

**INS Board of Governors
July 10, 2013 8:30 A.M.
Amsterdam, the Netherlands**

Members Present: Ponsford (President), Bigler (Incoming President), Bornstein (Executive Secretary), Chelune (Treasurer), Marcopulos (Secretary), **Members-at-Large:** Mayes, Kessels, Bilder, Bowers, Manly, Lassonde, Hokkanen, Brickman, O'Connor, Watts (President-Elect)

Absent: none

1. **Call to order** Dr. Ponsford called the meeting to order at 8:33 am and welcomed all board members, including President-Elect Dr. Ann Watts. Dr. Ponsford asked everyone to introduce themselves and say where they are from.

2. **Review of Minutes** The minutes from the Hawaii meeting were reviewed. Dr. Bowers moved to approve the minutes with no changes. Dr. Manly seconded the motion and this was unanimously approved by the BOG.

3. **Treasurer Report**

a. The audit is currently underway, and Dr. Chelune reported no major problems so far.

b. The Treasurer's report from the Hawaii meeting was updated as the year-end financial figures did not reflect the revenues from the Oslo meeting (\$33,691.04) nor the royalties payments from Cambridge for 2011 and 2012 (\$62,239.33). These revenues will be part of the 2013 year-end report. Had they been included as 2012 income, our 2012 assets would have been 1,619,898.92, representing approximately a 7% increase over 2012. As of June 29, 2013, the Society has an accounts balance of \$1,285,851.62.

c. The Treasurer's office is re-examining investment strategies. CDS are now being purchased on the "retail" market rather than through brokered "commercial" channels. These pay two to three times higher interest, but require more work on the treasurer's part to monitor. In Hawaii, we had \$500,000 in CDs at an average interest rate of 0.41%. We now have \$900,000 in CDs at an average rate of 1.12%. We used monies from our money market account at Huntington to purchase an additional \$400,000 in CDs at substantially higher interest rates. The ad hoc Financial Advisory Task Force (Drs. Gordon Chelune, Paul Craig, Laura Lacritz, Fred Unverzagt, Richard Naugle, Kevin Duff, Ashley Curiel, Dorene Rentz) looked at strategies and included a copy of their recommendations in the Treasurer's report. The goal is to have profitable mid-year meetings and follow the principle of "the prudent person" to be responsible to the membership for safe and secure investments. They recommended a targeted goal with more aggressive strategies. Dr. Chelune would like to set up committee to decide how much money is needed for financial security. Perhaps it is sufficient to just cover the central office operating costs. A reserve of approximately \$350,000 to \$500,000 for the basic operating costs of the office would suffice. A reserve of \$750,000 would carry the society for two years. One to two years of operating costs are usually covered in businesses. Dr. Chelune discussed whether the society should use an investment advisor to manage our accounts. A target figure of \$750,000 could be a cash reserve to cover three years. The remainder could be invested more aggressively. The new Treasurer will make these decisions and draw up a financial strategy and policy.

Dr. Chelune put forth a motion to maintain two to three times the estimated operating costs (excluding meeting costs) in the reserve fund. With monies beyond that the society would explore other

investment options with potentially higher returns. The motion was 2nd by Dr. Watts and passed unanimously.

There will be more discussion on the budget in Seattle when Dr. Chelune can get more precise figures.

d. Dr. Chelune reported that he reviewed the budget for the meetings which have four components: 1) speakers, 2) awards, 3) stipends and 4) travel costs. He discussed the stipends for speaker's fees and support for the meetings and provided a detailed break-down in his written report. Dr. Chelune recommended developing a more uniform policy. There has been some confusion when someone is performing more than one duty at the meeting (e.g., keynote & workshop). A discussion ensued as to how to cover them when they are at the meeting. The BOG discussed flexibility, exceptions, and special situations which can be individually negotiated. Accommodation and honoraria should be additive as policy. A suggestion was made for a policy that can be written into the program chairs instructions. The BOG discussed waiving the registration fee for invited speakers which comes from the meeting budget. There should be uniformity across meetings for invited symposia. Should the program chair use \$5,000 and meeting fee waiver for symposium? Perhaps it could be discretionary for the program chair, but it must be applied consistently.

Dr. Chelune discussed the awards budget and the sources for funding. He provided a written Master list for the BOG to review. Student awards have been part of a grant from APA. The Butters, Rennick, and Cermak awards come from the program meeting budget. The Benton and Birch lectures are a program expense. The early career and lifetime achievement awards are program expenses but not the Satz award. They get a flat \$1500 for travel which is an INS expense. Distinguished awardees get a \$1500 flat fee. Other options were discussed such as changing it to airfare and providing a per diem. This discussion will continue in Seattle. A proposal will be reviewed.

e. Dr. Chelune discussed his proposal for "Right Sizing Travel Support and Stipends". The Treasurer stipend was downsized because the Executive Secretary's office took over accounting. On the other hand, new investments will require more monitoring. There will be a consolidation of staff into the executive secretary office. By reducing the stipend to \$4000, more money can go to increase staffing in the executive secretary office. The Program Chair stipend will be increased to \$3000 plus hotel (up to 6 nights) and per diem (6 days), airfare. The CE Chair function can be handled by the program chair at the mid-year meeting and the stipend can be reduced from \$4,000 to \$3,000. This can be negotiated. These are all from the INS budget. Currently the President is only covered for three nights and four days per diem. Should it be increased to 5 nights and 6 per diem? This should also be provided for the Executive Secretary. A suggestion was made to decrease the stipend for the ILC Chair. The BOG had several questions regarding this change for Dr. Cherner who was not present at the meeting.

The changes will become effective in 2014. The increases will go into effect this meeting for the president and the executive secretary.

Motion: Dr. Chelune

We have made a number of recommendations in re-allocating stipends and travel expenses. The increases will go into effect this meeting and the decreases in 2014.

Bilder 2nd

Passed unanimously.

4. Executive Secretary Report Dr. Bornstein reported that the most important issue is the transition to the new Executive Secretary. Things are moving forward. INS will contract with the University of Utah for Dr. Chelune's services. The plan is that sometime between the end of the Seattle meeting and the end of March the INS office will physically move. INS is covering two stipends temporarily during the transition period. Polly Tasset is retiring but Ave Sofranko may assume meeting registration duties temporarily during the transition. Dr. Ponsford commended Drs. Bornstein and Chelune for the smooth transition.

Committee Reports

5. Program Committee:

Amsterdam Dr. Kessels gave the program committee report. There were over 500 submissions and over 700 registered which was considerably more than expected. INS hopes to make a profit. Dr. Ponsford complemented Dr. Kessels on a superb job on organizing the conference.

Seattle Dr. Ponsford reported for Dr. Jennifer Vasterling, the Program Chair. She reported that the meeting is very well under control. The theme is *Translating evidence into practice*. There are several invited lectures by the following speakers: Laurence Steinberg, Michael McCrae, Andrew Saykin, John Whyte, Simon Baron-Cohen, Glenn Smith, and others. There are three invited symposia. There will be a debate on cognitive retraining vs compensation. The meeting will have an overlapping day with the American Neuropsychiatric Association.

6. Continuing Education Dr. Raul Gonzalez is hoping to offer AMA approved workshops to interest attendees of the ANA conference in Seattle. He complemented Dr. Kessels for all his work on the CE workshops in Amsterdam. Dr. Gonzalez requested input for the Jerusalem meeting. Dr. Gonzalez made a number of changes in Hawaii such as having all invited symposia available for \$25 CE credit and eliminating food from workshops. He elicited feedback on these changes as well as proposals for multiple fee structures. He reported that he received a comment that there were no handouts for non-plenary workshops. A discussion ensued on how to provide handouts, perhaps just electronic access to the slides. Dr. Ponsford thanked him for his hard work.

7. Student Organization Dr. Bilder provided a report on the activities of the Student Liaison Committee. The BOG discussed policies to engage more non-North American students. The SLC has done a good job recruiting international student representatives to the SLC to aid with international outreach. Dr. Bilder said they recruited nine international members. Dr. Ponsford remarked that the needs should be driven by international students. Dr. Ponsford suggested a forum of international students with a stronger link with the ILC. The SLC recommends that the website be revised to make it more enticing to students. Dr. Ponsford suggested the Board reach out to the students with a student social. Refreshments could be provided. The students do not have an operating budget. The BOG will work with the students to develop budget.

Dr. Bilder introduced the International Student Liaison, Irene Meier. She is a Swiss native currently at Columbia. She is trying to get more student members. She is working with the ILC on a searchable database for training programs. They have 55 followers on their Facebook page. They are working on an operations manual. They are working with the program chairs for Seattle and Jerusalem meetings for student programming. The workshops are free for students. Dr. Ponsford would like to have more communication with students. She proposed a forum with students and the BOG and Program Chair during each meeting. They will plan a social event with students and Board members in Seattle. The BOG thanked Irene for her hard work.

8. International Liaison Dr. Cherner was not in attendance but provided a written report for the BOG to review.

9. Awards

Dr. Heaton reported that two awards will be presented at the Amsterdam meeting. Dr. Ed de Haan will receive the Paul Satz-INS Career Mentoring award (sponsored by PAR, Inc) and Dr. Michael Kopelman will receive the Distinguished Career award. Dr. Heaton suggested that student awardees should also get a certificate.

10. Nominations Dr. Bornstein provided the elections slate.

President Elect:

Kathy Haaland (USA)
Katie Mateer (Canada)

Treasurer:

Paul Cirino (USA)
Bruce Hermann (USA)

Members-at-large:

Scott Langenecker (USA)
John Gunstad (USA)
Peter Arnett (USA)
Dorene Rentz (USA)
Emilia Lojek (Poland)
Guy Vingerhoets (Belgium)

11. Site Selection Dr. Bornstein reported that the Society prefers to have meetings planned three years in advance. 2014 and 2015 are all set. Plans are being made for Boston in 2016. Planning for the mid-year meeting for 2017 will be more difficult. The European Federation meets every other year so it is best to avoid being in same place or same time. Dr. Bornstein has discussed London with Drs. Michael Kopelman and Robin Morris. The last time INS met in the UK was in early 1990s. One advantage is that it is easy to get to London and there are large numbers of neuropsychologists and two large local societies (BNS, BPS) as well as strong affiliations with the Dutch neuropsychological society. Edinburgh was considered as well but is very expensive. A discussion ensued on the pros and cons of London. The BOG agreed to pursue the London option as it will likely be a well-attended and successful meeting.

Dr. Bornstein also proposed Prague or Vienna as possible future venues. INS would partner with the existing neuropsychological societies. These venues have smaller neuropsychology communities but large Universities that can host conventions. It is a high time for tourism but a low time for conventions which helps the negotiations.

12. Publications Dr. Dikmen reported on the selection of the new JINS editor to replace Dr. Haaland who is stepping down at the end of 2013. They had an excellent pool of candidates to consider. The Board reviewed the recommendation for the new JINS editor from the Publications Committee which consists of Drs. Eli Vakil, Adam Brickman, Jack Fletcher, Sureyya Dikmen, and Gerry Taylor. A motion was put forth by Dr. Brickman to accept the nomination of Dr. Steve Rao for JINS editor.

Dr. Bowers 2nd

Unanimously approved

A discussion ensued regarding the re-negotiation of the stipend for the new editor and the associate editors. Consideration was given to the roles of editorial support, the associate editors, other APA journals and support provided by Cambridge. There will be more involvement of the associate editors. Cambridge agreed to increase their support by \$5,000 to JINS starting in January. The Board authorized a range for negotiation with the new editor. The BOG would like to see more diversity and representation from outside North America. The BOG plans to make recommendations for new directions for JINS in Seattle.

Dr. Loring informed Dr. Dikmen that the INS dictionary is 80-90% complete. He is asking for volunteers to review the dictionary. The first dictionary was reviewed by Dr. Charles Matthews.

Dr. Haaland provided a detailed report summarizing the activities of JINS from 1/1/2013 to 5/31/2013. The number of manuscripts received per month has been increasing since 2007. The rejection rate has increased from 66% in 2012 to 74% in 2013. The number of pages increased as well as the number of issues from 6 to 10 per year. There will be another page increase in 2015. Cambridge has been promoting JINS with press releases and e-mail campaigns. CE credit is now available for select JINS articles. Virtual issues which are comprised of 7 to 10 papers previously published in JINS have been sent free of charge to clinicians and researchers to make these papers more readily available to non-INS members. Dr. Haaland recently dealt with a case of plagiarism identified by a reviewer. She found that neither JINS nor Cambridge had a specific procedure to deal with this. The problem was resolved before the paper was reviewed. Institutions were contacted. They followed the procedures established by the Committee of Publication Ethics (COPE). A suggestion was made for CE training for plagiarism.

Dr. Ponsford thanked Dr. Haaland for her last report to the BOG. She has done a sensational job.

Old Business

13. Future Planning Dr. Ponsford proposed that the BOG construct a survey of the membership to guide strategic planning. The Board discussed the importance of using sound survey methodology. Dr. Marcopulos indicated that University of Virginia has a survey center that might be able to provide consultation and assistance in designing a survey. Dr. Ponsford appointed a strategic planning group consisting of Drs. Roy Kessels, Gordon Chelune, and Bernice Marcopulos. The survey will explore membership views on how the Society spend excess funds, forge our identity, and our relationships other organizations.

New Business

14. PsycBITE Proposal

A proposal was initially submitted by Drs. Robyn Tate and Skye MacDonald to the executive committee requesting \$30,000 to support the PsycBITE which is an international, freely accessible, database of evidence based research on treatments for those with brain impairment. A discussion ensued regarding whether INS should have an active role and provide financial support. A revised proposal was submitted which requested \$10,000 annually. This request will be reviewed in discussions for future planning.

15. Summer Institute Vivian Smith Foundation. Drs. Linas Bieliauskas and Andrew Papanicolaou have attempted to revive donors to fund the Institute which was very successful and provided a very valuable educational experience for students. The Board requested that Dr. Papanicolaou submit a formal proposal with more detailed information for the BOG to review.

16. Adjournment Dr. Ponsford adjourned the meeting at 12:03 pm

Respectfully submitted

Bernice Marcopulos, Board Secretary