

**INTERNATIONAL NEUROPSYCHOLOGICAL SOCIETY**  
**Board of Governors Meeting**  
**June 22, 1999**  
**Durban, South Africa**

Members present: Kenneth Adams, Rus Bauer, Erin Bigler, Robert Bornstein, Anke Bouma, Robert Heaton, Michael Kopelman, Bonnie Levin, Leslie Gonzalez Rothi, Wilford Van Gorp  
Members absent: Laird Cermak, Bjorn Ellersten, Alex Martin, Ed De Haan

1. The meeting was called to order by President Kenneth Adams at 9:07am.
2. The reading of minutes was waived and the minutes of both the Board and Business Meetings for the Boston meeting were unanimously approved (motion-Heaton; second-Bauer).
3. Treasurers report. See attached report. The Treasurers report was unanimously accepted (motion-Levin; second-Bouma).
4. Committee Reports
  - A. Executive Secretary's report.
    - (1) Membership. Bornstein reported that the current membership as of 5/31/99 is 3,787 (2,888 in US; 266 in Canada; 633 outside of North America). In looking at the new members in 1999, 16% were non-North American compared to 17-26% between 1995-1998.
    - (2) Dues. As of 5/31/99, 81.6% had paid their 1999 dues, which is comparable to prior years.
    - (3) Bornstein reported that Michelle Von Ville has left INS employment while Jennifer Dorrell continues.
    - (4) Bornstein reported that the office copier was in need of replacement and a motion was unanimously approved to affirm purchase of a replacement machine (motion-Bauer; second-Levin).
    - (5) Poster board replacement. Bornstein reported that the INS poster boards were worn and in need of replacement. In addition, it was noted that we may anticipate the need for an additional number of boards than INS currently owns. A motion was unanimously approved to authorize the Executive Secretary to purchase new poster boards (at least 60, and more up to the number needed to accommodate programming changes to be instituted in the coming year) (motion-Heaton; second-Levin).
    - (6) The Executive Secretary's report was unanimously approved (motion-Heaton; second-Levin).
  - B. Program Committee
    - (1) Durban, South Africa. Shirley Tollman reported greater than 200 registrants prior to the start of the meeting. Tollman also reported that 15 sponsorships of the registration fees shall be given to South African

(2) Denver. Bornstein reported that there were greater than 590 submissions to the Denver meeting. Predictions are that it will be heavily attended. Continuing education credits will be offered by APA, AMA, as well as the California Psychological Association. Approval for continuing education credit is pending with ASHA.

(1) Dates: Denver, 2/9/00-2/12/00      Brussels, 7/12/00-7/15/00  
Chicago, 2/14/01-2/17/01      Brasilia, 7/06/01-7/09/01  
Toronto, 2/13/02-2/16/02

- (a) Denver. The hotel shall be the Adam's Mark Denver with rates of \$109/single (\$144 single at Concord Club Level) and \$130/double (\$165 double at Concord Club Level). INS will maintain a list of meeting attendees who wish to share a room with other attendees.
- (b) Brussels. Bornstein reported that Raymond Cluydts has made arrangements at the SAS Radisson for 248 Euros per night (no meals included). This is a marvelous hotel with excellent meeting rooms and centrally located.
- (c) Chicago. The hotel shall be the Chicago Hilton and Towers.
- (d) Brasilia. Bornstein reported that this meeting will be held at Sarah Hospital Network. Projections by Lucia Willadino Braga are that this will be a very heavily attended meeting.
- (e) Toronto. The hotel shall be the Royal York Hotel.

### E. International Liaison.

- (1) Bornstein noted the receipt of a letter from Urvashi Shah stating her thanks for the INS scholarship to attend the Boston meeting.
- (2) Society of Latin American Neuropsychology, SLAN. A letter from Jorge Lorenzo, Secretario of SLAN, was reviewed regarding INS/SLAN communication at the 5th Congreso Latinamericano de Neuropsicología at Guadalajara and an upcoming meeting on 10/17-10/20/99 at the Centro de Convenciones Plaza America, Varadero, Cuba. Lorenzo invited INS President and Executive Secretary to continue interorganizational conversations between INS and SLAN.
- (3) The contribution of Robert Sternberg to the INS book depository was noted.
- (4) An email communication from a neuropsychologist in Serbia was discussed.
- (5) Sociedad Mexicana de Neuropsicología Pediátrica.

F. Continuing Education. A written report by Ida Sue Baron noted that Jack Fahy, President of the Northern California Neuropsychology Forum is providing

valuable assistance in the effort to have INS CE programming approved for California psychologists.

G. Publications

- (1) JINS-Journal operations editor Chris Fell, reported on the progress of the journal. He noted that the progress on subscriptions continues to be slow.
- (2) Ad Hoc Committee on the Role of the Publications Committee. The Board reviewed a report dated 06/01/99 from the Ad Hoc Committee on the Role of the Publications Committee (PC) chaired by Gerry Taylor, with Pelagie Beeson, Hallgrim Klove, and Katy Mateer as members. The Board thanked Taylor and his committee for their excellent work. The report was unanimously accepted (motion-Bauer; second-Kopelman) which recommended that the Board endorse the responsibilities of the Publication Committee as delineated by the policy statement adopted by the Board of Governors on 7 February 1995, with the following additions:
  - (a) Constitution of PC: The chair of the PC committee shall be appointed by the President of INS, and the chair then appoints other members of the committee, subject to affirmation by the Board, with the following considerations:
    1. Persons appointed to the PC should be free of any conflicts of interest. Conflicts would include simultaneous participation as an editor or associate editor of JINS or of another competing journal, or participation in activities that might clearly interfere with the PC member's objectivity. These conflicts would not need to include participation in some publication's activities (e.g., as a member of the editorial board of JINS or a rival journal), as the PC would profit from involvement of persons with expertise in this area.
    2. Appointment should be made in an effort to provide for both representativeness and expertise. For example, committee members should include at least one non North American member, and persons from multiple disciplines. Publication Committee membership should include one or more members with experience in publishing whose charge is to represent that perspective in decision making about publication operations.
    3. The chair of the PC should be able and willing to attend the majority of the Board meetings as an ex officio member, to monitor, along with other PC members, all INS-related publications for content, and to remain informed of INS policy and policy implications and vigilant with regard to potential areas of controversy. The demands of the chair of the PC are potentially quite substantial, thus the person appointed should be someone who is willing to be active in the monitoring effort but who is also objective and

diplomatic. Sound judgement is an especially important trait, as the chair has the difficult task of seeing that INS policy is followed without infringing on editor's prerogatives.

- (b) Proper functioning in relation to the INS Board: Although the PC is advisory to the Board and does not set policy, the PC's charge is to insure that publication activities and products are consistent with INS policies and interests. The PC's duties in this regard are to be aware of potential violations of these policies and interests and to either intervene to prevent these violations or bring issues to the Board for deliberation. The chair of the PC (or the chair's designate) shall be required to attend that portion of the Board meeting devoted to discussion and policy considerations.
- (c) Proper functioning in relation to INS publications: The PC consults with persons in charge of INS publications and it oversees their activities and products. As a mediating body between the Board and the editor of JINS (and persons responsible for other INS publications), the PC makes decisions as to whether the editor (or person in charge) has the discretion over a given issue or whether the issue should be taken to the Board for action. Although decisions regarding matters of policy and budget are taken to the Board, the PC has the responsibility and authority to monitor the implementation of policy and to work with persons responsible for publications to insure that activities and products are consistent with policy. To insure the viability of the PC in overseeing INS publications, persons responsible for these publications shall keep the PC fully informed of their activities and products. The PC, moreover, should have sufficient time prior to the publication date to review the publication content, to make revisions it deems necessary, or to raise issues for further discussion. To this end, editors shall be advised to bring up any new formats, activities, or policies with the PC well ahead of the intended publication date.

If the persons responsible for publications wish to undertake an activity or put forth a communication that the PC considers in possible violation of INS policy or interests, or if such activity or communication is not clearly covered by existing policy, the PC has three options:

1. The PC can direct the responsible party to delete or amend materials or procedures in such a way as to make them consistent with INS policy and interests.
2. The PC can take the matter directly to the Board for its consideration and approval or disapproval.
3. The PC can enter into a dialogue with the Board through its representatives, such as the President and/or Executive Secretary to decide if a given matter entails a policy

decision. Following this discussion, the PC can sanction the activity or communication, amend it, or bring the matter to the full Board for further deliberation.

The duties of the PC in working with the responsible parties, such as the editor of JINS, are to preserve autonomy with regard to scientific content and editorial decision-making, to serve as a sounding board, and to provide expertise and guidance (e.g., outlining options, helping to weigh pros and cons). As specified in the 02/07/95 document (#7), the PC also serves as an arbiter of complaints made by authors or readers of INS publications. In most cases these complaints are handled by persons responsible for the publication. However, the PC is considered the final arbiter should a case be referred to it. Although the routine referral of complaints to the PC is discouraged, the types of cases for which referral would be appropriate include potential conflicts of interest and requests for involvement by the editor, author, or consumer.

- (d) Communication of the PC with the INS Board and with persons responsible for publications. Consistent with the 02/07/95 document, the editor of JINS shall be required to submit summaries of journal operations to the PC prior to the annual North American INS meeting each year. These reports shall be similar to the "journal operations" submitted annually by JINS. The JINS editor shall submit to the PC, prior to the INS February meeting, data regarding the quantity of special formats, a list of topic areas of the published works, and a statement of future plans.

There shall be at least one formal meeting of PC each year, and this meeting shall be held in conjunction with the North American meeting. The purpose of this meeting, held prior to the Board meeting, should be to review the progress of publications, together with any issues that have arisen during the past year (resolved or unresolved). A portion of the meeting should involve discussions with the editor of JINS. Persons responsible for other publications would also be invited to the meeting if they so desire.

The PC chair (or the chair's designate) would then present the PC's report to the Board by summarizing the findings of the PC, raising topics for the Board's deliberation, and inviting discussion by the Board of INS policy as pertains to publications.

Members of the PC shall be reimbursed for travel to the annual meeting and the two additional nights stay required for attendance at a face-to-face meeting prior to the Board meeting.

Further ad hoc meetings of the PC shall be held as needed for special deliberations, as might occur, for example in searching for a new INS editor or for discussions of emergent policy controversies. These meetings will be held with the approval of the INS President with meeting expenses covered by INS.

5. Old Business

- A. European Neuropsychology developments. Adams reported that a Pan European meeting shall occur on Oct 1, 1999 in Amsterdam, with representation from Italy, France, Germany, Spain, Denmark, Finland, England, Ireland, Greece, Portugal, and the Netherlands. A motion was unanimously supported to authorize travel funds for Robert Bornstein, Laird Cermak, and Kenneth Adams to attend as INS representatives (motion-Heaton; second-Bauer).
- B. Web site update. Bornstein reported that the INS web site ([www.osu.edu/ins](http://www.osu.edu/ins)) now has a new server and the site is much improved. He noted that a decision by the Board regarding whether the membership directory will be placed on the web site and what format that might take remains to be considered.
- C. Awards Committee. Adams reported that he had established an Ad Hoc (time limited) Awards Committee charged with the task of defining a rationale for the INS Awards program. It will be chaired by Linas Bielauskas and shall include Sureya Dikman, Russel Adams, Anne Schneider, Dirk Bakker, and Marlene Oscar-Berman.

6. New Business

- A. Continuing Education book proposal. In a letter, Ida Sue Baron asked the Board to consider endorsing and giving guidance to Baron regarding publication of a book series by Cambridge University Press as an outgrowth of the INS Continuing Education Program workshops. After discussion, the Board authorized Ken Adams to write Ida Sue Baron in response to her request by declining the opportunity for INS to sponsor this volume series but to acknowledge INS support of her pursuit of this series content with the Publisher of her choice as a private endeavor.
- B. INS Book Series royalty allocation. A motion was unanimously approved to execute a contract with Cambridge University Press to allocate royalty disbursement of 10% to the Issue Editor, 2% to the Series Editor and 0% to INS (with no obligation to buy books for contributors), with a book price discount offered to INS members. The Board discussed the need in the future to refer all such contracts to the Publication Committee who shall identify the industry standard and make recommendations to the Board.
- C. Policy on named awards. A motion was unanimously approved to charge the Ad Hoc Committee on Awards to develop a recommendation to the Board regarding a policy on naming INS awards to honor specific individuals (motion-Levin; second-Van Gorp).
- D. Policy on requests for humanitarian assistance. A motion was unanimously approved stating that any humanitarian communication request involving INS members can be implemented by the Executive Secretary (motion-Heaton; second-Van Gorp).
- E. Proposed change in INS fee structure for graduate students. Adams reported that the Graduate Student Forum requested INS to encourage student participation. Bornstein and Adams reported that they have implemented a plan to eliminate a membership processing fee for graduate students as well as a policy of reducing the meeting registration rate as low as possible (\$25 for Denver).

- F. Industry support. Bornstein reviewed for the Board the work of Robert Stern in his attempts to gain industry support for INS programming.
- G. INS administrative structure. Discussion ensued regarding the perceived need to increase the effectiveness of the Board by promoting its strength. Discussion ensued about what the perspective of the entire Board might be.
  - (1) Adams suggested the formation of an Ad Hoc Committee on Structure and Function of INS Governance shall be formed to identify the ways and means to examine the function and structure of the Governing Board with emphasis on creating a longer history of perspective, promotion of a strong and consistent perspective on Policy, and more enablements to creation of new ideas. Adams suggested that the establishment of a “strong board” concept would be enabled by
    - (a) Board
      - (1) lengthen the terms or enable continuance
      - (2) should be active between face-to-face meetings and find methods of continuous communication
      - (3) representation distribution
      - (4) programmatic responsibility assigned to Board members
      - (5) formal orientation of new members to get them “up to speed” sooner
      - (6) increase frequency of Board meeting
    - (b) President
      - (1) lengthen or alter term
    - (c) Executive Secretary
      - (1) allow continuance of term, at Board discretion

The meeting was temporarily adjourned at 4:20pm by Kenneth Adams, to be resumed on Thursday, June 24, 1999 at noon. The meeting was called to order on June 24, 1999 at noon by Kenneth Adams. Those in attendance included Kenneth Adams, Rus Bauer, Erin Bigler, Robert Bornstein, Anke Bouma, Robert Heaton, Michael Kopelman, Bonnie Levin, Leslie Gonzalez Rothi, Wilford Van Gorp.

- 6. New Business cont.
  - G. INS administrative structure, cont.
    - (2) President will make “monitoring” assignments to each Board member after sharing interest list which includes:
      - (a) Operations (program structure)
        - (1) Site selection
        - (2) Finance
      - (b) Science
        - (1) Publications
        - (2) Program content
        - (3) Forward plans (future programming content)
      - (c) Membership make assignments after sharing interest list.
        - (1) Outreach

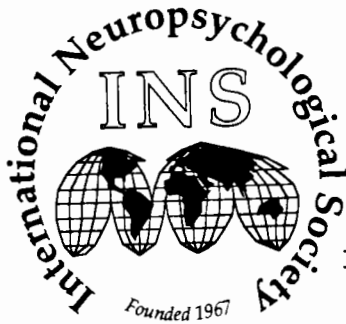
(2) International relations

(3) A monthly conference call shall be instituted, 4th Tuesday of each month from noon to 1pm, EST for all Board members.

(4) A motion was approved (8 for, 1 against) to remove the term limit of the Executive Secretary position (motion-Gonzalez Rothi; second-Heaton).

7. The meeting was adjourned at 1:30pm by Kenneth Adams.





# International Neuropsychological Society

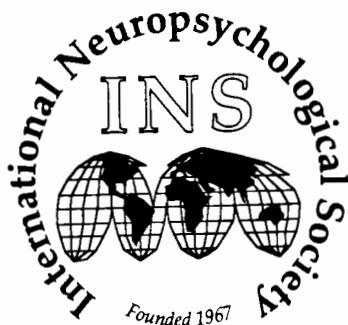
Robert K. Heaton, Ph.D.

Treasurer

INTERNATIONAL NEUROPSYCHOLOGICAL SOCIETY

## PROPOSED 2000 BUDGET

Executive Secretary Office		\$175,000
JINS Journal Subscriptions		134,000
Office expenses	30,000	50,000
Editor's Stipend	10,000	
Editorial expenses	10,000	
President's Office		4,000
Treasurer's Office		10,000
CE Director		4,000
International Liaison Committee Chair		1,000
ILC sponsored programs		2,000
Committee and Newsletter		6,535
Meeting scholarship (one per meeting)		1,500
Publication Committee		1,000
Archivist		2,000
Site Selection		4,000
Travel reimbursement ( $n = 19$ )		38,000
Directory (annual allocation)		7,500
INS Audit (annual item, audit every other year)		3,000
Board of Governors Conference Line		12,000
Other contingencies		20,000
TOTAL		\$475,535



# International Neuropsychological Society

INTERNATIONAL NEUROPSYCHOLOGICAL SOCIETY

1999 ANNUAL REPORT

January 1 to December 31, 1999

Robert K. Heaton, PhD  
President

Balance brought forward from December 31, 1998 \$861,636.59

## CREDITS

DUES AND APPLICATIONS 328,687.00

### Dues

1997 Regular 260.00 321,927.00

1998 Associate 140.00  
Regular 2,145.00

1999 Associate 9,273.09  
Regular 76,754.77  
Hardship 95.00  
Emeritus 90.00

2000 Associate 14,060.00  
Regular 218,479.14  
Hardship 135.00  
Emeritus 495.00

### Applications

1999 Associate 1,275.00 6,760.00  
Regular 4,405.00

2000 Regular 1,080.00

AWARDS AND FUNDS 7,293.00

Benton Award Fund 922.00  
Butters Award Fund 666.00  
Cermak Award Fund 4,288.00  
Matthews Scholarship Fund 1,216.00  
Rennick Award Fund 201.00

LABELS, POSTINGS, INFOMEDIX 13,335.93

Labels 11,197.93

### Postings:

Mail 1,050.00

Web 225.00

INFOMEDIX 863.00

JINS 38,395.30

Editorial Office 35,000.00

Royalties 3,395.30

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MEETINGS

262,098.00

Boston

122,040.45

Registration	117,710.95
Exhibitors	309.50
Sponsorship	4,020.00

South Africa

26,705.55

Registration	16,850.00
CE fees	3,097.05
Tickets and Tours	5,958.50
Accompanying Person	800.00

Denver

113,352.00

Registration	46,000.00
CE fees	50,899.00
Exhibitors	9,800.00
Sponsorship	6,000.00
Miscellaneous income	653.00

INTEREST

24,551.04

Fifth-Third Checking	539.54
Savings Account	5,326.31
Income from Securities	18,685.19

OTHER

9,776.18

Oxford Royalties: Dictionary	649.44
ANPA: FAX, phone, postage	1,251.50
Rent	3,400.00
1998 Pres. unused allotment	1,007.47
Late fees on dues	2,875.00
Miscellaneous	592.77

TOTAL CREDITS:

\$684,136.45

## DEBITS

AdministrationGeneral

43,913.57

President's Office	2,493.08
Treasurer's Office	5,002.21
CE Expenses & Stipend	3,673.43
International Liaison Comm.	3,409.77
Board Travel	26,477.71
Board Insurance	1,520.00
Board Conference Line	1,337.37

Executive Secretary

Stipend	18,000.00
Printing	13,751.80
Postage	17,681.75
Shipping	15,320.00

166,553.35

Telephone	3,187.45
Supplies	618.31
Staffing and Rent for Y1999	64,753.00
Equipment Rental	2,678.14
ANPA	315.90
Staff/Rent balance for Y2000	30,247.00

<u>JINS</u>		162,314.34
Journal subscriptions	112,018.56	
Editor's stipend	10,000.00	
Editorial office/honoraria	40,000.00	
Shipping through Exec. Sec.	295.78	

<u>MEETING EXPENSES</u>		159,406.95
Brussels	6,550.63	
Boston	121,484.77	
South Africa	31,079.94	
Denver	291.61	

<u>AWARDS</u>		2,250.00
Butters	250.00	
Matthews	1,500.00	
Rennick	500.00	

<u>MISCELLANEOUS</u>		1,120.00
Translator	25.00	
Refunds for dues overpayments	1,095.00	

TOTAL DEBITS:	<u>\$535,558.21</u>
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<u>ASSETS:</u>		
Huntington Checking Account (unencumbered)		226,830.92
<u>Funds</u>		37,810.66
Rennick Fund	1,433.22	
Butters Fund	12,700.50	
Cermak Fund	4,288.00	
Benton Fund	12,575.44	
Matthews Scholarship Fund	6,813.50	

Savings Account	\$165,326.31	165,326.31
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<u>Securities:</u>		550,000.00
3134A3W67	100,000.00	
31365GK24	150,000.00	
31353GN21	150,000.00	
31364GS34	150,000.00	

OSU account balance for use in 2000		<u>30,247.00</u>
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TOTAL ASSETS:	<u>\$1,010,214.80</u>
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