

**FLORIDA SOCIETY OF MEDICAL ASSISTANTS  
POST CONVENTION EXECUTIVE COUNCIL MEETING  
MAY 1, 2011**

The Executive Council meeting of the Florida Society of Medical Assistants was called to order at 7:42 AM, by President Marsha Benedict, CMA-A (AAMA). The roll was called by Mary Morris, CMA (AAMA), FSMA Secretary, to establish a quorum.

**ROLL CALL**

President	Marsha Benedict, CMA-A (AAMA)	Present
President Elect	Judy Seymour, CMA (AAMA)	Present
Vice President	Agnes Foxall, CMA (AAMA)	Absent
Secretary	Mary Morris, CMA (AAMA)	Present
Treasurer	Mary Lou Allison, CMA-C (AAMA)	Present
Speaker GA	Heidi Fortin, CMA (AAMA)	Absent
Vice Speaker GA	Ofelia Sunde, CMA (AAMA)	Present
Immediate Past President	Jeanne Von Ohlsen, CMA-A (AAMA)	Absent

**CHAPTER REPRESENTATIVES**

Brevard	Jeannette Smith, CMA (AAMA)	Present
Central Gulf Coast	Patricia Allen, CMA (AAMA)	Present
Everglades	Christine Sanders, CMA (AAMA)	Present
Central Florida	Maria Wiegelmann, CMA (AAMA)	Present
Southeast	Joyce Baldwin, CMA (AAMA)	Present
Southwest	Deniece Jozefiak, CMA (AAMA)	Present
Treasure Coast	Theresa Errante-Parrino, CMA (AAMA)	Present

**COMMITTEE CHAIRS**

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

**PHYSICIAN LIAISON**

Physician Liaison	Joel Martin, MD	Absent
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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 and Pam Giannone, CMA (AAMA) for the Treasure Coast 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 Pre Convention Executive Council meeting held April 28, 2011 will be available on line upon completion and an email vote will be instituted after the minutes have been reviewed.

**TREASURER REPORT**

Checking: \$23,472.11                      Money Market: \$22,339.52                      Balance: \$45,811.63  
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. The treasurer reminded everyone to submit copies of receipts for ease in scanning the receipts into the computer.

**OFFICER REPORTS**

**President**                                      Marsha Benedict, CMA-A (AAMA)  
\*Everyone's contact information is needed. Forms passed out for the board, committee chairs and chapter representatives to give the pertinent information. Every chapters marketing and membership chairperson's contact information is needed so it can be forwarded to AAMA. Marsha would like to get the meeting agenda on the FSMA web site prior to the meeting so we can "save trees" and if anyone has anything they want put on the agenda it can be done ahead of time.

**President Elect**                              Judy Seymour, CMA (AAMA)  
\*The consent to serve form is available online. It is not too early to think about running for an office next year or being a committee chair.

**Vice President**                              Agnes Foxall, CMA (AAMA)                              Absent

**Secretary**                                      Mary Morris, CMA (AAMA)                              No Report

**Treasurer**                                      Mary Lou Allison, CMA-C, (AAMA)                              No Report

**Speaker of GA**                              Heidi Fortin, CMA (AAMA)                              Absent

\*The minutes from the General Assembly are finished and will be sent to Mary Lou for posting on the FSMA website.

**Vice Speaker of GA**                              Ofelia Sunde, CMA (AAMA)                              No Report

**Immediate Past President**                              Jeanne Von Ohlsen, CMA (AAMA)                              Absent

**CHAPTER REPRESENTATIVES REPORTS**

Brevard                                      Jeannette Smith, CMA (AAMA)                              No Report

Central Gulf Coast                              Patricia Allen, CMA (AAMA)                              No Report

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Everglades	Christine Sanders, CMA (AAMA)	No Report
Central Florida	Maria Wiegelmann, CMA (AAMA)	No Report
Southeast	Joyce Baldwin, CMA (AAMA)	No Report
Southwest	Deniece Jozefiak, CMA (AAMA)	No Report
Treasure Coast	Theresa Errante-Parrino, CMA (AAMA)	No Report

**EXECUTIVE COMMITTEE REPORTS**

<b>Budget &amp; Finance</b>	Mary Lou Allison, CMA-C, (AAMA)	No Report
<b>Bylaws/Policy&amp;Procedures</b>	Christine Petsalis, CMA (AAMA)	

\*Discussion and voting is needed for the President, President Elect, Treasurer, and Delegates/Alternates pages in the P&P Manual. During the discussions, some wording was added, deleted, or changed as necessary which will allow the committee to finalize these pages of the P&P manual. After lengthy discussion on each, the following motions were made:  
1. Christine Petsalis, CMA (AAMA) made a motion that the delegates/alternates guidelines be accepted as written. Christine Sanders, CMA (AAMA) seconded the motion. Questions were answered concerning these guidelines. **MOTION CARRIED.** 2. Christine made a motion that the President's policy pages be accepted as discussed and corrected. Theresa Errante-Parrino, CMA (AAMA) seconded the motion. No further discussion. **MOTION CARRIED.** No late written reports will be accepted with the exception of addendum reports. The President needs to be contacted if extenuating circumstances do arise. It is important that reports be submitted on time so the reports will be in the minutes and on the FSMA web site. 3. Christine made a motion that the President Elect's policy pages be accepted as discussed and corrected. Deniece Jozefiak seconded the motion. No further discussion. **MOTION CARRIED.** 4. Christine made a motion that the Treasurer's policy pages be accepted as discussed and corrected. Bonnie Chrimes, CMA (AAMA) seconded the motion. No further discussion. **MOTION CARRIED.**

<b>Certification</b>	Deniece Jozefiak, CMA (AAMA)	No Report
<b>Communication</b>	Mary Lou Allison, CMA-C, (AAMA)	No Report
<b>Education</b>	Virginia Halligan, CMA (AAMA)	

\*Speakers are being sought out for the October meeting in Jacksonville. The education agenda for October needs to be on the FSMA web site by July 1, 2011. Any ideas for speakers need to sent to the education committee. Maria will send the topic ideas from the critique sheets to Heidi.

**Educators Forum** Theresa Errante-Parrino, CMA (AAMA)  
Theresa spoke to various educators this weekend. E blasts were discussed as a form of communication to get the word out.

<b>Leadership</b>	Judy Seymour, CMA (AAMA)	No Report
<b>Marketing</b>	Kathryn Panagiotacos, CMA (AAMA)	Absent

\*Tammy Krevitz, a student will be serving on this committee.

<b>Meeting Coordinator</b>	Maria Wiegelmann, CMA (AAMA)	No Report
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**Membership**

Agnes Foxall, CMA (AAMA)

\*Judy Seymour, CMA (AAMA) reports on the possible formation of a Jacksonville/St. Augustine Chapter. Further information on this will come at the fall meeting.

Mary Lou Allison believes that our certificates for the new chapters should be consistent with the other certificates FSMA gives out in order to keep everything uniform. Mary Lou has volunteered to make sure the certificates are uniform.

**Nominating**

Judy Seymour, CMA (AAMA)

No Report

**Public Policy**

Bonnie Chrimes, CMA (AAMA)

On file

\*Report passed out at the meeting.

**Strategic Plan (Ad Hoc)**

Theresa Errante-Parrino, CMA (AAMA)

\*The strategic plan ends this year. Theresa moves we form an ad hoc committee. Virginia Halligan, CMA (AAMA) seconds the motion. No discussion. MOTION CARRIED. Most of the strategic plan will remain the same with some changes that may be needed.

**Physician Liaison**

Joel Martin, MD

Absent

**CORRESPONDENCE**

\*Education support for AAMA 55<sup>th</sup> Conference – It was agreed upon that FSMA will not give any monetary support. This meeting is hosted by AAMA and it is believed it should be funded by them as well.

\*Any FSMA members not serving as delegates or alternates that would be willing to volunteer for the AAMA conference committees, please see Marsha.

\*Any questions or issues that need to be brought up in the President/President Elects advisory council at national conference should be given to Marsha as soon as possible.

\*Reminder to all educators that the Medical Assisting Video and Essay contest competition deadline is July 1, 2011.

\*Excel Awards for national conference must be post marked no later than July 1, 2011.

(excellence in publishing; excellence in marketing; promotion and recruitment; and excellence in web site development) Awards of distinction include: leadership and mentoring; spirit of medical assisting; golden apple award. Judy Seymour will submit the information needed for the FSMA web site to be considered for an award. Let Marsha know if any other awards need to be considered.

\*The nominations deadline for AAMA was April 1, 2011, but anyone interested in running for a AAMA office or trustee position can run from the floor.

\*Marsha has AAMA volunteer forms. If interested see Marsha.

\*Marsha has a copy of the highlights from the last board of trustees meeting. An overview of the highlights was read at the meeting.

\*An E Blast from AAMA was sent out with the results of the State Society Marketing survey.

### **UNFINISHED BUSINESS**

- \*Minutes from the General Assembly will be placed on the FSMA web site for all to view.
- \*A proposed annual conference agenda was looked at by the executive council. Trying to cut costs for all members is what the agenda restructuring is trying to achieve. Deniece Jozefiak, CMA (AAMA) made a motion to accept the agenda as presented. Bonnie Chrimes, CMA (AAMA) seconded the motion. Numerous questions and concerns were discussed. A vote was taken and after a hand count, the second time around, the vote was 10 to 9 in favor of accepting the agenda as presented. The format of the Country Store was discussed so it can be the most profitable and still be fun at the same time. The agenda can be tweaked if it does not work the first time.

### **NEW BUSINESS**

- \*Audit committee – this committee will consist of Deniece Jozefiak, CMA (AAMA), Maria Wiegelmann, CMA (AAMA), and Betty Springer, CMA (AAMA). It is noted that Betty is not here at this meeting and may not be able to be on the audit committee. All of the banking information is online and the audit committee members will be given the password to access the FSMA banking information. Once the audit is complete, the password will be changed.
- \*Ad for Betty Springer – Deniece Jozefiak, CMA (AAMA) made a motion to have a full page ad in the AAMA National Conference Program book. Judy Seymour, CMA (AAMA) seconded. No discussion. **MOTION CARRIED.** Mary Lou Allison, CMA-C, (AAMA) will create the ad.
- \*Proposed policy and procedure updates for President, President Elect, Treasurer, Budget and finance, and delegate/alternate guidelines – see Executive Committee Reports:Bylaws/Policy and Procedures.
- \*Additional monies for delegate/alternate expenses – Christine Petsalis, CMA (AAMA) made a motion to increase the monies for delegate/alternate expenses. The budget will reflect an increase of \$1,000.00 to be split 8 ways or evenly should there not be 8 delegates/alternates attending. The budget now is \$4,000.00 but will increase to \$5,000.00. Judy Seymour, CMA (AAMA) seconded. **MOTION CARRIED.**
- \*President expenses for FSMA and AAMA conferences – currently the FSMA President gets registration and hotel expenses for our annual FSMA meeting. To entice more members to run for office, could a stipend be put in place by FSMA for board members to help off set costs of expenses to attend meetings? Employers to off set the costs? How can we pay ourselves as board members to attend the meetings and expect everyone else to pay their way? Our treasury cannot support the funds needed to pay expenses for our board. These were just a few of the thoughts on this matter. Due to time constraints and the inability to reach a decision, Judy Seymour, CMA (AAMA) made a motion to table this issue until the next meeting. Deniece Jozefiak, CMA (AAMA) seconded. **MOTION CARRIED.** This will be brought back under unfinished business at the October meeting to allow for more discussion and a vote.

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**ANNOUNCEMENTS**

- \*A special thanks to Patricia Hightower, CMA (AAMA) our AAMA representative for coming to Florida for our annual meeting.
- \*Thanks to Maria Wiegelmann, CMA (AAMA) and the education committee and all others who made the annual conference a success!
- \*The 2011 Fall conference will be held 10/15/11 at the Crowne Plaza Riverfront in Jacksonville.  
1201 Riverplace Blvd.  
Jacksonville, FL 32207  
904-398-8804 ext 4027
- Don't forget to make your hotel reservations. All information will be on the FSMA web site. The reservation code is FSM. The room rate is \$99.00 plus taxes and an additional \$5.00 parking fee. Toll free 1-800-2-CROWNE.
- \*The 2012 winter conference will be held in Tampa in January.
- \*Punta Gorda is being considered for our fall seminar in October of 2012.
- \*Melbourne is being considered for the annual conference in May of 2012.
- \*Port St. Lucie is being considered for January 2013 or exchanging dates with Punta Gorda (October 2012).
- \*The minutes will be placed on the FSMA web site for all to view. Secretary is requested to get the minutes to the President within 30 days of the meeting. We will try to get the minutes on the web site sooner.
- \*Everyone will be expected to get their reports for the 10/15/2011 meeting by Friday, September 30, 2011.

There being no further business to be brought before the FSMA Executive Council, the meeting was adjourned by President Marsha Benedict, CMA-A (AAMA) at 9:35 AM.

Minutes submitted by:  
Mary Morris, CMA (AAMA), FSMA Secretary 2011 - 2012