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## Indiana Association of Medical Staff Services Board Meeting Agenda December 19, 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 October 17, 2023 Board meeting minutes.		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>	<ul style="list-style-type: none"> <li>• 2024 INAMSS Budget</li> </ul>	Approval	M. Hollars
<b>Committee Reports</b> <i>Formal reports are due prior to full Board Meeting.</i>	<p>Review and/or approval of:</p> <ul style="list-style-type: none"> <li>• Bylaws Committee</li> <li>• Education Committee</li> <li>• Membership Committee               <ol style="list-style-type: none"> <li>1. Membership Renewal update</li> <li>2. Membership Committee Chair</li> </ol> </li> <li>• Scholarship Committee               <ol style="list-style-type: none"> <li>1. Membership Dues Scholarship awarded to Tiffany Wiles</li> </ol> </li> <li>• Website Committee</li> <li>• Nominating Committee (<i>inactive until 2025</i>)</li> </ul>	Information only	G. Vann C. Biehl A. Willhite  D. Brown  B. Hunsberger
<b>IHA Report IPLA Updates</b>	IHA Report & IPLA updates:	Discussion only	M. Miller

TOPIC	ITEM/DISCUSSION	ACTION/DECISION	RESPONSIBLE PERSON (S)
<b>CAQH Updates</b>	Updates		L. Fivecoat
<b>Old Business</b>	<ul style="list-style-type: none"> <li>• Website forms needed: ST-105 or NP 20A</li> <li>• IHA Representative</li> </ul>		A. Willhite
<b>New Business</b>	<ul style="list-style-type: none"> <li>• Board transitions 2024 <ul style="list-style-type: none"> <li>▪ Update Officers on website</li> <li>▪ Update Officer rights on website</li> <li>▪ Meetings with incoming Officers</li> </ul> </li> <li>• P&amp;P updates</li> <li>• Goals Update</li> <li>• 2024 Board Officers</li> <li>• 2024 Committee Members</li> </ul>		A. Willhite
<b>Open Floor</b>	Open		A. Willhite
<b>Next Board Meeting</b>	2024 Board meetings will be scheduled by Cindy Biehl.		A. Willhite



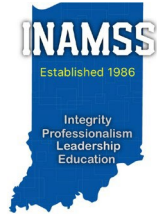
**Indiana Association of Medical Staff Services  
Board Meeting Minutes  
October 17, 2023**

TOPIC	ITEM/DISCUSSION	ACTION/DECISION	RESPONSIBLE PERSON (S)
<b>In Attendance</b>	Amee Willhite, President Karyn Delgado, Secretary Cindy Biehl, President -Elect Brenda Hunsberger, Past President Kim Ubelhor, Committee Monica Hollars, Treasurer Lisa Five-Coat, Liaison Misty Miller, VP Elect Deborah Brown, Scholarship Committee	NA	NA
<b>Absent</b>	Amanda Manns, Membership Committee Chair	NA	NA
<b>Call to Order</b>	Call to order at 12:13 pm		A. Willhite
<b>Approval of Minutes</b>	Minutes from June 20, 2023, and July 18, 2023.	Motion made, seconded and passed to approve both sets of minutes as written.	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>	Monica presented the Treasurer report. <ul style="list-style-type: none"> <li>• We can see a report on the gift cards distributed if they have not been opened by the reception. We can send reminders to these individuals.</li> </ul>	Motion was made, seconded, and passed to	M. Hollars



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	<ul style="list-style-type: none"> <li>• Website Committee <ul style="list-style-type: none"> <li>○ Brenda reported she has one of two documents for from the website. The website needs forms ST-105 or NP 20A need to be submitted by October 31, 2023. Monica will complete this week.</li> </ul> </li> <li>• Nominating Committee – there is nothing to report.</li> <li>• Membership Committee <ul style="list-style-type: none"> <li>○ Amee filled in for Amanda and reported there were 9 members who joined between July 26, 2023, through October 16, 2023. Membership was later confirmed by email that there were 11 new members for this time frame.</li> <li>○ Notices for the 2024 membership dues deadline is December 31, 2023, in the amount of \$55.</li> <li>○ There are currently 172 members with 35 new members in 2023.</li> </ul> </li> </ul>		<p>B. Hunsberger</p> <p>B. Hunsberger</p> <p>A. Willhite</p>
<b>IHA Report IPLA Report</b>	<p>IHA /IPLA Report –</p> <ul style="list-style-type: none"> <li>• Amee reported there are no updated at this time.</li> <li>• The IHA article will be included in the Newsletter. We are pending Chris Eades article.</li> <li>• It was reported that Misty has been the IHA representative for INAMSS but she will be taking on the Education Committee for 2024 and 2025. Misty stated that she does enjoy this role but is someone has a desire to do this, she would be welcome to handoff this role. Amee reported that the policy said that the President is to fulfill this role. Cindy will report her interest. This item will be tabled for today.</li> </ul>	<p>Information only</p> <p>IHA Representative confirmed tabled.</p>	A. Willhite
<b>Old Business</b>	CAQH – There is no update.		A. Willhite
<b>New Business</b>	<p>2024 Budgets –</p> <ul style="list-style-type: none"> <li>• Amee reported that the budgets are due for the next Board meeting.</li> <li>• Amee wants to hold this meeting in November to manage all the handoffs including StarChapter.</li> </ul> <p>INAMSS 2023 Goals -</p> <ul style="list-style-type: none"> <li>• Amee reviewed how we are doing with our 2023 goals. <ul style="list-style-type: none"> <li>○ Membership Engagement: One of the two goals completed.</li> <li>○ Star Chapter Utilization Goals to Increase by 3%: pending.</li> <li>○ Annual Corporate Sponsorship Material: Material needs to be approved by the Board. It will be distributed again for vote.</li> </ul> </li> </ul>		A. Willhite

TOPIC	ITEM/DISCUSSION	ACTION/DECISION	RESPONSIBLE PERSON (S)
<b>Adjournment</b>	No business from the floor. The meeting was adjourned at 12:59 pm.	Informational only	All members.
<b>Next Board Meeting</b>	The next scheduled board meeting is November 21, 2023,	Information only	A. Willhite



INDIANA ASSOCIATION OF MEDICAL  
STAFF SERVICES

# Treasurer's Proposed Budget 2024

EXPENSES	TOTAL	Notes
NAMSS Conferences President, President-Elect, plus 1 Member	\$7,500.00	3 travelers, estimated at \$2500 per person
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 (NAMSS and Hall Render, etc.)	\$ 1,800.00	Officers and Board
Domain Administration Annual fees (inamss.net)	\$ 25.00	\$24.95 annually
StarChapter Subscription Pricing (annual)	\$1,518.00	Annual subscription fees Increases 10/17/2024
StarChapter Pay - Transaction fees and rate *Increased fees 1/1/2024	\$ 600.00	New rate is 3.25% plus .40c per transaction. Increases 1/1/24
StarChapter Pay * Monthly fee \$19.95 per month	\$ 240.00	Increases 1/1/2024
Post Office Box Annual Fees	\$ 98.00	Annual Fee
Membership Committee annual budget	\$ 0.00	Membership Committee
Nominating committee annual budget	\$ 0.00	Nominating Committee
Education Committee annual budget	\$ 5,000.00	Education Committee
Website Committee annual budget	\$ 0.00	Website Committee
Scholarship Committee annual budget	\$1,000.00	Scholarship Committee
<b>TOTAL ANNUAL EXPENDITURES</b>	<b>\$19,421.00</b>	Estimated based on last 4 years

Submitted by Monica Hollars, INAMSS Treasurer 12.18.2023

# INAMSS WEBSITE COMMITTEE REPORT

12/19/2023

