



## Florida Society of Medical Assistants, Inc.

TO: Theresa Errante-Parrino, CMA, EMTP, BMO, MED, FSMA President  
FSMA Executive Board Members  
Chapter Representatives  
Committee Chairs  
Physician Liaison

FROM: Sandra J. Richardson-Brown, CMA (AAMA)  
President Elect/Nominating Committee Chair

DATE: August 15, 2008

RE: Fall Seminar September 2008

This officer has been present thus far at all FSMA executive board meetings and has upheld the duties as outlined in the bylaws. I have been available to the President and Vice President as needed.

As nominating committee chair, I have started working to find members to fulfill leadership positions. My next project is to work with the chapter presidents to continue looking for members for leadership positions, and to ask them to be part of the Nominating Committee as well.