

**INS Board of Governors Meeting
February 1, 2011
Boston, Massachusetts**

Members Present: Gordon Chelune, Bernice Marcopulos, Stephen Rao, Bob Bornstein (ex-officio), Grant Iverson, Rus Bauer, Doug Ris, Andreas Monsch, Paula Shear, Skye McDonald, Mark Bondi, Munro Cullum, Sandra Weintraub

Absent: Anna Basso

1 Call to orderRao

Dr. Rao called the meeting to order at 1:15. The discussion began with weather issues. The snow storm interrupted travel resulting in a lower attendance which might impact profit. Substitute speakers might be needed if speakers do not show.

2. Review of MinutesMarcopulos

Dr. Chelune put forth a motion to approve the minutes *as amended*.

Dr. Cullum 2nd

The minutes were unanimously approved.

3. Treasurer ReportChelune

Dr. Chelune distributed copies of the Treasurer report dated 2/1/11. He credited Susan Wheatley for getting all the material together in time for the meeting. Overall INS has done very well financially. Members have paid their dues in a timely manner. Our net worth is 25% higher than it was this time last year in part because of the timing of expenses and payments at this time of the year. Nonetheless, dues payments are up 80K compared to the previous year. The Executive Secretary's office has also done a great job reducing costs. One significant anomaly concerns the Cambridge royalties' revenue which needs to be reconciled.

Some money may be reimbursed for Boston registration fees because of weather cancellations.

Dr. Chelune provided information regarding INS investment accounts with Huntington. He requested advice from the BOG on how to invest our CDs. The current interest rates are very low. In terms of investing, preservation of capital should be foremost and we should minimize risk. Dr. Chelune told the BOG that our reserve target should be 1½ to 2 years of operational budget. We are not there yet. Dr. Bigler's target was 1 million when he was Treasurer. The Treasurer's office will explore several options, such as 2 year CDs vs. 1; stable bonds, money market, and will bring it back to board.

Dr. Chelune reported the financials from the conferences. Acapulco turned a profit, and Krakow was very positive. However, Krakow is still open as some travel expenses have not been received yet. In general, board travel expense spending is down. We would like to move towards paying expenses, not profit sharing for the mid-year meetings. Dr. Chelune suggested drawing up a letter of understanding with organizers for future mid-year meetings.

Ideally, all conference expense requests should be in after 90 days to close out activity for given year. In the past there were lost honorarium checks, which affected accurate accounting. Susan Wheatley does not know who attended mid-year and who will be sending in reimbursement requests. The Secretary can send list of BOG attendees to Susan.

Action Plan: Secretary will send Susan a list of attendees so she knows from whom to expect expense reports. Expense reports need to be completed by 90 days after the meeting.

Dr. Chelune reviewed the fiscal relationship with the JINS office. He suggested that the JINS office keep their own books and expenses and provide INS an accounting. This would be a clearer line of reporting, and Donna Epler is willing to do this job. JINS office can check reports since they know what they have spent and they can be accountable. Dr. Chelune will ask Dr. Haaland about whether this policy can be implemented and will report to BOG at the mid-year meeting.

Dr. Chelune reported to the BOG that Susan Wheatley has been with the Treasurer's office for a long time with no adjustment to her salary. He would like to reset the salary as the society has grown to be more complex. He proposed a 2.5% annual increase plus additional supplement in January and July. Ave Sofranko has an accounting background and might be able to help Susan with some of the Treasurer's office tasks.

Dr. Chelune put forth a motion regarding budgetary action for INS staff: That the salary for the INS support staff be given an appropriate adjustment as recommended by Drs. Chelune & Bornstein.

Dr. Bauer 2nd

Unanimously passed

Motion to accept treasurer's report

Dr. McDonald 1st

Dr. Monsch 2nd

Vote: Unanimous (with Dr. Chelune abstaining)

BOG decided in Krakow to do a review of the Treasurer's office. After the review, the BOG unanimously agreed that Chelune should be reappointed.

Dr. Bauer put forth the motion to reappoint Gordon as Treasurer for a 5-year term

2nd by Dr. Cullum

BOG vote unanimous

4. Executive Secretary Report.....Bornstein

Dr. Bornstein reported that the office is running smoothly and we have a good team. Polly Tasset will resign in 2014 when Dr. Bornstein ends his term as Executive Secretary. The Executive Secretary search process should begin in earnest in 1 year (Feb. 2012), and we should identify a successor by 2013. Dr. Bornstein asked the BOG to think about what kind of person would be good. Some desirable qualities for applicants should include a sense of history of the organization, seniority, credibility (e.g., "earn their own spurs"), good businessperson, and administrator and negotiator with hotels. The Executive Secretary Review Committee decided we should have a similar model as is currently in place. No selection committee has been established yet. Dr. Bauer will form a committee consisting of former board members and presidents, as well as others. Dr. Bornstein should be involved in the recruitment process, as he knows what the job entails. He suggested that there is a reasonable likelihood that qualified persons will not nominate themselves.

Dr. Bornstein presented a certificate to Dr. Iverson for his BOG service as he is rotating off.

5. Elections.....Bornstein

This was the first all-electronic ballot election. At first, voter turnout lagged the paper ballot, but with reminders the total was approximate to paper. Only 15% of eligible members vote. The BOG discussed how to try to increase voter participation.

Election Results:

President Elect: Jenny Ponsford

Board of Directors: Bob Bilder, Andrew Mayes, Marysse Lasonde

This was a very tight election. One person won by only a 2-vote difference.

6. Site SelectionBornstein

Dr. Bornstein reported the plans for our future meetings:

Auckland July 6-9, 2011

2012 Montreal, Oslo

2013 Hawaii, Thessaloniki

2014 Seattle

The location for the mid-year meeting for 2014 has not been decided. Several proposals are being considered, including South Africa, Israel, and Scotland. Scotland is very expensive. Dr. Bornstein will explore Cape Town and Israel. The North American meeting for 2015 should be in the center of the country, such as Austin, TX, Denver, New Orleans, or Minneapolis. For the mid-year 2015, we can consider Italy and Central Europe.

Committee Reports

Dr. Rao introduced the program chairs.

7. Program Committees

BostonJohnson

It was easy to get good speakers for the Boston meeting as most are local. There was a record number of abstract submissions (1275), 28 symposia (also a record), and 1133 individual abstracts. It was very difficult to accommodate all of them. The program committee decided to make some poster symposia. Six agreed to do poster symposia while the other 2 withdrew their abstracts. We had room for 53 paper presentations in eight sessions. There were more symposia (19). TBI was the largest category, followed by dementia.

Dr. Johnson reported on the awards presented at the meeting:

Phillip M. Rennick Award (Graduate Student)

Andrea Weinstein, University of Pittsburgh; The Effect of Aerobic Fitness on N-Acetylaspartate and Memory in Neurologically Healthy Older Adults

Nelson Butters Award (Postdoctoral)

Katherine Bangen, Ph.D., UCSD Assessment of Alzheimer's Disease Risk with Functional Magnetic Resonance Imaging: An Arterial Spin Labeling Study

Laird S. Cermak Award (Memory)

Jessica Payne, Ph.D., Assistant Professor, Notre Dame University; Sleep Preferentially Benefits Emotional Components of Scenes: Behavioral and Neural Evidence.

AucklandMcDonald

Dr. McDonald reported on the progress for the mid-year meeting in Auckland. She is co-chairing with **Lynnette Tippet** and having regular meetings with New Zealand colleagues. There is a lot of local talent in Australia and New Zealand they can draw on for speakers.

8. Continuing EducationManly

One CE speaker cannot make it so far because of bad weather, but there may be others. The Montreal meeting is already being planned. Three speakers have been invited for the Oslo meeting (Iverson, Prigatano, and Goia). We need female speakers.

The CE committee is working very hard making questions, but very few members are taking CEs. We have received good feedback on the website, and it is working well. The CE program is making a little money for the society.

Montreal will be the last meeting for Dr. Manly in her role as CE Chair. Dr. Rao congratulated Dr. Manly on a fantastic job. The BOG needs to nominate her successor. Kathy Haaland volunteered to be on the committee, as well as Mark Bondi, Monro Cullum, and Andreas Monsch. We will need nominations soon. Dr. Manly will provide a job description.

9. Student OrganizationThorgusen

Ms. Thorgusen sent a full report to the INS office and summarized it for the BOG. The student organization has been very busy and accomplished a number of goals since forming last year. They planned a number of student activities at the Boston meeting. There will be a student symposium on Thursday at 2-3:15 p.m. in Salon A & M. The BOG is encouraged to attend. Also, there is a Thursday afternoon general meeting that they hope will recruit more students. Drs. Haaland, Rao, and Bauer are leading a workshop on publishing. There is a student social on Thursday evening. The BOG gave the student organization a budget. They are sponsoring up to 50 for dinner at Uno's pizza. SINS completed a student survey. There were 200 respondents with 13% outside US. International students indicated that they need travel money. The student organization would like to find ways to offer financial support and have more online resources. They are interested in training requirements—not just US students—and would like more information on practice related issues. The international students were very similar in interests. SINS plans to focus on professional development in terms of science and research, but will collaborate with ANST to provide practice information.

A discussion ensued regarding what the student organization would like from INS and how the BOG can support their goals. SINS would like to be actively involved in the organization. They would like to have a Board liaison. In addition, they would like to form a program subcommittee, international student liaison, and have student awards. They would also like help finding research funding sources. The BOG expressed support for their distinct mission in science, including leadership and mentoring. The BOG discussed various ideas for funding student activities. Dr. Bornstein will add a voluntary contribution for student support for travel and make this a dedicated fund—"student development fund". This can go in the March mailing. The INS is a 501C tax deductible organization. SINS needs to figure out how to use student money—merit based? need based? They are planning a student meeting in New Zealand. They hope to develop a mechanism for student submissions to conferences. They discussed the need to modify the INS website, explore remote conference options, and ILC website resources.

Dr. Chelune discussed a yearly budget item for student support.

1st motion: Dr. Monsch, \$500 recurring budget item for students

Dr. McDonald 2nd

Unanimously approved

10. International LiaisonCherner..... 22-27

Dr. Cherner was not present at the meeting, but the BOG reviewed her report and her budget request. The Board requested that Dr. John Woodard ensure that RECP recipients acknowledge INS help. The RECP is available to any person; they don't need to be INS members and they don't need to publish in JINS.

Dr. Bauer put forth the motion to approve ILC budget.

2nd Dr. Shear

Budget approved

11. AwardsHeaton

Dr. Heaton announced that only 3 of the 6 Distinguished Career Awardees (deRenzi, Fennel, Mattis, Kinsboure, Reed, Wilson) will make it to the Wednesday evening presentation. Barbara Wilson knew she won the award before her death. Dr. Andrew Kertesz, who was selected to receive the award in Boston, but could not attend, can come to Montreal. Dr. Gunstad will receive the early career award at this meeting (postponed in Acapulco due to health issues). Dr. Keith Yeates will receive the Benton Award for mid-career research. Dr. Adam Brickman will receive the early career award at the Montreal meeting. This year the committee faced a challenge because they had an unusually strong slate of candidates for both Early Career Research and Mid-Career Research Awards. They had difficulty choosing between the most outstanding candidates at each career level. Dr. Heaton asked the BOG if they would allow the awards committee to select up to two people if they have very strong candidates, one at each level.

Motion: Allow Dr. Heaton and his committee the flexibility to select up to two awardees in time for the program chair to accommodate.

2nd by Dr. Bauer

Unanimous approval

12. Publications.....Dikmen

Dr. Dikmen reported that JINS is doing very well. JINS received a high number of submissions this year (25/month in 2009 and 27/mo in 2010). The rejection rate for 2010 was 62%. The turnaround time is very good: 4 weeks from submission to first letter and acceptance to electronic publication (first view) at about 7 weeks. The impact factor continues to rise (2.76). JINS is seeking focused content, short reviews and symposia. Dr. Rao congratulated Dr. Haaland for a job well done.

Oxford wants to pursue the INS dictionary. The publication committee contemplated doing a Wikipedia, but someone has to be responsible to manage it, as well as ensure accuracy. There is no financial support to do this. David Loring has agreed to do a regular INS dictionary with Oxford, not Wikipedia. The Board discussed the merits of having a hard copy dictionary versus an on-line version, as well as an I-phone app. INS will get some royalties on the dictionary, but the first edition did not make a profit for the society.

Old Business

13. Future Planning Meeting.....Rao

A subcommittee met before the Board meeting to develop a blueprint regarding the future of INS. The subcommittee agreed that the three key elements or pillars of INS are: 1) Science; 2) International; and 3) Multidisciplinary. Several issues were considered, including the observation that the membership has flattened in terms of growth. We are more homogeneous, with less than 4% non-psychologists and less than 20% of our members are from outside North America. We have very few cognitive psychologist members. We lose members to competing organizations in cognitive neuroscience, imaging, and genetics. The committee generated several ideas to maintain and strengthen the vitality of the organization. For instance, we can do a better job of publicizing our discoveries and be more involved in public policy (e.g., NIH, other government agencies). We can enhance the scientific program at our meetings to represent the groups we are trying to target. An advisory board can help the program chair to cover all areas. We can create a new INS symbol. A web-based survey and targeted interviews of members can help us understand what the membership wants, how to keep members active, and what causes members to move away. To achieve these aims, the Board decided to develop a strategic planning committee which will quickly develop 1, 2, and 5-year goals. Dr. Bauer will put together a simple bulleted list and create a standing committee that will be ad hoc at first for flexibility, then a standing committee later.

Dr. Ris put forth the motion to form an ad hoc committee

Motion 2nd by Dr. Weintraub

The Board unanimously approved the motion.

Action: Dr. Bauer will generate 1, 2, and 5-year goals. Board members, please e-mail Dr. Bauer with your suggestions.

New Business

14. AdjournmentRao

Dr. Rao thanked committee chairs and board members and ended the meeting at 5:11 pm.

Respectfully submitted,

Bernice A. Marcopulos, Ph.D., ABPP-Cn

INS Board Secretary