

International Neuropsychological Society
Board of Governors Meeting
July 5, 2005
Dublin, Ireland

Members Present: Erin Bigler, Jason Brandt, H. Branch Coslett, Robert Heaton, Ann Marcotte, Morris Moscovitch, Feggy Ostrosky-Solis, H. Gerry Taylor, Jenni Ogden, Eli Vakil, Faraneh Vargha-Khadem, Barbara A. Wilson, Robert Bornstein (ex officio)

Members Absent: Adele Diamond, Igor Grant, Daniel Tranel

1. Call to Order

The meeting was called to order by President Heaton at 1:06 pm. President Heaton welcomed new Board members, Feggy Ostrosky-Solis and Jenni Ogden.

2. Minutes Approved

The minutes of the Board Meeting and the Business Meeting held in February 2005 in St. Louis, MO, USA were reviewed, with minor corrections noted. Both sets of minutes were unanimously approved with the revisions (motion-Brandt, second-Taylor).

3. Treasurer's Report

Bigler reviewed an amendment to the Treasurer's Report from July 2004. After discussion, the Board approved the amended report (motion-Coslett, second-Brandt). The approved amended Treasurer's report for July 2004 is as follows:

Erin Bigler, Treasurer of INS, reviewed the Society's financial status. For 2003, the Society's cash statements revealed total revenues of \$643,629.99 and expenses of \$758,885.56, resulting in an operating deficit of \$115,255.57 for the year. As indicated by 2003 annual operating expenses are now running over \$750,000 to operate all facets of the Society, including its meetings. Some discussion was held about the increased expenses in relationship to reduced revenues and the treasurer was asked to prepare a detailed report of operating expenses to the Board at the annual meeting in February 2005. Total assets at the end of 2003 were \$1,192,339.70, with assets distributed among 7 Certificates of Deposit, checking and money market accounts. Bigler highlighted that funds for several awards are low, and donations will be solicited in an upcoming mailing to the membership. The Financial Advisory Committee has not yet convened, and still needs one more member. The Board selected Bruce Crosson to serve on the Committee, and expressed the need for this Committee to convene in St. Louis.

The Board then reviewed documents of an independent audit completed in June 2004 for fiscal years 2002 and 2003. Discussion was held about the difference in audit methods that use accrual accounting versus cash accounting, which is how the Society is actually run. Since accrual accounting methods are influenced by the year that an actual transaction takes place, it is difficult to prognosticate actual year-to-year expenses based on the audit data alone. The audits straightforwardly indicated that all Society funds were properly accounted for. Since the Treasurer's office has moved toward a fully electronic accounting system using QuickBooks, the Treasurer's office will be able to now track revenue and expense better. This in turn, will permit the presentation of a detailed budget for 2005 to be presented at the St. Louis meetings in February, 2005.

Bigler also presented data summarizing expenses for the February 2003 meeting in Honolulu and the February 2004 meeting in Baltimore. At the Baltimore meeting, costs were higher in several areas, including honoraria to continuing education and plenary speakers, AV support, printing, catering, and security. AV cost increases were due to extra labor required to produce CDs of sessions. Total expenses in Baltimore were \$234,516.83 as compared to expenses of \$133,282.18 in Honolulu. Attendance in Baltimore was high, however, and yielded approximately \$83,000.00 more in total income than the Honolulu meeting. The profit for the Honolulu meeting was \$74,442.82 versus \$56,188.18 in Baltimore. The Board reviewed financial issues around the meetings.

Bigler also highlighted to the Board anticipated expense increases related to the relocation of the JINS office to New Mexico with Kathy Haaland becoming JINS Editor. Anticipated expenses may be reduced if submissions and reviews are handled electronically. A motion was made (motion-Tranel, second-Heaton) to convey the wishes of the Board to Jack Fletcher, Chair of the Publications Committee, to implement a fully electronic submission and review process for JINS manuscripts effective January 1, 2005, and to determine how expenses will be shared by the Society and Cambridge University Press; the motion was unanimously approved.

Bigler then reviewed the current finances of the Society. As of June 30, 2005, total assets – liabilities are \$593,072.68. Bigler noted that this is typically the low point in the year for the Society's revenues, with anticipated income in the coming weeks from dues statements. There will also be an increase in membership dues reflected in the membership statements being mailed this fall. Revenues are also somewhat lower than usual at this point in the calendar year, as the Society had to pre-pay several expenses for the Dublin meeting, which will be recouped at its conclusion.

Bigler next reviewed expenses and profits from recent Society meetings. The St. Louis meeting held in February 2005 netted the Society \$71,597.71 in profits. \$10,000 was also paid to the Society from the Australian Neuropsychological Society for the Brisbane meeting, reducing the Society deficit for that meeting to \$2,758.29.

The current management and funding of Society awards was reviewed. Bigler explained that the monies for Society awards are presently kept independent from the general INS accounting system, with each award funding managed in its own independent bank account. At this time,

the funding of several named awards is quite low. An alternative plan was presented by Bigler that would move to having a centralized INS Awards Account, in which the funds collected for all current and future awards would be placed in the future. The Board reviewed this proposal which was then approved, to be implemented as of 2006 (motion-Brandt, second-Wilson). A second motion was then made and approved (motion-Brandt, second-Taylor) that directs the Treasurer to pay out all current standing Awards accounts until a zero balance is reached, at which time the Treasurer can, with the Board's approval, allocate Society funds to pay for awards. The membership will be informed of these changes, and an appeal for contributions to Society awards will be made towards the end of the calendar year.

4. Executive Secretary's Report

A. Membership

As of June 26, 2005, the Society has 4,478 active members. In the past two years, membership has grown 7.4%. 16% of the total membership is from outside North America.

B. Dues Payment

As of June 6, 2005, 78% of the membership had paid their 2005 dues, which is somewhat lower than in past years (84% in 2004, 86% in 2003). 69% of members have created on-line accounts, compared to 54% at this time in 2004.

C. Changes in the INS Office

In August and September 2005, the two INS staff members, Halie Smith and Isha Rupa, will be leaving. Bornstein will be actively recruiting new staff in the coming weeks. The Board members thanked Ms. Smith and Rupa for the work on behalf of the Society.

5. Committee Reports

A. Program Committee – Dublin, Ireland

Robin Morris, Chair of the Program Committee, provided the Board with the following report on the Dublin meeting. This meeting is being held jointly by INS, the British Psychological Association Division of Neuropsychology (DON), and the British Neuropsychological Society (BSN). The theme for the meeting is "From Theory to Practice." Abstracts were submitted from 32 countries, with a total of 412 abstracts received for review. The program consists of 16 symposia, 5 paper sessions, and several poster sessions, as well as three invited addresses. Don Stuss will be delivering the Birch Lecture.

B. International Liaison Committee

Bernice Marcopulos presented the following report. The ILC recently completed administering a survey online of non-North American INS members. The purpose of the study was to help guide

the ILC in developing future programs and better serving the Society's non-North American membership. Responses were received from 270 members, representing a 37% response rate. Members from Asia and in Central and South America are the most frequent current users of ILC program and services. Many members, however, were uninformed about the ILC and its webpage. By participating in the survey, many members are now better informed about the work of this Committee. Survey participants support the ILC mission, and would like to see more international communication and collaboration, especially in the areas of scholar/scientist exchange programs, distance learning courses, support of CE, and support of local conferences.

The ILC has in the past 6 months also been busy on several other projects. The ILC is currently establishing a Bilingual Neuropsychologist Database. The ILC has also completed developing its network of regional representatives from different geographic areas. The ILC webpage also continues to be expanded, and in the first 5 months of 2005, logged 4,395 visits, only 734 fewer than were made for all of 2004. The website address is: <http://www.ilc-inc.org>. Society members are encouraged to visit the webpage to view the many offerings of the ILC. The ILC also published its Spring 2005 edition of *INSET*, with the next edition scheduled for publication in fall 2005. The ILC Book and Journal Depository Program has been quite active in the past 6 months, and donated books and journals were shipped to Macedonia, Romania, and Slovenia. The program continues to accept donations of relevant materials less than 5 years old.

Future projects of the ILC and the committee budget were also reviewed. The possibility of translating *INSET* into Spanish was also discussed, with Feggy Ostrosky-Solis volunteering to assist in this effort.

C. Continuing Education

Bornstein presented the following report for Neil Pliskin, CE Director, who also provided a written report to the Board. The final ratings for the CE offerings in St. Louis were excellent for overall program content and logistics. The CE program for the Dublin meeting is offering 9 courses (6 full courses and 3 short courses). The CE program for Boston 2006 meeting is well underway, and the special theme will be "Innovations in Interventions."

D. Publications Committee

Jack Fletcher, Chair of the Publications Committee, reported on the recent activities of this committee. Transition issues described at the last Board meeting regarding the relocation of *JINS* operations and the move to electronic submission have been addressed. Lag time has substantially been reduced, with an average of 5 weeks from the time of submission to the initial editorial decision. A similar increase in speed of publication appearance has been observed, with the time from acceptance to publication in *JINS* now between 3-4 months. Fletcher also noted that there has been a substantial increase (41%) in submissions to the journal.

The Board also reviewed information presented by Fletcher concerning a second edition of the *INS Dictionary*. A request has been made by the publisher to change the previous 75:25, editor:INS split of royalties, proposing that INS should surrender its share of the royalties for the

second edition. After discussion, the Board unanimously voted to direct the Publications Committee to inform the publisher that it is the Board's position that INS should continue to receive its 25% of the royalty amounts. Fletcher will report back to the Board on this issue in Boston.

The second book for the INS book series based on the Vivian L. Smith Summer Institute, on neurogenetic disorders of development to be edited by Marcia Barnes, has been positively reviewed and critiqued by the Publications Committee. It is expected that the proposal will be accepted by Cambridge Press and will move forward.

E. Awards Committee

Don Stuss, Chair of the Awards Committee, reviewed the prior report of this committee that was approved by the Board in St. Louis. He then presented the Board with a proposed structure change for future INS Awards. Currently, the Society has three categories of awards: Meeting Awards (presented annually at both the winter and summer INS meetings, with decisions made by the Program Committee), Society Awards (presented on a regular basis by the Society and selected by an ad hoc committee appointed by the President), and Society Administered Awards/Grants (administered by INS and funded by an outside institution/foundation). At present, there are three Meeting Awards (Rennick, Butters, and Cermak Awards for presentations at the two meetings held annually), one Society Award (the Benton Award for mid-career research achievement) and one Society Administered Award/Grant (the Rita Rudel Award, funded by the Rita G. Rudel Foundation).

The Awards Committee recommended that there be no change to the Meeting Awards or the Society Administered Awards/Grants. The Awards Committee has recommended that Society Awards be expanded from the current Benton Award for mid-career research advancement, to also include the following awards: INS Award for Early Career Research; INS Award for Lifetime Achievement – Research; INS Award for Lifetime Achievement – Education; and, INS Award for Service to the Society. The Committee recommended that only one Research Award be presented at each Society Meeting, and one Educational award be granted at each meeting. This recommendation was reviewed and then approved by the Board (motion-Heaton, second-Marcotte). The Awards Committee will develop the process for awards nominations and review, which will be then be reviewed by the Board and circulated to the membership.

The Board then discussed the issue of whether award recipients must be active members of INS. The following motion was made (motion-Moscovitch, second-Vakil) and approved: Under normal circumstances, recipients of Society Awards will be members of the Society, but under exceptional circumstances, a non-member may be considered for an INS Award.

6. Old Business

A. Nominations

Bornstein reported that the Nominations ballot for the 2006 elections is in preparation. Ballots

will be mailed to all voting members this fall, and election results will be reported at the February 2006 meeting.

B. Site Selection

Bornstein reported that future meeting sites are as follows: Boston, Massachusetts, February 1-5, 2006; Zurich, Switzerland, July 26-29, 2006; Portland, Oregon, February 7-10, 2007; Bilbao, Spain, July 2007; Hawaii, February 6-9, 2008; and, Atlanta, February 11-14, 2009. In February 2005, the Board approved in principle holding the 2008 mid-year meeting in Buenos Aires, Argentina and the 2009 mid-year meeting in Helsinki, Finland, pending further development of the proposals. Bornstein visited Buenos Aires in May 2005, and preliminary discussions were held with two local groups, who were encouraged to work together to jointly develop a proposal for a meeting to be held with INS.

7. New Business

There was no new business to discuss.

8. Meeting Adjournment

There being no other business, the meeting was adjourned at 3:52 pm by President Heaton.

(Approved January 31, 2001)