

**International Neuropsychological Society
Board of Governors Meeting
Waikoloa, Hawaii
February 5, 2008**

Members Present: Erin Bigler, Meryl Butters, Agnes Chan, Michael Corballis, Adele Diamond, Jack Fletcher, Igor Grant, David Loring, Catherine Mateer, Robin Morris, Jenni Ogden, Feggy Ostrosky-Solis, Andrew Saykin, George Prigatano, Bob Bornstein (ex-officio)

Regrets: None

1. Call to Order

President Igor Grant called the meeting or order at 2:45 pm.

2. Review of Minutes

The minutes from the Board Meeting held in Bilbao on July 3, 2007 were approved subject to minor typographical errors.

3. Treasurer Report

Dr. Erin Bigler, Treasurer, reported that the finances of the INS are in excellent shape. Gordon Chelune, newly elected Treasurer, will be taking over the Treasurer's office at the end of the Hawaii meeting. Susan Wheatley, the society's bookkeeper has done an excellent job, and will continue in the role. She has played an important part in maintaining the financial integrity of both the Executive and Treasurer's offices.

The total balance in INS accounts was a little over \$1.2 M at the end of 2007. Dr. Bigler tabled a comprehensive Treasurer Report including Profit and Loss Statements and detailing 5-year income and expense activity. The budget is judged to be working properly.

A financial issue relating to the funding of INS Awards was raised. The funding for the Benton Award, the Matthews Scholarship, and the Butters Award is in good shape. In contrast, the Cermak Award for best memory research has a dangerously low residual balance and the Rennick Award for postdoctoral students is currently at a \$0 balance. The long term health of

these awards needs to be addressed and their longevity will require the receipt and allocation of additional funds. Because these awards are in a restricted account for tax purposes, board approval is needed to fund them from general revenues. A number of proposals were discussed to deal with this concern, including the development of campaigns to build up an general endowment fund or an endowment fund for each award. The amount of each endowment would need to be approximately \$25K per award to fund them annually at the current level. It was concluded that a subgroup of Board members would investigate how to best establish a process to fundraise for INS awards for the purpose of ensuring their sustainability. In the meantime, there was consensus among the Board members that the Awards should continue to be funded from general revenue if and when necessary.

Motion: *That a subcommittee of the Board be developed to create a plan and method for infusing funds to be used for the INS Awards, but that the general fund be used to support the Awards in the interim.*
(Diamond/Ogden)

Passed unanimously

The subgroup investigating a mechanism for funding the INS awards will be chaired by Dr. Erin Bigler and include Dr. Meryl Butters, Dr. Andrew Saykin, and Dr. Gordon Chelune.

Another issue raised by Dr. Bigler concerned a recommendation with respect to funding the meeting travel for the Editor of JINS. Meeting travel has been paid, but this has been done informally, and there is currently no formal policy with respect to such reimbursement. After some discussion a motion was tabled.

Motion: *That the JINS Editor in Chief receive the same travel reimbursement as other members of the INS Board.*
(Prigatano/Diamond).

Passed unanimously

Another issue raised by the Treasurer concerned the policy with respect to the per diem awarded to members of the Board for meeting travel. Currently, the cost of coach airfare and two nights accommodation are

provided up to a limit of \$4000 per year, with the potential to receive an additional \$1000 if two overseas flights are required within one year. There is currently no policy with respect to a per diem amount for meals or other expenses. Considerable discussion ensued with respect to appropriate daily allowances, and it was decided that \$50 was an appropriate amount, with acknowledgement that this would not necessarily cover the real per diem costs occurred in all situation. It was agreed that receipts for meals would not be required.

Motion: *That members of the Board be reimbursed at the rate of \$50 per day for a total of three days (in addition to the cost of airfare and two nights of accommodation) to take effect at the current meeting. (Butters/Fletcher)*

Motion passed with 1 opposed and 0 abstaining

Dr. Bigler tabled a proposed budget for 2008 based on actual expenditures for 2007. A question arose as to whether budget lines should be allowed to be carried over. It was recognized that carryovers can be very useful to the various subcommittees and that they provide more flexibility for operational purposes. The Board asked Dr. Bigler and Dr. Chelune to review the situation and make a recommendation to the Board with respect to how carry forwards in the society's budget lines should be handled.

Dr. Bigler then talked about the future of the Treasurer's Office and the need for a period of familiarization and training when new Treasurers are elected. While he anticipated that the transition from his office to Dr. Chelune's office would be an easy one, he suggested that at some point the society should establish a more detailed transition plan to ensure continuity with respect to the society's finances and their management. Dr. Bigler also suggested that the term of office for the Treasurer should be increased, acknowledging that this would require a constitutional amendment. There was some discussion of the advantages and disadvantages of synchronizing the terms of office of the Treasurer and the Executive Secretary. It was the sense of the Board that the Treasurer should be appointed for a five-year term, but given that this would require a by-law change, a small committee made up of members of the Board should be appointed to investigate this suggestion further.

Motion: *That the Treasurer of INS should serve a term of five years, rather than three, and that a subcommittee of the Board be appointed to look at how to change this and any other related by-law changes that would be needed to achieve this. (Butters/Prigatano)*

Passed unanimously

The small group of Board members looking into the change of term of the Treasurer will include Dr. Erin Bigler (as an INS member), Dr. Bob Bornstein, and Dr. Gordon Chelune.

The Board then took action on the Treasurer's Report for 2007 and proposed budge for 2008.

Motion: *That the Board accept the Treasurer's Report as tabled. (Diamond/Saykin)*

Passed unanimously

Motion: *That the Board accept the 2008 Budget based on 2007 actual expenditures. (Fletcher/Diamond)*

Passed unanimously

4. Executive Secretary Report

Membership Update: Dr. Bob Bornstein, Executive Secretary, reported that the membership of INS is approaching 5000. The rate of growth has slowed somewhat overall, though the rate of growth of members from outside North America continues to be slightly higher than from within North America. There was some concern that the development of the European Federation of Neuropsychological Societies will likely make linkages between local European societies easier, and potentially decrease the strength of linkages with INS. It will be important to continue to build bridges with the European Federation of Neuropsychological Societies as well as with the neuropsychological societies in South American and in Asia.

Dues payments have been received at about at the same level as last year, and are currently at approximately 75%.

Rudel Award: Dr. Bornstein pointed out that a progress report from the last recipient of the Rudel Award was included with the meeting materials.

Update on media options: Dr. Bornstein passed out an estimate for services from Conference Caster, a company that provides combined audio and slide presentations on portable formats for CE courses. This could allow the potential for on-line CE's and could be a significant revenue stream for the society. He was encouraged to look into this vendor as well as other companies that provide this service.

5. INS Executive Secretary and Office Review

Under the direction of President Grant, The office of the Executive Secretary underwent a review in 2007. The review committee included Dr. Leslie Gonzales-Rothi (Chair), Dr. Donald Stuss, Dr. Desiree White, and Dr. Jack Fletcher, with Dr. Igor Grant, INS President, as ex Officio member. The review included a survey of INS leaders, a self-study report by Dr. Bornstein, and a site visit to the offices of the Executive Secretary in August 13, 2007. The Committee provided a detailed report of their findings and recommendations to the members of the Board in advance of the meeting.

The Review Committee judged that Dr. Bornstein has performed in 'an outstanding manner' as Executive Secretary of INS during the term covered in the review. He has skillfully and great dedication managed the society's finances and he has increased the efficiency and sophistication of the office, promoted and facilitated high quality programming, and successfully led continuing transitions to electronic management and communications. The committee recommended that Dr. Bornstein be offered a continuation of the position for a 4th term of five years. It was also recommended that he be given both a merit increase and a cost of living increase over each of the next five years, and that recommendations of the 2007 site visit report be implemented. Dr. Bornstein has been advised of the recommendation and has agreed to serve for an additional term if the Board so recommends.

The committee's report did raise some concern about the relatively slow growth of the society and recommended the establishment of a membership committee to look at this issue. Also recommended by the review committee were some enhancements to the society's website, increased attention to the security of information held by the society, and continued

improvements to electronic record-keeping. It was also suggested that there might be ways to use the numerous strengths of the office staff with respect to marketing and communications.

Dr. Bornstein has made it clear that this would be his last term, and the committee recommended that the society consider well in advance of the end of his term of office what kind of Executive Secretary the society should have. The committee expressed concern that there may not be qualified applicants for the position, and that both the current stipend and the advantages currently afforded by Dr. Bornstein's affiliation with Ohio State University, will make it challenging to transition to a new office in 5 years time.

Motion: *that the INS Board of Governors reappoint Dr. Bornstein as Executive Secretary for a 5 year term, and that he be given an 10% increase in his stipend for merit and a 3% per year cost of living increase for each year over his term. (Fletcher/Diamond)*

Passed unanimously

It was also recommended that there be an increase in the Treasurer's stipend, which is currently \$4,000 per year.

Dr. Bornstein reentered the meeting and was applauded by the members of the Board, who indicated their pleasure and gratitude that Dr. Bornstein is willing to continue for another term. Both Dr. Grant and Dr. Fletcher noted that the society owes Dr. Bornstein a debt of gratitude for his exceptional service to the society over many years.

Committee Reports

6. Program Committee

Waikaloa 2008: Dr. Tom Marcotte, Chair of the Hawaii Program Committee, submitted a detailed report of the Committee's work and the Hawaii program. He thanked the assistance of 53 Program Committee members. There were 1125 submissions, from 30 different countries, 99% of which were accepted. The program includes 5 plenary sessions, 2 invited symposia, 55 papers, 975 posters, and 82 symposia submissions. The theme of the meeting is neuropsychology's contributions to transdisciplinary

research. Dr. Marcotte has also introduced two new program features. In each poster session, a 'Citation Poster' will be identified for special interest. Three posters in each session were also identified as 'Featured Posters.' These will be physically set aside and there will be an opportunity for both a short presentation on the poster and the opportunity for small group discussion.

Three awards will be presented: Peter J. Molfese will receive the Rennick Award; Jan Glascher will receive the Butters Award, and Michael Seidenberg will receive the Cermak Award.

Preregistrations number 1330 with an anticipated 300 additional onsite registrations.

Dr. Marcotte also indicated that he is creating an informal guide that might assist future Program Chairs. The president thanked Dr. Marcotte and his committee for their work on what appears to be a strong program and congratulated him on developing and piloting the new and innovative formats.

Buenos Aires 2008: Marina Drake and Robin Morris are serving as the Program Committee and Dr. Drake also as the Local Arrangements Chair. Dr. Drake was unable to attend the meeting, so Dr. Bornstein and Dr. Fletcher reported on meeting planning and arrangements. Given concerns regarding costs for attendees, and particularly for students, from Argentina and other countries in South America, relatively low fees for registration and for the cost of CE programs have been established. As there are still fewer than 100 abstracts that have been submitted to the meeting, and it is now summer holidays in Argentina, the deadline for abstract submissions has been extended to the end of February. SLAN has expressed an interest in being a co-sponsor of the meeting, and if this is not a problem for the local Argentinian groups, INS is strongly supportive of SLAN co-sponsorship.

7. Continuing Education

Jennifer Manley, CE Director, provided a detailed report to the Board. She reported that CE sessions in Hawaii appeared to be well subscribed, and that she had received positive feedback on the topics. She reported undertaking an analysis that indicated that the hotter the weather at the venue the fewer the number of people who attend CE courses.

Dr. Prigatano raised the issue of whether and how presenters were provided with feedback. This has previously been handled informally and feedback is made available to presenters on request. It was agreed that from now on both ratings and written feedback would be provided to all CE presenters.

Dr. Manley reported that there will be 4 CE courses in Buenos Aires, and invitations to potential CE presenters in Helsinki have already been sent. The courses presented in Buenos Aires will be simultaneously translated and presenters will be advised that there will be a high proportion of students so that context should be tailored and will need to be presented slowly. Following some difficulty with technical issues on the first day of CE courses in Bilbao, there will be an effort to make sure that equipment is working a day ahead and that technicians who are fluent in English will be available for assistance in Buenos Aires.

The President acknowledged the outstanding work that Dr. Manley is doing in her role as CE Director, and thanked her for her continuing commitment and success.

8. International Liaison Committee

Bernice Marcopulos, Chair of the International Liaison Committee, will be ending her second term as Chair of the Committee. She strongly encouraged the Board to begin looking for and cultivating someone who might assume this role when her term is over, and to provide some overlap.

Dr. Marcopulos indicated that the European Federation of Neuropsychological Societies is working on standards for training that will cross European country boundaries and have a significant impact on training issues. She strongly encouraged the INS to make a connection with the Federation.

Dr. Marcopulos also indicated that she received many requests from potential students who want to study/train in the United States, but feels there are few resources to provide to them. She encouraged the society to think of ways that it might better address this issue. She also continues to receive requests from many local groups for sponsorship or other partnering opportunities, and believes the society should look carefully at these potential opportunities.

Dr. Marcopulos expressed some concern about the management of the Charles Matthews Fund, feeling that it should have a financial officer or some other oversight in place. She also questioned how this fund will continue to have a revenue flow, and Dr. Grant indicated that a subgroup of the Board had just been struck to look at the funding of all of the society's awards.

9. Awards

Bob Heaton, Chair of the Awards Committee, reported on the development of guidelines for and the naming of the Distinguished Career Award. This award category, intended for individuals who are at or near the end of their career and who have made a sustained and substantial commitment both to the field of neuropsychology and to the INS was originally approved at the Bilbao meeting of the Awards Committee. Dr. Heaton reported that the Committee identified 11 individuals from 6 countries for receipt of this award. Close colleagues wrote abstracts describing their contributions.

Eight of the 11 individuals will receive their awards and have their abstract read during the Hawaii meeting on Wednesday evening, following the first poster session and prior to the opening reception. Dr. Heaton reported that the individuals scheduled to receive the awards have been very appreciative of this recognition on behalf of the society. Dr. Grant encouraged all members of the Board to attend the ceremony. It is anticipated that at least one of these awards will be given at each meeting of the Society. It was suggested that mention of the awards be made on the INS website.

Motion: *that the abstracts describing the contributions of the 11 awardees of the Distinguished Career Awards, together with their photographs be put on the INS website (Loring/Diamond)*

Passed unanimously

It was also recommended that there be a news item in JINS about the awardees and if possible that both the abstracts and photos be published there.

Dr. Grant thanked Dr. Heaton for his and the committee's excellent work in the development and initiation of these awards.

10. Publications

Sureyya Dikmen, Chair of the Publications Committee, provided a written report to the Board in advance of the meeting. Dr. Dikmen indicated that JINS continues to run very smoothly. There are receiving on average 23 submissions per month, just slightly lower than in the prior two years. Review times remain very good, with just 5 weeks from submission to the first letter, and just 5 months to publication following acceptance.

The Impact Factor for JINS went up from 2003 to 2004, then down in both 2005 and 2006, returning to baseline. A more detailed analysis indicated that the variation was due primarily to one paper by Stern published in 2002. Papers on imaging and those reporting meta-analyses continue to receive a large number of citations. Journals that tend to run thematic or special topics issues tend to receive higher citations and thus a higher Impact Factor. Several articles in JINS have been picked up and covered by other media.

Abstracts for the meetings have been up on the website well prior to the meeting and abstracts have been published in a very timely fashion.

Dr. Dikmen was thanked by Dr. Grant on behalf of the Board for her outstanding job as Chair of the Publications Committee. Dr. Grant also asked that Dr. Dikman express his thanks to Dr. Kathy Holland who continues to do an excellent job as Editor of JINS.

11. Elections

Dr. Bornstein then provided a report on the outcome of elections. Dr. Stephen Rao is the President-Elect, Dr. Gordon Chelune is the Treasurer-Elect, and newly elected members to the Board are Dr. Anna Basso, from Italy, Dr. Chris Filley, from Denver, and Dr. Grant Iverson, from Vancouver.

12. Site Selection

In 2009, the winter meeting will be held in Atlanta, Georgia, on February, 11-14, 2009. The mid-year meeting will be held in Helsinki, Finland (in conjunction with the Nordic Neuropsychological Society) July 29-August 1, 2009.

The 2010 winter meeting will be held at the Fairmont Princess in Acapulco, Mexico, from February 3-6, 2010, in partnership with the Association of Latin American Neuropsychologists.

In 2011, the winter meeting is scheduled to be held in Boston, Massachusetts at the Marriot Copley Square, February 1-5, 2011.

The mid-year meeting in 2012 will be held in Oslo, Norway.

Dr. Bornstein reported on a site visit he undertook to Beijing for a possible meeting in 2010. He expressed concern that the site he visited did not appear to be a viable venue due to high levels of pollution and the long distance from central areas of Beijing that members would want to visit (location in the fifth circle from the city center). A meeting at a venue he reviewed that was more centrally located did now allow for multiple sessions and would require significant adaptation of the traditional meeting format.

A proposal for a mid-year meeting in Krakow for 2011 was circulated prior to the meeting. This appears to be a very viable location for a meeting. Given uncertainty about the location of a venue in 2010, Dr. Bornstein was asked to investigate whether this meeting might be moved to 2010, leaving a longer timeframe to plan a meeting in Asia. Other venues within Asia that were suggested for consideration, in addition to China, include Hong Kong, Singapore, and Hiroshima, Japan.

Dr. Grant raised the question of whether the Board might want to appoint a site selection committee to work with Dr. Bornstein, and suggested that Dr. Fletcher consider this in his upcoming role as President.

New Business

A request to co-sponsor a meeting in Cuba next month has been resolved and did not require further action.

In response to an email from Dawn Bowers asking the Society to suggest names to NIH-CSR as reviewers, it was recommended that a note to this effect be included in the general mailing and incorporated as news on the revised website.

President Grant expressed the gratitude of the Society to outgoing Board members Dr. Adele Diamond, Dr. Jenni Ogden, and Dr. Feggy Ostrosky-Solis for their service on the Board. Each of them were applauded by the Board and handed a certificate of appreciation.

The President also took particular pleasure in acknowledging the distinguished service of Dr. Erin Bigler as a member of the Board and INS Treasurer from 2002-2008. Dr. Grant expressed his appreciation for Dr. Bigler's detailed financial reports, his moving the society to another level in terms of financial accountability, and for his gracious willingness to participate in several new projects.

The incoming President, Dr. Jack Fletcher acknowledged and thanked Dr. Grant for his long record of service to the INS, including roles as Board Member, and as Chair of the Publications Committee, during a challenging time in which the society decided to launch its own journal. Dr. Grant also served as founder of JINS and served two successful terms as Editor, putting the society's journal on a solid foundation. Finally, he has served as President of the Society. The society owes Dr. Grant a huge debt of gratitude, and he was applauded and thanked by the Board.

Dr. Butters strongly recommended that efforts be undertaken immediately to broaden the membership of the INS and Dr. Fletcher indicated that he will initiate the appointment of a Membership Committee. Drs. Loring and Prigatano both volunteered to serve on this new committee.

16. Adjournment

Dr. Fletcher, the incoming President, adjourned the meeting at 5:50 pm.

Respectfully submitted and pending approval
Catherine Mateer, Board Secretary