



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

PRE-CONVENTION EXECUTIVE COUNCIL MEETING May 1, 2008

The Pre-Convention Executive Council Meeting of the Florida Society of Medical Assistants was called to order at 7:35 PM, by President Mary Morris, CMA.

ROLL CALL

President	Mary Morris, CMA(AAMA)	Present
President-Elect	Theresa Errante-Parrino, CMA(AAMA)	Present
Vice President	Saundra Richardson-Brown, CMA(AAMA)	Present
Secretary	Linda MacInnes Wilbourne, CMA(AAMA)	Absent
Treasurer	Mary Lou Allison, CMA-C(AAMA)	Present
Speaker of the House	Agnes Foxall, CMA(AAMA)	Present
Vice Speaker of the House	Karen Murray, CMA(AAMA)	Present
Immediate Past President	Christine Petsalis, CMA(AAMA)	Present

CHAPTER REPRESENTATIVES

Brevard	Betty DeLoach, CMA (AAMA)	Present
Central Gulf Coast	Diane Klieger, CMA(AAMA)	Present
Everglades	Christine Sanders, CMA(AAMA)	Present
Orange	Maria Wiegelmann, CMA(AAMA)	Present
Southeast	Pearl Campbell, CMA(AAMA)	Absent
Southwest	Susan Barche, CMA(AAMA)	Absent
Treasure Coast	Theresa Errante-Parrino, CMA(AAMA)	Present

EXECUTIVE COMMITTEE CHAIRS

Budget & Finance	Mary Lou Allison, CMA-C(AAMA)	Present
Bylaws/Policy & Procedures	Deniece Jozefiak, CMA(AAMA)	Present
Certification	Kathryn Panagiotacos, CMA(AAMA)	Present
Communication	Mary Lou Allison, CMA-C(AAMA)	Present
Education	Adie DeLaGuardia-Piz, CMA(AAMA)	Present
Educators Forum	Marsha Benedict, CMA(AAMA)	Present
Leadership	Theresa Errante-Parrino, CMA(AAMA)	Present
Marketing	Susanne Sniffin, CMA-C(AAMA)	Present
Meeting Coordinator	Carol Francis, CMA(AAMA)	Present-Late
Membership	Saundra Richardson-Brown, CMA(AAMA)	Present
Nominating	Theresa Errante-Parrino, CMA(AAMA)	Present
Public Policy	Bonnie Chrimes, CMA(AAMA)	Present

PHYSICIAN LIAISON

Joel Martin, M.D.

Absent

SEATING OF THE PROXIES

Treasure Coast: Pam Giannone, CMA(AAMA)
Southeast: Joyce Baldwin, CMA(AAMA)

Agnes Foxall, CMA(AAMA) moved to seat the proxies, Kathryn Panagiotacos, CMA(AAMA) seconded the motion. Motion Carried. The proxies may be seated.

There was a quorum present.

The minutes of the Executive Board Meeting held January 19, 2008 were sent out via e-mail. Sandra Richardson-Brown, CMA(AAMA) moved to accept the minutes as corrected. Seconded by Christine Petsalis, CMA(AAMA). Motion Carried to accept minutes as corrected. These corrections will be given to FSMA Secretary for her records as she is absent tonight.

TREASURER REPORT

Checking: \$20971.37 Money Market: \$22217.47 Balance: \$43188.84

There was one bill over budget presented by Mary Lou Allison, CMA-C(AAMA) in the amount of \$40.74 to purchase Quicken 2008. Motion by Deniece Jozefiak, CMA(AAMA) to approve payment and seconded by Adie DeLaGuardia-Piz, CMA(AAMA). Discussion held and this disc will be handed to the incoming President for the Budget Committee. Mary Lou Allison, CMA-C(AAMA) would like to teach members how to use this program as she has no intention of keeping this office long term. Motion carried.

CORRESPONDENCE

- Certifying Board to implement continuous computer based testing beginning 1/09 for the CMA(AAMA) Certification Exam. Per Diane Kleiger, CMA(AAMA) for the January 2009 test the cost will be the same as the paper test and after that it will go to \$125.00 for the computer test. Adie DeLaGuardia-Piz, CMA(AAMA) voiced concerns about the amount of sites offered for the computer testing sites as many students would have to travel over two hours and would not be able to afford the travel costs involved to take the test. Concerns were who selected the testing sites and could the individual schools apply to have the computer test at their schools. A company called ProMetric was contracted to determine which schools would be a testing site. This was decided by the CB Board at AAMA. Chris Hollander, CMA(AAMA), AAMA representative to FSMA will take back to AAMA the concerns of the educators and the students regarding the testing sites. She reminded everyone that this is a pilot program and the kinks need to be worked out by starting with fewer sites.
- Letter from AAMA Speaker of the House-Florida allowed 4 delegates to National Conference in Illinois. Per Sandra Richardson-Brown FSMA had 720 eligible members as of 8/31/2007, which is the date AAMA uses to determine delegates.

- E-mail from Nina Watson, CMA(AAMA)-AAMA Bylaws and Resolutions Committee stating that Florida is in full compliance with our bylaws. Per Deniece Jozefiak, CMA(AAMA)-FSMA Bylaws Chair, AAMA will no longer ask for our state bylaws every three years unless there is something changed at the national level that will affect the state level.
- Memorandum from AAMA President Linda Brown, CMA(AAMA) – BOT/Endowment meeting highlights and new policy for annual dues rebate checks. This information was passed around for everyone to read. Each chapter is responsible to turn in their new officers to the state President and they in turn must turn into AAMA by June 1. If this is not done the chapter dues checks will be sent to the state Treasurer. These notes will be attached to these minutes.
- E-mail from Kathy Langley-BOT approval of chairs for the 2010 Annual Conference to be held in Lake Buena Vista, Florida. Chair will be Mary Lou Allison, CMA-C(AAMA) and co-chair will be Karen Murray, CMA(AAMA). Education Chair will be Diane Kleiger, CMA(AAMA) and co-chair will be Adie DeLaGuardia-Piz, CMA(AAMA).
- Westside Tech School in Winter Garden is establishing a Medical Assistant Advisory Committee and is looking for medical assistants to be on the committee.
- Florida Technical College in Orlando is looking for medical assistant instructors; 2-3 positions are available. Ask for Kirsten Asalta at 407-447-7309.

There was no further Correspondence.

OFFICER REPORTS

President	Mary Morris, CMA(AAMA)	Report on file. Welcomed and thanked all the students that were present. President Morris learned that not all computers are compatible, that if you have the new Microsoft 2007 you must save in 2003-2007 in order to pass to someone who does not have the newest version of Microsoft word.
President-Elect	Theresa Errante-Parrino, CMA(AAMA)	Report on file.
Secretary	Linda MacInnes-Wilbourne, CMA(AAMA)	Absent Report on file.
Treasurer	Mary Lou Allison, CMA-C(AAMA)	Report on file.
Speaker of the General Assembly	Agnes Foxall, CMA(AAMA)	Report on file.
Vice Speaker of the G.A.	Karen Murray, CMA(AAMA)	Report on file.
Immediate Past President	Christine Petsalis, CMA(AAMA)	No Report

CHAPTER REPRESENTATIVE REPORTS

Brevard	Betty DeLoach, CMA(AAMA)	Report on file.
Central Gulf Coast	Diane Kleiger, CMA(AAMA)	Report on file.
Everglades	Christine Sanders, CMA(AAMA)	Report on file.
Orange	Maria Wiegelmann, CMA(AAMA)	Report on file. The Orange County Chapter of Medical Assistants will soon become the Central Florida Chapter. They will receive their charter after their bylaws are turned in to the FSMA Bylaws chair for approval.
Southeast	Joyce Baldwin, CMA(AAMA)	Report on file.
Southwest	Susan Barche, CMA(AAMA)	Absent. Report on file.
Treasure Coast	Pam Giannone, CMA(AAMA)	Report on file.

EXECUTIVE COMMITTEE REPORTS

Budget & Finance	Mary Lou Allison, CMA-C(AAMA)	Report distributed. The budget is balanced and up to date except for the convention. Encouraged members to ask questions if they did not understand the report.
Bylaws/Policy & Procedures	Deniece Jozefiak, CMA(AAMA)	Report on file.
Certification	Kathryn Panagiotacos, CMA(AAMA)	Report on file. Committee Chair sent out 204 letters and only had two respond that they would attend. These two were new CMA's. This was for all three (Jan., June and Oct.) tests in 2007. There were members of FSMA who recertified, but did not receive a letter from the chair. Labels were sent from the AAMA office and did not differentiate between new CMA's and recertified CMA's.
Communication	Mary Lou Allison, CMA-C(AAMA) Virginia Halligan, CMA(AAMA)	Report on file. Chair Mary Lou Allison, CMA-C(AAMA) has placed the new Medicare ABN form on the website under the Resource Section. Deniece Jozefiak, CMA(AAMA) thanked the chair for her hard work and appreciates how the Southwest Chapter page has been displayed on the website.
Education	Adie DeLaGuardia-Piz, CMA(AAMA)	Report on file. There has been some changes for Saturday's speakers. The speaker on HPV never followed through and Theresa Errante-Parrino, CMA(AAMA) has volunteered to take his place and speak on Necrotizing Fasciitis. This was approved by AAMA prior to this convention. Speaker Terry Salz on Compliance had emergency surgery and a GI bleed and Deniece Jozefiak, CMA(AAMA) volunteered to take her place and speak on Compliance. There was concern if Deniece needed to be approved by AAMA. Per Marsha Benedict CMA-A(AAMA)

as long as the topic didn't change in an emergency situation the speaker only needed to be knowledgeable about the topic and Deniece is the Compliance Officer and Office manager at her place of employment. The Chair will keep records of the change of speaker. The chair thanked the two members for stepping in and helping out.

Educators Forum Marsha Benedict, CMA-A(AAMA) Report on file.
Lengthy discussion held among many members as to what happened to the student being chosen to represent students at the AAMA Conference, House of Delegates, in Chicago 2008. Per Kris Hardy, CMA(AAMA) all schools, CAHAAP and ABHES instructors, were sent the packet to apply. The deadline to apply was April 15, 2008. It was decided by the Educators that none of them would be making the final decision of who should win. President Morris was notified that two students had met all the criteria and had submitted their packet by the deadline. This information was not passed down to the rest of the FSMA Board which made many Board members unsure if this was even going to happen. It was felt that this information should have been put in the Educators Forum Report and/or at least an addendum report should have been done to update the board members of FSMA that this was actually taking place as discussed at the May 2007 post convention board meeting. Concern was that the two students were to read the paper on "Why they should be chosen" at the CMA luncheon and that this should be done by the judges. One of the students who had completed the criteria had asked to please allow her to read her paper at the luncheon as she has worked very hard and as a student member of FSMA would like to read her paper. It was agreed that there was a misunderstanding and some members did not have a copy of the criteria to be met and what the process was. The winning student would receive the same stipend as FSMA members chosen as Delegate/Alternate to AAMA.

Leadership Theresa Errante-Parrino, CMA(AAMA) Report on file.

Marketing Susanne Sniffin, CMA-C(AAMA) Report on file.
Spoke with Senator David Aronberg about medical assistants. An updated list of Medical Societies was done and notices sent regarding the FSMA Convention. Unfortunately there were no responses from any of them.

A lengthy discussion was held amongst many members regarding who we (FSMA) should market to join this organization. It was brought up that we should market the 30-40 year olds as this seems to be the average student age in the medical assistant programs. It was said that if a CMA wants to join they will join and become active if they can. We are growing as a society and some members cannot for whatever reason become physically active. It may be due to finances, children or no time. Some members want instant gratification when they join an organization. The new online testing will provide instant gratification to some. Some members will choose to do online CEU's or CEU's from the CMA Today because they cannot attend chapter, state or national meetings. It was decided that we need to market all age groups as these students are the future of FSMA.

Meeting Coordinator Co-Chairs Carol Francis, CMA(AAMA) Report on file.

Membership Sandra Richardson-Brown, CMA(AAMA) Report on file.

Nominating Theresa Errante-Parrino, CMA(AAMA) Report on file. Will need to make a new ballot as the one in the packet is incorrect as chair forgot to add Deniece Jozefiak, CMA(AAMA) for AAMA Delegate. Still time to run from the floor if one so desires.

Public Policy Bonnie Chrimes, CMA(AAMA) Report on file.

PHYSICIAN LIAISON REPORTS

Joel Martin, M.D. Absent

UNFINISHED BUSINESS

There was no unfinished business to be discussed.

OLD BUSINESS

Clarification needed on honorariums for speakers and amounts to be given and who receives the honorarium. What dollar amount is allowed for each meeting? Per minutes of Post Convention May 2007 it was voted on to increase monies allowed to a total of \$300.00 for both the fall and winter seminar and a total of \$600.00 for the Annual meeting of FSMA. It was also decided that members of FSMA who take the time to put a program together for the members of FSMA should be reimbursed just like any other speaker.

NEW BUSINESS

- Purchase of Quicken 2008 for FSMA (40.74) This was discussed earlier and approved for payment.
- AAMA Annual Conference Program Advertising due by 7/1/2008
Mary Lou Allison, CMA-C(AAMA) made a motion to have FSMA pay for a full page (\$500.00) for Kathryn Panagiotacos, CMA(AAMA) for AAMA President. Seconded by Adie DeLaGuardia-Piz, CMA(AAMA). Discussion held. Kathryn Panagiotacos, CMA(AAMA) let us know that Betty Springer, CMA-A(AAMA) will be running for AAMA Speaker of the House and that monies should be allotted for Betty Springer, CMA-A(AAMA) as well. Motion was withdrawn by Mary Lou Allison, CMA-C(AAMA) and a new motion was made by Mary Lou Allison, CMA-C(AAMA) to increase the budget by \$200.00 for the AAMA Candidate from FSMA and to pay for a half page ad for Betty Springer, CMA-A(AAMA) for AAMA Speaker of the House. Seconded by Sandra Richardson-Brown, CMA(AAMA). Motion carried.
- 2008 Excel Awards entry deadline 7/1/2008
Mary Morris, CMA(AAMA) will submit the FSMA website for an award. Encouraged others to submit eligible members for other awards.
- AAMA Volunteer leadership form due 6/1/2008.
This was in the March/April issue of the CMA Today and can be found on the AAMA website.
- 2008 State Society Annual meeting/Post convention forms due by 6/1/2008
This includes all new chapter officers that need to be turned into the new state President, Theresa Errante-Parrino, CMA(AAMA) prior to that. This was discussed under correspondence. Remember that the FSMA President needs the chapter officers in order for the local chapter to receive their dues rebate check or it goes to the FSMA Treasurer.

- Theresa Errante-Parrino, CMA(AAMA) to discuss CVent (online service). This organization can help FSMA webcast meetings, take over registration and use pay-pal to pay for the meetings. There is a set up cost of \$1000.00. She has talked to AAMA about this. Lengthy discussion was held regarding the pros and cons of this. Mary Lou Allison-C, CMA(AAMA) stated that it costs \$200.00 a year to keep the FSMA website going. She had many concerns regarding this. Marsha Benedict, CMA(AAMA) moved that we form an AD-HOC Committee to look into this. Seconded by Deniece Jozefiak, CMA(AAMA). Motion Carried. This will be discussed at the Post Convention Board meeting.
- Educational sponsorship for 2008 Annual Conference due by 7/15/2008
Motion made by Mary Lou Allison, CMA-C(AAMA) to send \$100.00 towards Education for the 2008 AAMA Annual Conference. Seconded by Bonnie Chrimes, CMA(AAMA). Discussion held. Motion carried.

There was no further new business.

ANNOUNCEMENTS

Next board meeting will be Sunday, May 4, 2008 at 7:30 AM at the Holiday Inn Select, Orlando FL.

Mary Lou Allison, CMA-C(AAMA) thanked President Mary Morris, CMA(AAMA) for a great year.

President Mary Morris, CMA(AAMA) introduced AAMA Representative Christine Hollander, CMA(AAMA). She apologized for not introducing her earlier in the evening.

Don't forget to make your hotel reservations for the September 20, 2008 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 Mary Morris, CMA (AAMA) at 9:50 PM

Submitted by:
Deniece Jozefiak, CMA(AAMA) for
Linda MacInnes Wilbourne, CMA(AAMA)
FSMA Secretary 2007 – 2008