



**Indiana Association of Medical Staff Services
Board Meeting Agenda
April 18, 2023**

TOPIC	ITEM/DISCUSSION	ACTION/DECISION	RESPONSIBLE PERSON (S)
Call to Order	Call to order.		A. Willhite
Approval of Minutes	Review and approval of February 21, 2023 and March 28, 2023 Board meeting minutes.		A. Willhite
Purpose & Mission	<p>INAMSS Purpose & 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"> 1. Promote a positive and professional image for the medical services professional. 2. Provide opportunities for networking. 3. Create an atmosphere to promote an understanding of the continuous changes in the organizational structure of healthcare. 4. Advocate the expertise of the Medical Services Professional. 5. Stimulate professional educational activities through formalized workshops and programs to improve skills and competence. 	Information only	A. Willhite
Treasurer Report	<p>Review and/or approval of:</p> <ul style="list-style-type: none"> • Income Statement Year End 2022 • Income Statement January – April 2023 • Proposed INAMSS 2023 Budget 	Approval Needed	A. Willhite
<p>Committee Reports</p> <p><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"> • Bylaws Committee • Education Committee • Membership Committee • Scholarship Committee • Website Committee • Nominating Committee 	Approval needed	<p>G. Vann C. Biehl A. Manns D. Brown L. Tomaw B. Hunsberger</p>
IHA Report IPLA Updates	IHA Report & IPLA updates	Discussion only	M. Nash

TOPIC	ITEM/DISCUSSION	ACTION/DECISION	RESPONSIBLE PERSON (S)
Old Business	1. INAMSS Goals 2. Policy Changes – Scholarship Policy needs to be submitted to members for approval at April Business Meeting.		A. Willhite
New Business	None		
Open Floor			
Next Board Meeting	The next Board meeting is scheduled for May 2023 (as needed).		



**Indiana Association of Medical Staff Services
Board Meeting Minutes
March 28, 2023**

TOPIC	ITEM/DISCUSSION	ACTION/DECISION	RESPONSIBLE PERSON (S)
In Attendance	Amee Willhite, President Cindy Biehl, President -Elect Misty Nash, VP Elect Karyn Delgado, Secretary Monica Hollars, Treasurer Brenda Hunsberger, Past President Deborah Brown, Scholarship Committee Kim Ubelhor, Scholarship Committee	NA	NA
Absent		NA	NA
Call to Order	Call to order.		A. Willhite
Approval of Minutes	Minutes from February 21, 2023 will be reviewed at the April 18, 2023 Board meeting.	NA	A. Willhite
Purpose & Mission	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"> 1. Promote a positive and professional image for the medical services professional. 2. Provide opportunities for networking. 3. Create an atmosphere to promote an understanding of the continuous changes in the organizational structure of healthcare. 4. Advocate the expertise of the Medical Services Professional. 5. Stimulate professional educational activities through formalized workshops and programs to improve skills and competence. 	Information only	A. Willhite
Treasurer Report	Reports/Updates: <ul style="list-style-type: none"> • Nothing to report. • Budget will be submitted at the April Board meeting. 	Information only	M. Hollars
Committee Reports	Review and/or approval of: <ul style="list-style-type: none"> • Bylaws Committee – nothing to report 		G. Vann

TOPIC	ITEM/DISCUSSION	ACTION/DECISION	RESPONSIBLE PERSON (S)
	<ul style="list-style-type: none"> • Website Committee <ul style="list-style-type: none"> ○ Brenda reported that she has added the sponsorship logos to website. ○ Need to recruit two (2) members. • Nominating Committee <ul style="list-style-type: none"> ○ Brenda discussed the nomination process. ○ Nominations will be taken from the floor at the April Business meeting. ○ Officer positions that are up nominations are: Secretary and Vice President 		<p>B. Hunsberger</p> <p>B. Hunsberger</p>
IHA Report	IHA Report – Nothing to report.	Information only	M. Nash
Old Business	None	Information only	B. Hunsberger
New Business	<ul style="list-style-type: none"> • INAMSS Strategic Goals 2023: Discussion ensued around the strategic goals for 2023. Ideas included: Member Engagement (round table discussion, open forums) and Utilizing StarChapter to greater capacity (blogs, communications, newsletter) • INAMSS Budget 2023, proposed budget will be submitted at the April Board meeting. • Policy Changes – Scholarship Policy, this needs to be submitted to the members for approval. 	Information only	A. Willhite
Open Floor	Discussion ensued around the merch gear. With Lindsey no longer being a member of INAMSS, someone will need to pick up and distribute. It was agreed that Cindy will pick up the merch gear from OrthoIndy. Further discussion ensued on if the merch gear will be continued. It was felt a few small items would be good to have on hand, but not at the scale we currently have.	Cindy will pick up merch gear and be the distributor.	All members.
Next Board Meeting	The next scheduled board meeting is April 18, 2023.	Information only	A. Willhite

Income Statement

Indiana Association of Medical Staff Services
January 1, 2023 to current -- 4/10/2023

Income

Beginning Balance January 1, 2023		\$ 17,210.98
1/30/2023	Deposit -membership -mailed to FifThThird	\$ 1,095.00
1/3/2023	Deposit membership - Starchapter pay	\$ 106.26
1/3/2023	Deposit membership - Starchapter pay	\$ 106.26
1/5/2023	Deposit membership - Starchapter pay	\$ 159.38
1/6/2023	Deposit membership - Starchapter pay	\$ 106.26
1/9/2023	Deposit membership - Starchapter pay	\$ 53.13
1/9/2023	Deposit membership - Starchapter pay	\$ 159.38
1/9/2023	Deposit -membership -mailed to FifThThird	\$ 210.00
1/9/2023	Deposit -membership -mailed to FifThThird	\$ 605.00
1/10/2023	Deposit membership - Starchapter pay	\$ 53.13
1/13/2023	Deposit membership - Starchapter pay	\$ 106.26
1/17/2023	Deposit membership - Starchapter pay	\$ 106.26
1/18/2023	Deposit membership - Starchapter pay	\$ 53.13
1/20/2023	Deposit membership - Starchapter pay	\$ 53.13
1/23/2023	Deposit membership - Starchapter pay	\$ 53.13
1/30/2023	Deposit membership - Starchapter pay	\$ 53.13
2/1/2023	Deposit -membership -mailed to FifThThird	\$ 1,095.00
2/3/2023	Deposit membership - Starchapter pay	\$ 106.26
2/6/2023	Deposit membership - Starchapter pay	\$ 53.13
2/8/2023	Deposit membership - Starchapter pay	\$ 53.13
2/9/2023	Deposit membership - Starchapter pay	\$ 159.88
2/13/2023	Deposit membership - Starchapter pay	\$ 106.26
2/21/2023	Deposit membership - Starchapter pay	\$ 106.26
2/27/2023	Deposit sponsoship checks and member	\$ 655.00
3/10/2023	Deposit membership - Starchapter pay	\$ 53.13
3/13/2023	Deposit membership - Starchapter pay	\$ 53.13
3/21/2023	Deposit membership - Starchapter pay	\$ 53.13
3/27/2023	Deposit membership - Starchapter pay	\$ 53.13
4/3/2023	Deposit membership - Starchapter pay	\$ 53.13

Total Deposits for the term

\$ 22,890.39	\$ 5,679.41
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Expenses

1/4/2023	StarChapter Website Monthly fees	\$ 4.95
1/11/2023	Check #1721 - NAMSS on behalf of scholarship winne	\$ 400.00
1/11/2023	Check #1720 - Cindy Biehl, Officer Elect - NAMSS Co	\$ 2,116.15
2/2/2023	StarChapter Website Monthly fees	\$ 4.95
2/14/2023	Flowers/Gift for Memorial - Cindy Biehl	\$ 119.73
3/2/2023	StarChapter Website Monthly fees	\$ 4.95
3/10/2023	Amazon Gift Card - Survey drawing winner	\$ 25.00
4/3/2023	NAMSS - CEU's for April meeting	\$ 150.00
4/4/2023	StarChapter Website Monthly fees	\$ 4.95
4/10/2023	Adjustment to Bank balance	\$ 333.40

Total Expenses

\$ 3,164.08

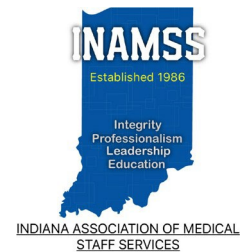
Ending Balance

\$ 19,726.31



Submitted by Monica Hollars, INAMSS Treasurer
 Balances through December 31, 2022

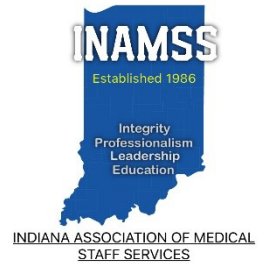
Treasurer's Proposed Budget 2023



EXPENSES	TOTAL	Notes
NAMSS Conferences	\$ 5,500.00	Pres/Pres-Elect and 2 members
Gift Cards for meetings, drawings, referrals	\$ 875.00	3 meetings per year
Misc. Office supplies, stamps, mailings, postage	\$ 115.00	
Flowers and Gifts for members	\$ 150.00	Sickness/death/etc.
Board Retreat	\$ 500.00	4 Officers, hotel
Leadership meetings	\$ 1,400.00	Officers and Board
Domain Administration Annual fees (inamss.net)	\$ 25.00	\$24.95 annually
StarChapter Maintenance fees	\$ 1,260.00	Maintenance fees annually, plus other based on usage
StarChapter Pay - Transaction fees, percentage	\$ 700.00	2.95% plus .25c - depends on number of monthly transactions
Post Office Box Annual Fees	\$ 94.00	Annual Fee
Education Committee Annual Budget	\$ 5,000.00	Education Committee
Website Committee Annual Budget	\$ 5,000.00	Website Committee
TOTAL ANNUAL EXPENDITURES	\$20,619.00	Estimated based on last 4 years

Submitted by Monica Hollars, INAMSS Treasurer 4.10.2023

INAMSS Membership Summary – April 2023



INAMSS – Membership Committee

Submitted by: Amanda Manns, Membership Committee Chair

Activities:

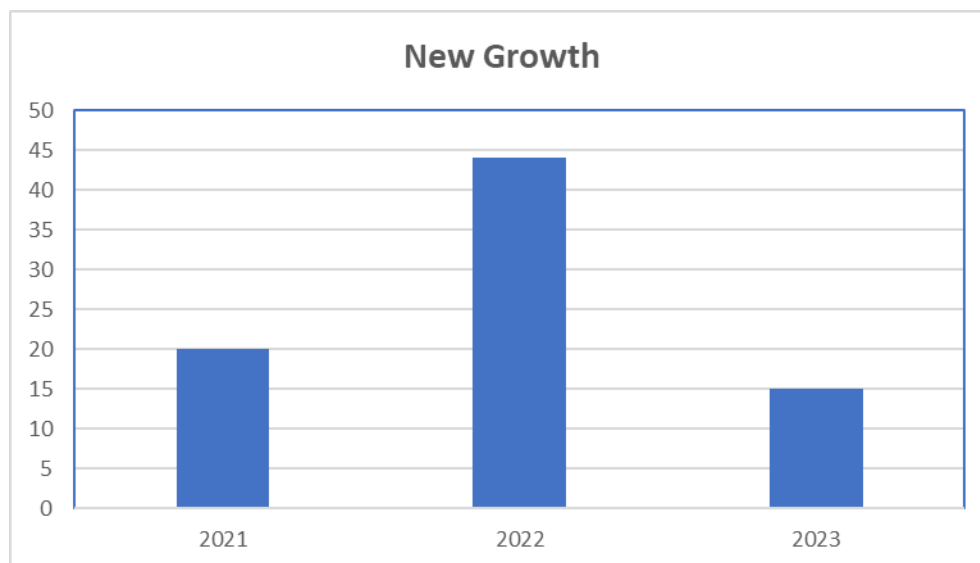
- There are 17 new members for this reporting period, October 10, 2022, through April 11, 2023.
- Recruit! Recruit! Recruit! We need new members to help promote the INAMSS mission by growing our networking resources. Membership fees support quarterly meetings that provide CEU credits and support annual education speakers.

New Members October 10, 2022 – April 11, 2023

LAST	FIRST	TITLE	EMPLOYER
Bodnar	Melinda		Community Hospital
Burton	Karen	Medical Staff Site Coordinator	Park Center, Inc
Clark	Cheyenne		IU Health
Clark	Heather		Franciscan physician Network
Daeger	Linda	Medical Staff Coordinator	Franciscan Health
Evans	Angie	Quality Director PRMC & Affiliates	Parkview Regional Medical Center
Gardner	Emily	Credentialing Specialist	Evansville Surgical Associates, Inc
Gerhauser	Melissa	Credentialing Specialist	Covenant healthcare Partners, Inc
Hall	Lauren		Franciscan Alliance
Herald	Carolyn	HR Administrator	Indiana Spine Group
Hoover	Jill	Credentialing Specialist	Riverview Health

INAMSS Membership Summary – April 2023

Long	Stephanie		Hancock Regional
Parrish	Brittany	Medical Staff Coordinator/EA	Parkview Noble Hospital
Teeters	Natalie Marie	Medical Staff Coordinator	Deaconess Gibson hospital
Thomas	Suzanne	Sr. Credentialing Consultant	IU Health CVO
West	Deanna	CPCS	IU Health CVO
Zettel	Christy	Manager Medical Staff Office	Reid Health



INAMSS Membership Summary – April 2023

