treasurer. These three elected members have the authority and access to sign and co-sign any financial transactions on behalf of FSMA for the year 2009-2010. Congratulations to all are newly elected officers of FSMA.

The Speaker of the General Assembly asked; what was the pleasure of the General Assembly regarding the ballots. A motion was made by Mary Keho, CMA (AAMA) and seconded by Saundra-Richardson-Brown, CMA (AAMA) that the ballots be destroyed. There was no discussion. The motion was carried. Ballots were presented to the Speaker to be destroyed.

With the completion of the General Assembly business, the Speaker discharged the tellers committee of any further commitment to the General Assembly and thanked them for their time and help.

The Speaker reminded the voting members that even though the business of the FSMA General Assembly was finished for the day, those seated at the General Assembly would continued to serve in their capacities for one year until the next General Assembly convenes in 2010. If there were to be any emergency business, they would be contacted therefore, they are to keep the Speaker informed of any address, telephone or e-mails changes.

In accordance with a long tradition in FSMA at the closing of the Annual General Assembly meeting all members were given a chance to express appreciation to the many people who have worked so hard to put the event together. Several members stated their appreciation to those who helped them and their committees thru the year.

Announcements:

Theresa Errante- Parrino, FSMA President announced that Michelle Clemons from Quiet Elegance Jewelry was present today Friday rather than tomorrow Saturday. In addition President Errante-Parrino explained a slight change in the afternoon refresher education session. Carol Francis, CMA (AAMA) Meeting Coordinator announced that the code for the October meeting for the hotel was LSA. Carol also announced that the hotel was re-adjusting the room rate for all those who reserved their rooms at the rate of \$109.00 to a lower rate. The new rate was not stated.

There being no further announcements at the 56th annual meeting of the Florida Society of Medical Assistants the meeting was adjourned at 10:25 a.m. on May 1st, 2009.

Respectfully submitted:

Adie De La Guardia-Piz, CMA (AAMA), Chair

Sandra Barco-Lonnqvist, CMA (AAMA), Co-Chair