FLORIDA SOCIETY OF MEDICAL ASSISTANTS, INC

March 1, 2011

TO: Deniece Jozefiak, CMA (AAMA)
FSMA Speaker of the General Assembly

Agnes Foxall, CMA (AAMA)
FSMA Vice Speaker of the General Assembly

FROM: Deniece Jozefiak, CMA (AAMA)
Speaker of the General Assembly

RE: Annual Report

This officer missed the October FSMA executive board meeting due to a death in the family. This officer attended the January FSMA Board meeting. This officer has answered all correspondence to date.

This officer met with the Vice Speaker of the General Assembly at the winter seminar to finalize the agenda of the General Assembly to be held on April 29, 2011. This officer has also been in contact via e-mail with the Vice Speaker over the agenda and how we would like it to be set up. This officer has been in contact with the meeting coordinator on the set up as well.

This officer has obtained the following chairs for the General Assembly:

Reference Committee Chair-Mary Moirris, CMA (AAMA)
Minutes Committee Chair-Adie DeLaGuardia-Piz, CMA (AAMA)
Teller Chair-Patricia Hightower, CMA (AAMA)-AAMA Representative
Credentials Chair-Virginia Halligan, CMA (AAMA)
Parliamentarian-Kathryn Panagiotacos, CMA (AAMA)
Time Keeper-TBA
Sergeant at Arms-TBA
Pages/Tellers-This officer has been in contact with some medical assistant students and names are not finalized at the time of this report.

If you are interested in being a chair or on a committee please let the Speaker and/or the Vice Speaker know.

The dead line for your annual report will be March 1, 2011. This officer requests that all reports be the normal 1 inch top margin and in Arial font size 12. Please use .75 inch for margin for the right and left margins. This way the packet will look professional when it is put together. Reports not turned in by the set deadline will not be considered for discussion.

This officer looks forward to working with the Vice Speaker and her hard work that was put in to have the local VFW present the flags and help get the morning going. The VFW will be presenting the colors, the National Anthem and the Pledge of Allegiance. This officer was able to obtain funds from the FSMA Board for them to present them yearly.

This officer would like to thank Jeanne Von Ohlson, CMA-A (AAMA) for a job well done and who was always there when a question arose.

This officer would like to thank all the officers, committee chairs and chapter representatives who have turned in their reports correctly and on time. It made the job of this officer easier.