



**Indiana Association of Medical Staff Services
Board Meeting Agenda
June 20, 2023**

| TOPIC | ITEM/DISCUSSION | ACTION/DECISION | RESPONSIBLE PERSON (S) |
|--|---|------------------|--|
| Call to Order | Call to order. | | A. Willhite |
| Approval of Minutes | Review and approval of April 18, 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 | Treasurer Report | Approval Needed | A. Willhite |
| Committee Reports <i>Formal reports are due prior to full Board Meeting.</i> | Review and/or approval of: <ul style="list-style-type: none"> • Bylaws Committee • Education Committee • Membership Committee • Scholarship Committee • Website Committee • Nominating Committee | Approval needed | G. Vann C. Biehl A. Manns D. Brown L. Tomaw B. Hunsberger |
| IHA Report IPLA Updates | IHA Report & IPLA updates | Discussion only | M. Nash |
| Old Business | 1. INAMSS Goals | | A. Willhite |

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| New Business | None | | A. Willhite |
| Open Floor | Open | | A. Willhite |
| Next Board Meeting | The next Board meeting is scheduled for July 18, 2023 (full Board meeting, formal reports due July 11 th). | | A. Willhite |

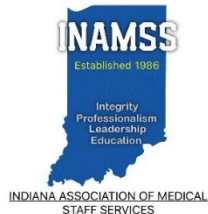


**Indiana Association of Medical Staff Services
Board Meeting Minutes
April 18, 2023**

| TOPIC | ITEM/DISCUSSION | ACTION/DECISION | RESPONSIBLE PERSON (S) |
|------------------------------|--|---|------------------------|
| In Attendance | Amee Willhite, President Cindy Biehl, President -Elect Misty Nash, VP Elect Karyn Delgado, Secretary Deborah Brown, Scholarship Committee Amanda Manns, Membership Committee Chair | NA | NA |
| Absent | Monica Hollars, Treasurer Brenda Hunsberger, Past President | NA | NA |
| Call to Order | Call to order at 12:15pm | | A. Willhite |
| Approval of Minutes | Minutes from February 21, 2023 and March 28, 2023 minutes presented for review and approval. | Motion was made, seconded and passed to approve both sets of minutes as presented. | 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 | Treasurer report presented. <ul style="list-style-type: none"> • Income statement was reviewed in detail. It was reported there was a balance of \$19,726 remaining in our account. • 2023 Proposed was reviewed and will be presented for review. | Motion was made, seconded and passed to approve the income statement and 2023 proposed budget as presented. | A. Willhite |

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|--|---|--------------------|---|
| Committee Reports <i>Formal reports are due prior to full Board Meeting.</i> | Review and/or approval of: <ul style="list-style-type: none"> • Bylaws Committee – nothing to report • Education Committee - Cindy announced there are 32 members registered for April's Conference. There is a walk-through meeting with the speaker next week. She is working on the July and October conferences. I.U. Bloomington is hosting this conference. The present will present on current Health Care issues. • Membership Committee <ul style="list-style-type: none"> ○ It was reported there are seventeen (17) new members during September through April. Board members were reminded to continue to promote membership. • Scholarship Committee – no report • Website Committee <ul style="list-style-type: none"> ○ Anee reported we still need to recruit two (2) members for this committee. • Nominating Committee <ul style="list-style-type: none"> ○ The positions are being reviewed for this April Business meeting.. ○ Nominations will be taken from the floor at the April Business meeting. | Informational only | A. Willhite C. Biehl A.Manns L. Fivecoat A. Willhite A. Willhite |
| IHA Report IPLA Report | IHA /IPLA Report – Nothing to report. | Information only | M. Nash |
| Old Business | None | | |
| New Business | <ul style="list-style-type: none"> • INAMSS Strategic Goals 2023: Discussion ensued around the strategic goals for 2023. Ideas included: <ul style="list-style-type: none"> ○ Member Engagement (round table discussion, open forums) ○ Utilizing StarChapter to greater capacity (blogs, communications, newsletter) ○ Corporate Sponsor | Information only | A. Willhite |
| Adjournment | No business from the floor. The meeting was adjourned at 12:48 pm. | Informational only | All members. |

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|---------------------------|---|------------------|------------------------|
| Next Board Meeting | The next scheduled board meeting is May 23, 2023. | Information only | A. Willhite |



INAMSS Strategic Goals

2023

| INTENTION | SPECIFIC | MEASURABLE | ATTAINABLE | RELEVANT | TIME BASED |
|--------------------------------------|--|--|---|---|--|
| What is it that you want to achieve? | Who? What? Why? When? | Metrics & milestones. How much? How often? How many? | Achievable? Do you have skills and tools to accomplish this objective? | Does it fit with the overall organizational objectives? | When? Intermediate and final deadline. |
| Member Engagement | Engage members throughout the year, outside of conferences. Meet mission: Provide opportunities for networking. | How: Hold two (2) round tables/open forums for 2023. These will be at noon for an hour. | Yes. Need to gather ideas for topics from members to stay on task. | Yes, meets mission. | December 2023 |
| StarChapter Utilization | Utilize StarChapter in greater capacity. Through blog posts, forums, classifieds, newsletter, communications | Improve number of visits by 3% for 2023 | Yes. Through education. | Yes, meets mission. | December 2023 |
| Annual Corporate Sponsor | Implement corporate sponsor program. | Solicitation material approved by INAMSS Board. First solicitation to be sent Q4 2023 | Create corporate sponsor packet. | Partnership and fundraise for INAMSS member website. | Q4 2023 |