

International Neuropsychological Society
Board of Governors Meeting
February 1, 2005
St. Louis, Missouri

Members Present: Erin Bigler, Jason Brandt, Gordon Chelune, H. Branch Coslett, Bruce Crosson, Robert Heaton, Ritva Laaksonen, Ann Marcotte, Morris Moscovitch, H. Gerry Taylor, Daniel Tranel, Eli Vakil, Faraneh Vargha-Khadem, Barbara A. Wilson, Robert Bornstein (ex officio)

Members Absent: Elizabeth Warrington

1. Call to Order

The meeting was called to order by President Brandt at 9:01 am. President Brandt thanked Executive Secretary, Robert Bornstein, and the INS staff for their help throughout his term. Brandt reported that he traveled to Columbus, Ohio in December 2004 to visit the INS office and found it to be a very well-run operation.

2. Minutes Approved

A. The minutes of the Board Meeting and the Business Meeting held in July 2004 in Brisbane, Australia were reviewed, with minor corrections noted. Both sets of minutes were unanimously approved with the revisions (motion-Chelune, second-Heaton).

3. Treasurer's Report

Erin Bigler, Treasurer of INS, led the Board in a detailed review and discussion of the Society's finances. INS remains on solid financial ground, with current cash assets totaling about \$930,000.00. A comparison of profits and losses for the past 7 years was reviewed in order to examine current trends. Over the past three years, expenses for running the Society have increased, paralleling increases in membership. The Society has also undertaken new projects to update and computerize operations, including the introduction of online meeting abstract submissions and expansion of the INS webpage. The change in *JINS* editorial offices was associated with significant one-time costs, but it will also be more expensive to operate *JINS* at its new site. Costs associated with meetings have also increased, as has attendance at the meetings. Finances incurred in association with the mid-year meetings were also reviewed. It was noted that the Society has had to make expenditures for future meetings in one fiscal year that are not be recouped until the following year. Concurrently, the interest rates on the certificates of deposit (CDs) in which the cash reserves of the Society are maintained have declined significantly over the past few years. In 2001, the Society earned \$46,028.18 on its CD accounts, compared to \$9,813.77 in 2004. Total income for 2003 and 2004 were \$643,629.99 and \$691,261.59 respectively, whereas expenses were \$758,885.56 and \$878,903.68 for 2003

and 2004 respectively. Thus, fiscal years 2003 and 2004 saw net losses for the Society.

Income for the Society is largely through membership fees, meeting registration fees, and Continuing Education (CE) registration fees. These fees have remained constant for over ten years; in fact, the annual membership fee was reduced by \$10.00 in 1995. The Board discussed in detail ways to reduce spending and to increase revenues for the Society. In order to meet increased expenses, the Board voted to increase membership dues effective 2006 (motion-Brandt, second-Vargha-Khadem). The dues for regular members will be increased by \$25.00 (from \$95.00 to \$120.00), and for associate members by \$15.00 (from \$45.00 to \$60.00). Registration fees for the Society's North American meetings will be increased by \$25.00 for all membership categories as of 2006 (motion-Heaton, second-Tranel). Members will pay a \$150.00 registration fee, associate members will pay \$50.00. The Board also elected to raise registration fees for all CE courses by \$10.00 (motion-Heaton, second-Taylor). Exhibitor fees for the meetings were also reviewed. The Board elected to raise the current fee of \$750.00 per 100 square-foot space to \$850.00 (motion-Coslett, second-Vakil).

The Board also discussed the need to make more formal the financial arrangements with other neuropsychological societies for the mid-year meetings. A motion was made (motion-Vakil, second-Moscovitch) for INS to enter into written contractual agreements requiring a formal report of all meeting revenues and expenses to be filed in a timely manner after each mid-year meeting. If the meeting is profitable, INS will be reimbursed for any expenditures, with the local society keeping the residual profits. If a loss of revenue is incurred from a meeting, INS will not require reimbursement of expenses. The Board voted to accept the motion.

The Board then reviewed the proposed budget for 2005. The Board voted to retrospectively increase the stipend of the Chair of the International Liaison Committee to \$2500.00 as of 2003 (motion-Heaton, second-Brandt). In addition to funds allocated as proposed by Bigler, the Board unanimously voted to add a contingency fund of \$20,000.00 and a strategic reserve fund of \$50,000.00 to increase the Society's assets (motion-Heaton, second-Wilson). The total budget for 2005 is \$836,801.00. The Board unanimously approved the 2005 budget (motion-Heaton, second-Wilson).

4. Executive Secretary's Report

A. Membership

As of December 31, 2004, the Society has 4,411 active members, including 3,440 members, 937 associate members, and 34 emeritus members. Bornstein reported that the INS office processed 451 new member applications. 20.6% of the new applicants to the Society were from outside North America, compared to 15.7% in 2003 and 14.8% in 2002.

B. Dues Payment

As of January 10, 2005, 70% of the membership had paid their 2005 dues, which is better than last year (65%).

5. Committee Reports

A. Program Committee – St. Louis

Jill Rich, Chair of the Program Committee, presented the following report. Submissions were received from 18 countries. 815 abstracts were received, with 764 accepted for presentation. All submissions were reviewed by two to three Program Committee members to determine if they met criteria for inclusion in the Scientific Program. Poster sessions at this meeting will be shorter in duration than in the past, with fewer posters included in each session. Rich reported that the electronic submission system generally worked well. She outlined several recommendations to the Board for next year's program. President Brandt thanked Rich for her work on behalf of the Society.

B. Program Committee – Dublin, Ireland

On behalf of Robin Morris, Chair of the Program Committee, Bornstein provided the Board with the following update about 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 will include three invited addresses and an invited symposium on planning. Donald Stuss will deliver the Birch lecture. A post-conference satellite meeting will be held July 11-12, 2005 in Galway, Ireland on rehabilitation and language. More information about the satellite meeting is available at <http://www.conference.ie>

C. International Liaison Committee

Bernice Marcopulos presented the following report. The ILC has focused its energies on three areas in the past 6 months. It is developing a survey to be completed online by non-North American INS members. The goal of the survey is to gain a better understanding of factors that contribute to their joining and remaining in the Society, as well as features of INS they value, in order to guide future ILC program development. Board members provided Marcopulos with feedback about the draft of the survey. Marcopulos also reported that the ILC has recruited several members to serve as regional representatives from different geographic areas. Representatives are still needed for Scandinavia, Southern Europe, and the Middle East. The other project the ILC has worked on is expanding offerings available to members on the ILC webpage (<http://www.ilc-inc.org>). Two new features have been added, International Positions and Resources (including assessment scales, data bases, etc. germane to international use). The Board requested that Marcopulos review tests listed to ensure they are in the public domain and not commercial products. The ILC has also continued its regular activities, including publishing *INSNET*, developing the Book and Journal Depository, providing support for authors through the Support Consultation Program, and answering inquiries from international colleagues and organizations. The Board also reviewed the budget of the ILC Committee.

D. Continuing Education

Neil Pliskin, CE Director, provided the following report to the Board. The special theme for the St. Louis meeting CE offerings is “Medical Neuropsychology.” 29 courses are being offered, and pre-registration has been strong. The CE program for the Dublin meeting is completed, and will offer 9 courses. Planning for the Boston 2006 meeting is well underway, and the special theme will be “Innovations in Interventions.” Pliskin has submitted an application on behalf of INS to the American Psychological Association to offer accredited online and home-based CE programming. Preparations are well underway for transferring direction of the CE Committee from Dr. Pliskin to Dr. Jennifer Manly.

E. Publications Committee

Jack Fletcher, Chair of the Publications Committee, reported on the recent activities of this committee. The transition of *JINS* Editorial offices and editorial responsibilities from Igor Grant to Kathy Haaland is now completed. Haaland has made changes to the Editorial Board, and consulting editors to the journal have agreed to serve with the understanding that manuscript reviews are to be completed within 3 weeks to help reduce publication lag time. The transition to electronic submissions to *JINS* is also now completed. A recent survey was conducted and found that the membership is very positive about the journal.

Fletcher further reported that meeting abstracts will be posted on the Cambridge University Press website and can be accessed through the INS website. The current plan is to publish the abstracts as an online issue of *JINS* with pagination as a supplemental publication. He also updated the Board on the INS Book Series based on the Vivian L. Smith Summer Institute. The first book in the series will be on frontal lobes edited by Jan Risberg, with the second book on pediatric disorders edited by Marsha Barnes. Fletcher reported that discussions for publishing this book series are underway with Cambridge University Press.

F. Awards Committee

Bornstein reported on behalf of Don Stuss, Chair of the Awards Committee. The committee reviewed recommendations for Society awards previously outlined by former committee chair, Linas Bieliauskas. 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 meetings), one Society Award (the Benton Award for mid-career research achievement) and one Society Administered Awards/Grants (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 Society Administered Awards/Grants. The committee further recommended expansion of Society Awards, to also include awards for early career research achievement, lifetime achievement –

research, lifetime achievement – education, and service to the Society. A method for the creation of named awards was proposed, with the amount of the award to be limited to the amount of interest earned in a particular year on collected donations to the award fund. It was recommended that such named awards not be content-specific. The Awards Committee also proposed the creation of Honorific Presentations, a one-time presentation/symposium to be held at an INS meeting to honor a member of the Society. Such a symposium does not necessarily have to be post-humous, but the honored individual should no longer be in an active career. The Awards Committee also reviewed the proposal to establish a membership status of Fellow to recognize achievement of members, but recommended against it.

After discussion, the Board elected to accept the report and recommendations of the Awards Committee (motion-Brandt, second-Marcotte), and directed the committee to outline ways to develop and implement the awards, as well as to deliberate on award content (e.g., honorarium, travel to meeting, registration, hotel costs, etc.) in conjunction with the Society's Treasurer.

6. Old Business

A. Summer Institute

Andrew Papanicolaou provided a written report on the 2004 Summer Institute held June 21 – July 16, 2004 in Xylocastro, Greece. The topic for the institute was “The Human Frontal Lobes.” Eighty students and 13 faculty members from around the world participated in the institute. The topic for the 2005 Summer Institute is “Pediatric Neurodevelopmental Disorders.”

B. Elections

Bornstein reported on the results of the recent elections. Igor Grant has been elected President-Elect, and Erin Bigler was re-elected to serve a second term as Treasurer. The three new members of the Board of Governors are: Adele Diamond (USA), Feggy Ostrosky-Solis (Mexico), and Jenny Ogden (New Zealand).

C. Site Selection

Bornstein reported that future meeting sites are as follows: Dublin, Ireland, July 6-9, 2005; Boston, Massachusetts, February 1-5, 2006; Zurich, Switzerland, July 26-29, 2006; Portland, Oregon, February 7-10, 2007. At the Board meeting in July 2005, the Board approved holding the 2008 North American meeting at a location in Hawaii, preferably on the Island of Hawaii. Bornstein will be visiting possible hotel sites in the coming months. The Board chose Bilbao, Spain as the site for the 2007 mid-year meeting based upon a joint proposal presented to the Board by several local Neuropsychological Societies from Spain. Several preliminary proposals for future mid-year meetings sites were also reviewed. 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.

7. New Business

A. Satellite Meeting in Liechtenstein

Barbara A. Wilson discussed current plans to organize a post-meeting satellite conference to follow the 2005 mid-year meeting in Zurich, Switzerland. The satellite meeting will be held in Lichtenstein.

B. Rita Rudel Award

Bornstein reported that the Rita Rudel Award Committee, chaired by Martha Denckla, has reviewed applications for the award, and has selected a nominee. The nominee's name and her research proposal were reviewed with a member of Dr. Rudel's family, who gave their approval. The Committee recommended that Jennifer Crawford from Dartmouth College be the 2005 recipient of the Rita Rudel Award. The Board approved the Committee's selection (motion-Marcotte, second-Taylor).

C. Society Travel Reimbursement

Erin Bigler, Treasurer of the Society, reviewed the need to develop a specific policy for repayment of costs incurred for Society travel. Travel costs can be repaid in the form of a reimbursement or stipend. A stipend would be viewed as income for US members (and perhaps others) and incur tax liability. The Board adopted the policy calling for the Society to utilize a reimbursement model for travel costs (motion-Bigler, second-Coslett).

D. Meeting Abstracts

The timetable for availability of the meeting abstracts was reviewed. The Board elected to have the title and authors of all abstracts selected for presentation posted on the INS website as soon as possible after the program is finalized (motion-Marcotte, second-Heaton). The Board also discussed current criteria used for determining selection of abstracts to the scientific program. An *ad hoc* committee was established to review current guidelines and to make recommendations to the Board for possible changes. Members of this committee are: Daniel Tranel, Morris Moscovitch, Branch Coslett, Desiree White, Jill Rich, and Robert Bornstein.

E. Financial Advisory Committee

A Financial Advisory Committee was established last year to help guide the office of the Treasurer with investment options for the Society. Given that the Society is not yet at the targeted goal of 1.5 times the annual operating budget in reserves, this committee has been placed on hiatus until such time that this goal is reached in the future.

8. Meeting Adjournment

There being no other business, the meeting was adjourned at 4:02 pm by President Brandt.

(Approved July 5, 2005)