

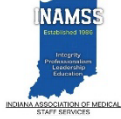


Indiana Association of Medical Staff Services General Business Meeting Agenda April 28, 2023

TOPIC	ITEM/DISCUSSION	ACTION/DECISION	RESPONSIBLE PERSON (S)
Call to Order	Call to order.	Call to order	A. Willhite
Welcome & 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. 	Review	A. Willhite
Approval of Minutes	Review and approval of the October 28, 2022 General Business Meeting minutes.	Motion needed	A. Willhite
Treasurer Report	<ol style="list-style-type: none"> 1. Income Statement 2. 2023 INAMSS Budget 	Information only Information only	M. Hollars
Standing Committee Reports	<p>Review and/or approval of:</p> <ol style="list-style-type: none"> 1. Bylaws Committee 2. Education Committee 3. Membership Committee <ul style="list-style-type: none"> • Membership Summary Report • New Member & Referral Drawings 4. Scholarship Committee <ul style="list-style-type: none"> • Policy Revision 5. Website Committee <ul style="list-style-type: none"> • Looking for two (2) volunteers 6. Nominating Committee <ul style="list-style-type: none"> • Looking for two (2) volunteers • Nominations from floor: <ul style="list-style-type: none"> ▪ Vice President – Elect ▪ Secretary 	<p>Nothing to report. Information only</p> <p>Information only Drawings Information only Approval needed</p> <p>Information only</p> <p>Action needed. Action needed</p>	<p>G. Vann C. Biehl</p> <p>A. Manns A. Manns</p> <p>K. Ubelhor/D. Brown</p> <p>B. Hunsberger</p> <p>B. Hunsberger</p>

	7. IHA/IPLA Updates 8. CAQH Updates	Nothing to report Nothing to report	M. Nash L. Fivecoat
New NAMSS Certification Recognition	Fall 2022 NAMSS Certifications: <ul style="list-style-type: none"> • CPCS: None to report • CPMSM: None to report 	Information	A. Willhite
Old Business	Nothing to report		A. Willhite
New Business	1. NAMSS 47 th Education Conference & Exhibition September 10 – 13, 2023 <ul style="list-style-type: none"> • Drawing for one (1) member registration fee, hotel, and travel expense 	Information only	A. Willhite
Upcoming Business Meetings & Conferences	Board Meeting: May 23, 2023 Business Meeting & Education Conference: July 28 th Virtual	Information only	C. Biehl
Adjourn	Adjourn	Motion needed	A. Willhite

2022 – 2023 Officers/Board and Committee Members	
INAMSS Officers & Board	<p>Amee Willhite, MBA, CPCS, CPMSM – President Cindy Biehl - President-Elect Misty Nash, CPCS - Vice President Monica Hollars – Treasurer Karyn Delgado, CPMSM – Secretary Brenda Hunsberger, MNA, CPMSM - Immediate Past President</p>
Bylaws Committee	<p>Glynnis Vann – Chair Candice Leuthold Darla Traylor, CPMSM</p>
Education Committee	<p>Cindy Biehl - Chair Brenda Hunsberger, MNA, CPMSM Misty Nash, CPCS Lisa Fivecoat, Sponsorship Liaison</p>
Membership Committee	<p>Amanda Manns - Chair Glynnis Vann Carissa Fuller</p>
Scholarship Committee	<p>Kim Ubelhor, CPMSM – Co-Chair Debbie Brown, CPMSM, CPCS – Co-Chair Cindy McGlothlin, CPCS, CPMSM Amanda Manns</p>
Website Committee	<p>Brenda Hunsberger, MNA, CPMSM, Chair</p>
Communications	<p>Lisa Cooper, CPCS, CPMSM</p>



Indiana Association of Medical Staff Services General Business Meeting Minutes October 28, 2022

TOPIC	ITEM/DISCUSSION	ACTION/DECISION	RESPONSIBLE PERSON (S)
Call to Order	Call to order.	Call to order	A. Willhite
Welcome & 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. 	Review	A. Willhite
Approval of Minutes	Review and approval of the July 29, 2022, General Business Meeting minutes.	Motion was made, seconded, and passed to approve the Business meeting minutes as presented.	A. Willhite
Treasurer Report	<p>Amee Willhite presented the following Treasurer Report:</p> <ul style="list-style-type: none"> • Income Statement 	Motion was made and seconded approving the Treasurers Report as presented.	A. Willhite
Standing Committee Reports	<p>Review and/or approval of:</p> <ol style="list-style-type: none"> 1. Bylaws Committee - nothing to report. 2. Education Committee <ul style="list-style-type: none"> • The annual education conference will be held April 28, 2023. This will be an in-person conference and host sites are needed. 3. Membership Committee – <ul style="list-style-type: none"> • Membership Summary Report: Amanda presented the membership summary report including five (5) new members from July 19 – October 10, 2022. Historical 	<p>Information only.</p> <p>Information only</p> <p>Information only</p>	<p>G. Vann</p> <p>C. Biehl</p> <p>A. Manns</p>

	<p>volumes from 2020 and 2021 was included in presentation. To-date there are 186 members.</p> <ul style="list-style-type: none"> • 2023 membership dues invoices will be sent in November and due no later than December 31, 2022. • New Member & Referral Drawings <ul style="list-style-type: none"> - New Member Winner – Mia Erwin, IU Health Arnett \$25 e-gift card - Referral Winner – Jerilyn Voyles, Franciscan Alliance \$25 e-gift card <p>4. Scholarship Committee</p> <ul style="list-style-type: none"> • Scholarships that are available – Due November 1st <ul style="list-style-type: none"> - INAMSS dues (2023) - NAMSS test fees for certification scholarship - Continuing education outside of INAMSS <p>5. Website Committee</p> <ul style="list-style-type: none"> • All of July merch gear was shipped • October merch gear winners will be shipped soon <p>6. IHA/PLA Updates</p> <ul style="list-style-type: none"> • Nothing new to report from the IHA • News Releases from the PLA were included in the Business Meeting packet. <p>7. CAQH Updates</p> <ul style="list-style-type: none"> • Lisa queried the group, to see if they utilized CAQH Enhanced Practice Management Module. There was no response regarding this. 	<p>Member drawing Referral drawing</p> <p>Information only</p> <p>Information only</p> <p>Information only</p> <p>Information/Discussion. Questions surrounding the EPPM will be sent to the full membership.</p>	<p>A. Manns A. Manns</p> <p>K. Ubelhor</p> <p>L. Tomaw</p> <p>A. Willhite</p> <p>L. Fivecoat</p>
New NAMSS Certification Recognition	<p>Summer 2022 NAMSS Certifications. <u>CPCS</u>: None to report <u>CPMSM</u>: None to report</p>	Information	A. Willhite
Old Business	Nothing to report	Information only	A. Willhite
New Business	<p>1. Volunteers Needed:</p> <ul style="list-style-type: none"> • Sponsorship Liaison – Ameer discussed that volunteer is needed for the sponsorship liaison position and to please reach out to her if interested. • Website Committee (2 members needed) <p>2. NAMSS MSP Week November 6 – 12, 2022 – A reminder was provided for the upcoming NAMSS MSP week celebration.</p> <p>3. Members were encouraged to complete the post conference survey.</p>	<p>Information only</p> <p>Information only</p>	<p>A. Willhite</p> <p>A. Willhite</p>

Upcoming Business Meetings & Conferences	Board Meeting: November 15, 2022 Business Meeting & Education Conference: <ul style="list-style-type: none"> • April 28, 2023 – in person (host site needed) 	Information only	A. Willhite
Adjourn	With no further business to discuss, the Business meeting was adjourned and the INAMSS Education Conference began.	Motion was made, seconded, and passed to adjourn the Business meeting.	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

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
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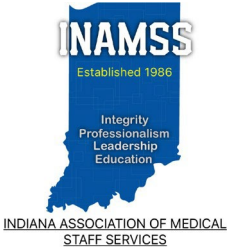
Ending Balance

	\$ 19,726.31
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Submitted by Monica Hollars, INAMSS Treasurer
 Balances through December 31, 2022

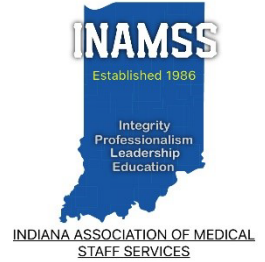
INAMSS Budget 2023



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

Approved by Board April 18, 2023

INAMSS Membership Summary – April 2023



INAMSS – Membership Committee

Submitted by: Amanda Manns, Membership Committee Chair

Activities:

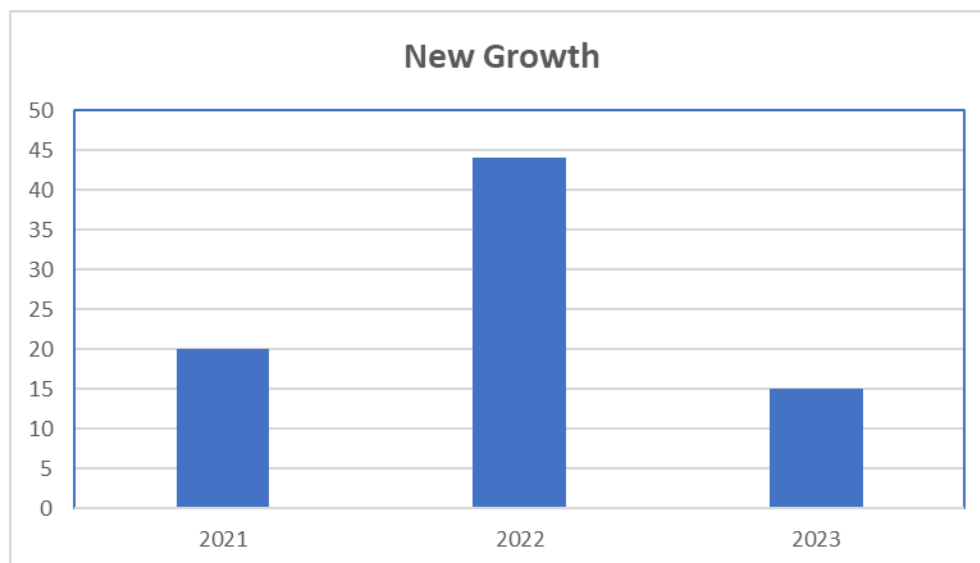
- There are 17 new members for this reporting period, October 10, 2022, through April 11, 2023.
- Recruit! Recruit! Recruit! We need new members to help promote the INAMSS mission by growing our networking resources. Membership fees support quarterly meetings that provide CEU credits and support annual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

New Members October 10, 2022 – April 11, 2023

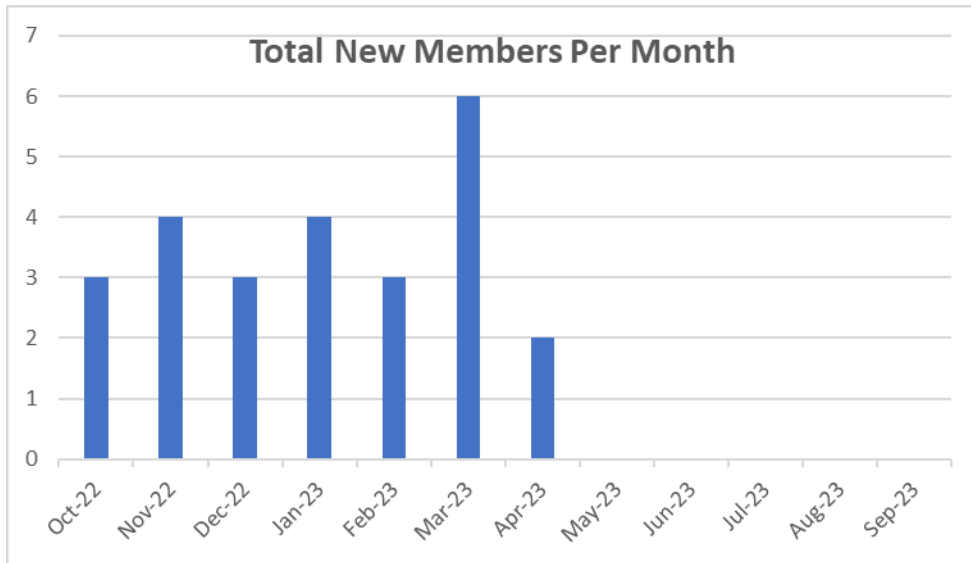
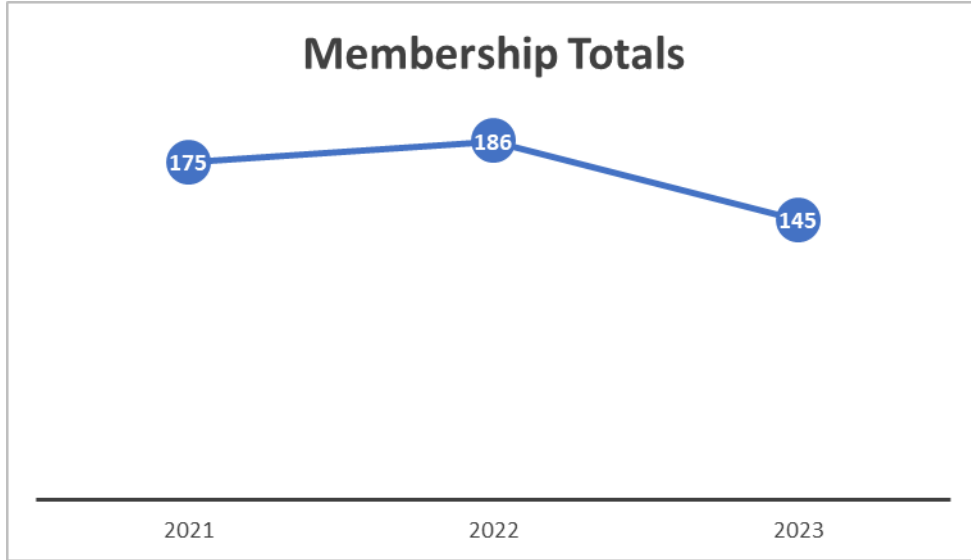
LAST	FIRST	TITLE	EMPLOYER
Bodnar	Melinda		Community Hospital
Burton	Karen	Medical Staff Site Coordinator	Park Center, Inc
Clark	Cheyenne		IU Health
Clark	Heather		Franciscan physician Network
Daeger	Linda	Medical Staff Coordinator	Franciscan Health
Evans	Angie	Quality Director PRMC & Affiliates	Parkview Regional Medical Center
Gardner	Emily	Credentialing Specialist	Evansville Surgical Associates, Inc
Gerhauer	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



Subject:	Scholarship Committee
Responsible to:	Board of Directors
Adopted by INAMSS:	10/27/2016
Adopted by NAMSS:	N/A
Date Revised:	02/21/2023

Committee Composition:

The Scholarship Committee shall be a three (3)-member committee composed of the Scholarship Committee Chair, appointed by the Board of Directors, the Membership Committee Chair, and a scholarship recipient from the previous year, or other member appointed by the Board of Directors. Committee members do not pay conference fees.

Function:

To support INAMSS members by offering financial support in the form of scholarships for educational purposes. The Scholarship Committee shall distribute applications for scholarship awards (i.e. Education in nearby state, INAMSS Annual Educational Conference, CPMSM or CPCS certification, or NAMSS Annual Conference), evaluate returned applications and make a recommendation to the INAMSS Board in accordance with the Scholarship Policy.

Duties and Responsibilities of Scholarship Committee Chair:

- 1) The duties of the Scholarship Committee Chair include, but are not limited to, the following:
 - a) Interested candidates ~~to~~ will submit Scholarship applications to the INAMSS President
 - b) Answer questions that may arise by potential applicants
 - c) Forward application packets to the Scholarship Committee for evaluation and selection of the recipients.
 - d) Adheres to the INAMSS Scholarship Policy criteria and guidelines
 - e) Notifies the INAMSS Board of the selected candidates chosen by the Scholarship Committee to be the recipients.
 - f) Submit meeting minutes to the Secretary who will forward to the Board of Directors.

Committee Responsibilities:

The Scholarship Committee is responsible for publicizing and soliciting applications for INAMSS scholarships. The Scholarship Committee shall announce the amount and number of Scholarships available at the INAMSS Annual Educational Conference. The committee shall also be responsible for notifying the Treasurer of all scholarship recipients so funds may be dispersed. Scholarship Committee will follow-up with recipients after funds are dispersed in order to provide additional support. The committee shall also submit an annual budget proposal to the Board of Directors by April 1st each year (for the following calendar year).

Meeting Frequency:

The Scholarship Committee will meet at least three times a year, prior to the INAMSS business meetings.

Reference:

- Scholarship Policy
- INAMSS Scholarship Application