



**Indiana Association of Medical Staff Services  
Board Meeting Minutes  
July 18, 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	NA	NA
<b>Absent</b>	Monica Hollars, Treasurer Misty Nash, VP Elect Lisa Five-Coat, Liaison Deborah Brown, Scholarship Committee Amanda Manns, Membership Committee Chair	NA	NA
<b>Call to Order</b>	Call to order at 12:01 pm		A. Willhite
<b>Approval of Minutes</b>	Minutes from June 20, 2023, tabled.	Informational only	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>	<p>Treasurer report presented.</p> <ul style="list-style-type: none"> <li>• It was reported Star Chapter pass through cost increased as they are no longer absorbing the credit card transaction fee beginning August 1, 2023.</li> <li>• Amee presented the income statement Effective 4/10/23 -7/10/23 that Monica completed June 10, 2023. INAMSS has \$23,235.66 remaining.</li> </ul>	Motion was made, seconded, and passed to accept the Income Statement report.	A. Willhite

TOPIC	ITEM/DISCUSSION	ACTION/DECISION	RESPONSIBLE PERSON (S)
<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 – nothing to report.</li> <li>• Education Committee – <ul style="list-style-type: none"> <li>○ The agenda for July 29<sup>th</sup> meeting including speaker and sponsors was reviewed and discussed.</li> <li>○ A draft of the Roundtable discussions launch was reviewed. The first roundtable will be held August 23<sup>rd</sup> from 12 noon – 1pm. Topics will be sent out also.</li> <li>○ October speakers have been sent their agreements for signature. We have a good range of topics.</li> <li>○ Drawings and gift cards were discussed. It was approved to purchase four \$25 gift cards and one \$50 gift card. It was noted that this is less than last meeting due to our speakers’ stipends being a bit higher this meeting.</li> </ul> </li> <li>• Membership Committee – nothing to report.</li> <li>• Scholarship Committee – More email blasts will be sent out.</li> <li>• Website Committee <ul style="list-style-type: none"> <li>○ Brenda reported out graphs of the Star Chapter statistics: <ul style="list-style-type: none"> <li>○ The site average of hits from August 1, 2022, through July 1, 2023, was 15384.</li> <li>○ Website visits included an average of 680 per month from August 1, 2022, through July 1, 2023.</li> <li>○ Of the 680 monthly average visits, 471 were unique visits from August 1, 2022, through July 1, 2023</li> </ul> </li> </ul> </li> <li>• Nominating Committee <ul style="list-style-type: none"> <li>○ Brenda reported out the results of the Election: <ul style="list-style-type: none"> <li>○ Cindy Stovall – Secretary</li> <li>○ Karyn Delgado - Vice President Elect</li> <li>○ It was discussed to let Misty know the results of the election in advance of the announcement at the July conference. It was also suggested she be offered some additional volunteer positions to increase her involvement in INAMSS.</li> </ul> </li> </ul> </li> </ul>	<p>Informational only</p> <p>Motion was made, seconded, and passed to approve the purchase of stated gift cards for the drawings.</p>	<p>A. Willhite</p> <p>C. Biehl</p> <p>A. Willhite</p> <p>L. Fivecoat</p> <p>B. Hunsberger</p> <p>B. Hunsberger</p>

TOPIC	ITEM/DISCUSSION	ACTION/DECISION	RESPONSIBLE PERSON (S)
<b>IHA Report</b> <b>IPLA Report</b>	IHA /IPLA Report – <ul style="list-style-type: none"> <li>• Ameer reported the Compaq if they reside in the state to voice prior Compaq license.</li> </ul>	Information only	A. Willhite
<b>Old Business</b>	None		A. Willhite
<b>New Business</b>	None		A. Willhite
<b>Adjournment</b>	No business from the floor. The meeting was adjourned at 12:43 pm.	Informational only	All members.
<b>Next Board Meeting</b>	The next scheduled board meeting is August 22, 2023.	Information only	A. Willhite