



FLORIDA SOCIETY OF MEDICAL ASSISTANTS, INC

August 9, 2008

TO: Theresa Errante-Parrino, CMA (AAMA)
FSMA President
FSMA Executive Council

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

RE: Fall Seminar Report

This officer looks forward to being speaker of the General Assembly for the upcoming year.

This officer has been in touch with the Vice Speaker of the General Assembly and will be meeting at the fall seminar to work on the agenda for the FSMA General Assembly to be held on May 1, 2009. The Speaker/Vice Speaker will be looking for volunteers for the following committees:

Reference Committee Chair

Minutes Committee Chair

Teller Chair

Credentials Chair

Parliamentarian

Time Keeper

Sergeant at Arms

Pages/Tellers

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

Remember your dues must be paid by December 31, 2008 to be an eligible voter during the General Assembly.

This officer will be in touch with the Policy/Procedure Chair to see if there will be any changes to the Policies regarding the General Assembly.

AN AFFILIATE OF THE AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS

It is the recommendation of this chair that FSMA purchase an American Flag and a Florida State Flag (including pole and stand) to be used during the annual meeting. At the time of this report the Vice Speaker is currently looking into prices of such flags as there is a flag store near her home. It will be the responsibility of the Speaker of the General Assembly to keep them stored and treat them with respect during their term in office.

It is the recommendation of this officer that a place be put on the registration form (for Annual meeting only) if they are going to attend the General Assembly. It was hard for the Credentials Committee and the Speaker to know how many would be attending. It would also make it easier for the meeting coordinator to know how the room will need to be set up for the General Assembly.

The dead line for your annual report will be March 15, 2009. This officer requests that all reports be the normal 1 inch margin and in Times Roman font size 12. 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 attending the AAMA Conference in Chicago and representing FSMA as an alternate delegate.