



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

TOPIC	ITEM/DISCUSSION	ACTION/DECISION	RESPONSIBLE PERSON (S)
In Attendance	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
Absent	Amanda Manns, Membership Committee Chair	NA	NA
Call to Order	Call to order at 12:13 pm		A. Willhite
Approval of Minutes	Minutes from June 20, 2023, and July 18, 2023.	Motion made, seconded and passed to approve both sets of minutes as written.	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	Monica presented the Treasurer report. <ul style="list-style-type: none"> • 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. 	Motion was made, seconded, and passed to	M. Hollars

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	<ul style="list-style-type: none"> • Website Committee <ul style="list-style-type: none"> ○ 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. • Nominating Committee – there is nothing to report. • Membership Committee <ul style="list-style-type: none"> ○ Ameer 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. ○ Notices for the 2024 membership dues deadline is December 31, 2023, in the amount of \$55. ○ There are currently 172 members with 35 new members in 2023. 		<p>B. Hunsberger</p> <p>B. Hunsberger</p> <p>A. Willhite</p>
IHA Report IPLA Report	<p>IHA /IPLA Report –</p> <ul style="list-style-type: none"> • Ameer reported there are no updates at this time. • The IHA article will be included in the Newsletter. We are pending Chris Eades article. • 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 if someone has a desire to do this, she would be welcome to handoff this role. Ameer 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. 	<p>Information only</p> <p>IHA Representative confirmed tabled.</p>	A. Willhite
Old Business	CAQH – There is no update.		A. Willhite
New Business	<p>2024 Budgets –</p> <ul style="list-style-type: none"> • Ameer reported that the budgets are due for the next Board meeting. • Ameer wants to hold this meeting in November to manage all the handoffs including StarChapter. <p>INAMSS 2023 Goals -</p> <ul style="list-style-type: none"> • Ameer reviewed how we are doing with our 2023 goals. <ul style="list-style-type: none"> ○ Membership Engagement: One of the two goals completed. ○ Star Chapter Utilization Goals to Increase by 3%: pending. ○ Annual Corporate Sponsorship Material: Material needs to be approved by the Board. It will be distributed again for vote. 		A. Willhite

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Adjournment	No business from the floor. The meeting was adjourned at 12:59 pm.	Informational only	All members.
Next Board Meeting	The next scheduled board meeting is November 21, 2023,	Information only	A. Willhite