Florida Society of Medical Assistants, Inc.

To: **FSMA Executive Board**
Committee Chairs
Chapter Representatives
Physician Liaison

From: Judith M. Seymour, CMA (AAMA) CCRC
Vice President FSMA/Membership Chair

Re: Executive Board Meeting Report 01/22/2011

This officer has been in attendance at all executive board meetings to date and has addressed all correspondence to date.

This officer has FSMA & AAMA Brochures available at the state seminar registration table. This officer had requested and received from Nationals the list of new and renewed Florida members from June 2010 to November 2010. The new members have been e-mailed by this officer welcoming them to our society and providing information with regards to the FSMA website. The lists will be distributed to the Chapter Reps. This officer has requested the number of members to date from National. This information has not been received to be included in this report. This officer hopes to be able to provide a verbal addendum to her report with this information during the Executive Board Meeting.

This officer along with Ruth Lapio, CMA (AAMA), Southwest Chapter President, attended a meeting that was held at Manatee Technical Institute on November 20, 2010 after this officer was approached by members from the Bradenton area who expressed an interest in forming a local chapter. A meeting was held with the 2 Instructors from MIT and 2 other members. There was a need expressed for a local chapter and it was felt that they had the population to accomplish that goal.

They were provided with copies of the AAMA Chapter Management Guidelines, the New Chapter Checklist, the Chapter Election Notification Form and were given guidance with respect to the development of chapter bylaws. An organizational meeting is planned for Saturday, February 26, 2011. These members are looking to the FSMA Executive Board for support with their endeavor. This officer has requested that this item be placed on the agenda of the Executive Board Meeting of FSMA.