



**Indiana Association of Medical Staff Services  
Board Meeting Agenda  
February 21, 2023**

TOPIC	ITEM/DISCUSSION	ACTION/DECISION	RESPONSIBLE PERSON (S)
<b>Call to Order</b>	Call to order.		A. Willhite
<b>Approval of Minutes</b>	Review and approval of November 15, 2022 minutes.	Approval needed	A. Willhite
<b>Purpose &amp; Mission</b>	<p>INAMSS Purpose &amp; Mission</p> <p>The purpose shall be to provide a forum for educational activities at a local level.</p> <p>The mission of the Indiana Association of Medical Staff Services is to:</p> <ol style="list-style-type: none"> <li>1. Promote a positive and professional image for the medical services professional.</li> <li>2. Provide opportunities for networking.</li> <li>3. Create an atmosphere to promote an understanding of the continuous changes in the organizational structure of healthcare.</li> <li>4. Advocate the expertise of the Medical Services Professional.</li> <li>5. Stimulate professional educational activities through formalized workshops and programs to improve skills and competence.</li> </ol>	Information only	A. Willhite
<b>Treasurer Report</b>	Review	Information only	M. Hollars
<b>Committee Reports</b> <i>Formal reports are due prior to full Board Meeting.</i>	Review and/or approval of: <ul style="list-style-type: none"> <li>• Bylaws Committee</li> <li>• Education Committee</li> <li>• Membership Committee</li> <li>• Scholarship Committee</li> <li>• Website Committee</li> <li>• Nominating Committee – <i>Not needed until 2023</i></li> </ul>	Approval needed	G. Vann C. Biehl A. Manns D. Brown L. Tomaw B. Hunsberger
<b>IHA Report</b>	IHA Report	Discussion only	A. Willhite
<b>Old Business</b>	None		
<b>New Business</b>	<ol style="list-style-type: none"> <li>1. Website Committee: Chair</li> </ol>	Information only	A. Willhite

TOPIC	ITEM/DISCUSSION	ACTION/DECISION	RESPONSIBLE PERSON (S)
Next Board Meeting	March 28, 2023		



## Indiana Association of Medical Staff Services Board Meeting Agenda November 15, 2022

TOPIC	ITEM/DISCUSSION	ACTION/DECISION	RESPONSIBLE PERSON (S)
<b>In Attendance</b>	Amee Willhite, President Cindy Biehl, President -Elect Karyn Delgado, Secretary Monica Hollars, Treasurer Deborah Brown, Scholarship Committee Brenda Hunsberger, Past President Glynnis Vann, Chair Bylaws Committee	NA	NA
<b>Absent</b>	Misty Nash, VP-Elect Lindsey Tomaw, Website Committee Chair Amanda Manns, Membership Committee	NA	NA
<b>Call to Order</b>	Call to order.		A. Willhite
<b>Approval of Minutes</b>	Review and approval of October 18, 2022.	Motion to approve, seconded and approved as presented.	A. Willhite
<b>Purpose &amp; Mission</b>	INAMSS Purpose & Mission The purpose shall be to provide a forum for educational activities at a local level.  The mission of the Indiana Association of Medical Staff Services is to: <ol style="list-style-type: none"> <li>1. Promote a positive and professional image for the medical services professional.</li> <li>2. Provide opportunities for networking.</li> <li>3. Create an atmosphere to promote an understanding of the continuous changes in the organizational structure of healthcare.</li> <li>4. Advocate the expertise of the Medical Services Professional.</li> <li>5. Stimulate professional educational activities through formalized workshops and programs to improve skills and competence.</li> </ol>	Information only	A. Willhite
<b>Treasurer Report</b>	Reports/Updates: <ul style="list-style-type: none"> <li>• Monica reported there may need to be a policy revision to confirm the process for reimbursement and receipts.</li> <li>• She reported that the NP20 can be submitted every 5 years moving forward.</li> </ul>	Information only	M. Hollars

TOPIC	ITEM/DISCUSSION	ACTION/DECISION	RESPONSIBLE PERSON (S)
	<ul style="list-style-type: none"> <li>• We have not received the Tax ID number yet. They were waiting until all prior years' NP20 forms were completed. All have been completed and submitted. An online account was created and all forms were completed and submitted in April 2022. Monica will follow up on the status of our Tax ID number.</li> <li>• Monica reported that she closed the PayPal account.</li> <li>• Monica reported that she will start doing a treasurers report every quarter.</li> </ul>		
<p><b>Committee Reports</b>  <i>Formal reports are due prior to full Board Meeting.</i></p>	<p>Review and/or approval of:</p> <ul style="list-style-type: none"> <li>• Bylaws Committee – no report</li>   <li>• Education Committee <ul style="list-style-type: none"> <li>○ Cindy discussed the Education Committee budget for 2023 that was approved at the April 19, 2022 Board meeting.</li> <li>○ The April 28, 2023, meeting will be the in-person meeting for the year. Locations were discussed. Looking for a central location in Indiana and maybe a library. Bloomington is looking into hosting this conference. Parkview Fort Wayne or Wabash are also considering hosting this conference. Glynnis and Monica will discuss and get back with Ameer. Brenda spoke that we can still present virtually through Teams or Webex as virtual meeting has improved attendance.</li> </ul> </li> <li>• Membership Committee – no report</li> <li>• Scholarship Committee <ul style="list-style-type: none"> <li>▪ Scholarship Approval – Deborah reported that the Committee approved the scholarship application for NAMSS certification for Glynnis Vann. The committee was commended for all its hard work this year knowing that they walked through many challenges.</li>   <li>▪ Scholarship policy updates – Discussion was held regarding how scholarships would be paid out or reimbursed. Options include INAMSS sending the funds directly to the member or INAMSS paying the fees on the scholarship winner's behalf. The Board agreed that INAMSS would send the money in advance to the scholarship winner. The winner will provide the receipt for the purchase within 30 days of submitting the application. The policy will be revised and distributed for approval.</li> </ul> </li> <li>• Website Committee <ul style="list-style-type: none"> <li>○ Ameer reminded the Board members that both Lyndsey Tomaw and Lisa Fivecoat have stepped down from this committee. Lisa is interested in serving as the sponsorship liaison position. Lyndsey would still like to manage merch gear.</li> </ul> </li> </ul>	<p>Motion was made, seconded, and passed to approve the granting of the NAMSS certification scholarship to Glynnis Vann.</p> <p>Motion was made, seconded, and passed to revise the scholarship policy as discussed.</p>	<p>G. Vann</p> <p>C. Biehl</p> <p>A. Manns D. Brown</p> <p>A. Willhite L. Tomaw B. Hunsberger</p>

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	<ul style="list-style-type: none"> <li>• Nominating Committee – <i>Not needed until 2023</i> <ul style="list-style-type: none"> <li>○ Brenda will be working on this topic for the next meeting.</li> </ul> </li> </ul>		B. Hunsberger
<b>IHA Report</b>	IHA Report PLA Agency Announcements & Updates <ul style="list-style-type: none"> <li>• Brenda reported they recently held their large meeting.</li> </ul>	Information only	M. Nash
<b>Old Business</b>	Website Committee – Notifications through StarChapter for emails, classifieds, member applications <ul style="list-style-type: none"> <li>• StarChapter – We are still not receiving notifications from the site. Brenda reported she has not been able to log in. Ameer will update her email and reinstate her access. <a href="mailto:Bhunsberger2@beaconhealthsystem.org">Bhunsberger2@beaconhealthsystem.org</a></li> <li>• StarChapter Documents were reviewed briefly. Meeting minutes and other documents are to be uploaded. The documents are uploaded to the Content/Media Manager/documents page. It was noted that Board minutes are to be restricted to the Board members. Business meeting minutes are open to all members.</li> </ul>	Information only	B. Hunsberger
<b>New Business</b>	<ul style="list-style-type: none"> <li>• INAMSS Strategic Goals 2023               <ul style="list-style-type: none"> <li>○ This will be added to the Board agenda at the beginning of 2023.</li> </ul> </li> <li>• INAMSS Budget 2023               <ul style="list-style-type: none"> <li>○ This will be added to the Board agenda at the beginning of 2023. This will assure us that we have all expenses included. An end of year report will be brought to January Board meeting.</li> </ul> </li> <li>• Ameer reported that she will be sending the appointments for the 2023 Board meetings as they were scheduled for 2022.</li> <li>• The Joint Commission Survey               <ul style="list-style-type: none"> <li>○ Monica discussed her recent TJC survey. Online documentation was favorably received by the surveyors.</li> </ul> </li> <li>• Newsletter – Topics to include:               <ul style="list-style-type: none"> <li>○ Updated Scholarship Policy</li> <li>○ IHA/IPLA Updates as needed</li> <li>○ The Joint Commission approved 3-year reappointment</li> </ul> </li> </ul>	Information only	A. Willhite
<b>Next Board Meeting</b>	The next scheduled board meeting is January 2023.	Information only	A. Willhite

<b>Subject:</b>	Scholarship Committee
<b>Responsible to:</b>	Board of Directors
<b>Adopted by INAMSS:</b>	10/27/2016
<b>Adopted by NAMSS:</b>	N/A
<b>Date Revised:</b>	02/21/2023

**Committee Composition:**

The Scholarship Committee shall be a three (3)-member committee composed of the Scholarship Committee Chair, appointed by the Board of Directors, the Membership Committee Chair, and a scholarship recipient from the previous year, or other member appointed by the Board of Directors. Committee members do not pay conference fees.

**Function:**

To support INAMSS members by offering financial support in the form of scholarships for educational purposes. The Scholarship Committee shall distribute applications for scholarship awards (i.e. Education in nearby state, INAMSS Annual Educational Conference, CPMSM or CPCS certification, or NAMSS Annual Conference), evaluate returned applications and make a recommendation to the INAMSS Board in accordance with the Scholarship Policy.

**Duties and Responsibilities of Scholarship Committee Chair:**

- 1) The duties of the Scholarship Committee Chair include, but are not limited to, the following:
  - a) Interested candidates ~~to~~ will submit Scholarship applications to the INAMSS President
  - b) Answer questions that may arise by potential applicants
  - c) Forward application packets to the Scholarship Committee for evaluation and selection of the recipients.
  - d) Adheres to the INAMSS Scholarship Policy criteria and guidelines
  - e) Notifies the INAMSS Board of the selected candidates chosen by the Scholarship Committee to be the recipients.
  - f) Submit meeting minutes to the Secretary who will forward to the Board of Directors.

**Committee Responsibilities:**

The Scholarship Committee is responsible for publicizing and soliciting applications for INAMSS scholarships. The Scholarship Committee shall announce the amount and number of Scholarships available at the INAMSS Annual Educational Conference. The committee shall also be responsible for notifying the Treasurer of all scholarship recipients so funds may be dispersed. Scholarship Committee will follow-up with recipients after funds are dispersed in order to provide additional support. The committee shall also submit an annual budget proposal to the Board of Directors by April 1<sup>st</sup> each year (for the following calendar year).

**Meeting Frequency:**

The Scholarship Committee will meet at least three times a year, prior to the INAMSS business meetings.

**Reference:**

- Scholarship Policy
- INAMSS Scholarship Application

## INAMSS Scholarship Application

<b>Name</b>			
<b>Home Address &amp; Phone</b>			
<b>Employer Address &amp; Phone</b>			
<b>Title/Position</b>		<b># of Years as an INAMSS Member</b>	
<b>Scholarship Type:</b>		<b>Deadline to Apply:</b>	<b>Requested (check all that apply):</b>
INAMSS Annual Conference Scholarship		45 days prior to the Conference Date	
INAMSS Dues Scholarship		November 1 <sup>st</sup>	
*NAMSS Test Fees for Certification Scholarship		November 1 <sup>st</sup>	
*Continuing Education outside of INAMSS		November 1 <sup>st</sup>	
<p>*For requests for funds to cover the Certification exam/fees and Continuing Education outside of INAMSS, we ask that you provide the dates you anticipate taking the exam or course(s). <u>INAMSS will cover the cost of the exam only. Any additional fees incurred during the process of taking the exam will need to be paid for by the scholarship recipient.</u></p> <p>Date you anticipate taking the certification exam _____ or  Date(s) you plan to attend non-sponsored INAMSS continuing education _____</p> <p>Please attach documentation to support the request, registration form or certification application, (must include dollar amount) along with a 300-word typewritten statement that includes the following:</p> <ol style="list-style-type: none"> <li>1. Description of your job functions</li> <li>2. Degree of time focused on medical staff/health care provider related experience</li> <li>3. Description of your qualifications and how you will benefit professionally from the scholarship.</li> </ol>			

I hereby submit my application for consideration of a scholarship offered by the Indiana Association of Medical Staff Services (INAMSS) as well as a brief essay that will substantiate my request. I attest that the information submitted is true and accurate.

(All applications and supporting documentation must be received by deadline dates as listed above for applicable requested scholarship(s) exceptions made at the discretion of the Board of Directors)

**IF INAMSS PAYS THE FUNDS DIRECTLY TO THE PAYEE, IS THIS PARAGRAPH NECESSARY?**

All application monies must be used by November 1<sup>st</sup> of each calendar year. Funds will be disbursed in advance. Therefore, a receipt of payment needs to be submitted within 30 days of you receiving the scholarship funds.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Send completed Scholarship Application and Essay to: INAMSS President

# Request for Reimbursement by Scholarship Committee

## INAMSS Scholarship AWARDED

<b>Name of Recipient</b>			
<b>Reimbursement Address City, State and Zip</b>	<hr/> <hr/> <hr/>		
<b>Award winner Phone # and email address</b>	Phone: _____ Email: _____		
<b>Please mark the Scholarship type awarded:</b>	<b>Value of Scholarship Awarded</b>	<b>Deadline for payment by INAMSS</b>	
INAMSS Annual Conference Scholarship			
INAMSS Dues Scholarship			
*NAMSS Test Fees for Certification Scholarship			
*Continuing Education outside of INAMSS			



Funds will be disbursed as directed by the Scholarship Committee as indicated above. Treasurer will request receipt from Awardee for documentation. Awardee is asked to submit a receipt of payment for class, dues, test fees, or continuing education within 30 days of utilizing the scholarship funds.

\_\_\_\_\_  
Committee Chair or Designee Name and Signature

\_\_\_\_\_  
Today's Date

Send request for reimbursement to:

INAMSS Treasurer, Monica Hollars, PO Box 52, Peru, IN 46970 or send an email as indicated:  
[monica.hollars@parkview.com](mailto:monica.hollars@parkview.com) or contact via phone at 260-569-2400

<b>TREASURER USE ONLY:</b>			
Payment submitted:		CHECK # _____	
		CREDIT CARD	Date: _____
Committee notified of payment: YES or NO		Date: _____	
Awardee notified of payment: YES or NO		Date: _____	