

INS Board of Governors
Tuesday July 8, 2014 at 1:00pm
Jerusalem, Israel

Members Present: Erin Bigler (President), Gordon Chelune (Executive Secretary – Ex Officio), Bruce Hermann (Treasurer), Bernice Marcopulos (Secretary)

Members-at-Large: Roy Kessels, Jennifer Manly, Laura Hokkanen, Margaret O'Connor, Emilia Łojek, Guy Vingerhoets

Regrets: Kathy Haaland, (President-Elect), Ann Watts, (Incoming president), Adam Brickman, Dawn Bowers, Peter Arnett

1. Call to Order

Dr. Bigler called the meeting to order at 1:05 pm. He welcomed new BOG members Emilia Łojek, and Guy Vingerhoets, and asked everyone to introduce themselves. Dr. Peter Arnett, also a new member, was unable to attend the meeting. He is a professor at Penn State University.

Dr. Bigler vowed to keep the BOG meetings focused and to accomplish items on the agenda. He plans to use a conference timer for future meetings to keep discussions within 20 minutes per agenda item in order to move through the agenda more efficiently.

2. Review of 2014 Seattle Minutes Board of Governors Meeting

Board of Governors Meeting

The addendum to the Seattle minutes which recorded the e-mail vote to approve the development of a smart phone app for the Denver meeting was put up to the BOG for vote.

Dr. Jennifer Manly put forth a motion to approve the minutes with the addendum.

Dr. Roy Kessels seconded the motion.

The addendum to the minutes was unanimously approved.¹

Business Meeting

Dr. Roy Kessels put forth a motion to approve the INS business meeting minutes from Seattle.

Dr. Hermann seconded the motion.

The business meeting minutes were unanimously approved.

3. Treasurer Report

Dr. Hermann thanked Drs. Bornstein and Chelune for their help during the transition. The audit went fine. Dr. Hermann directed the BOG to the report showing our account balance as \$1,630,166.10. The Seattle meeting was profitable and investments are doing well. The CDs purchased on the retail market have earned an average rate of 1% (standard for the kind of secured investment INS has always done).

Ms. Pietro & Marcks have presented great ideas to cut costs and increase revenue. They found a missing JINS royalty check from 2010. The INS office has saved money on credit cards and

¹ These items were previously approved by e-mail vote

banking fees. The transition from Ohio State and Dr. Bornstein to Dr. Chelune has gone smoothly.

Dr. Hermann would like to move on forming an ad hoc committee to research investments and provide recommendations to the Treasurer's office. Dr. Hermann also suggested that we consider using a travel agency to handle travel costs for Board members, speakers, etc. We should ensure that the agency can deal with flights originating outside the US. The per diem costs would still be handled through the office.

Action Item: Dr. Hermann will prepare a proposal for using a travel agent to arrange board and speaker travel. This proposal will be ready for the BOG to review in Denver.

Dr. Hermann also would like the BOG to consider a dues increase. With a decline in membership, there is more pressure to make a profit on meetings. There has not been a dues increase in eleven years. This will also be reviewed in Denver.

Dr. Hermann requested that the BOG and committee chairs turn in their reimbursement forms within 30 days.

Dr. Bigler commended the INS office staff for their efforts at saving money. He thanked Dr. Chelune for taking on the Executive Secretary role, and hiring excellent office staff.

4. Executive Secretary Report

Dr. Chelune directed the BOG's attention to the written report provided in the meeting materials and gave the following highlights:

1. The INS staff moved into the new offices shortly after the annual conference, and Ave Sofranko, Sue O'Brien and Dr. Bruce Hermann arrived in early March for training and orientation. The transition has gone well. It is a process of discovery and enables us to look at things differently.
2. Working with the new Treasurer, accounts receivable and payable have been integrated within the INS office.
3. The infrastructure has been re-created. Bank services in Salt Lake City have been established with JP Morgan Chase and with Fidelity Investments.
4. The business identity of INS within the State of Massachusetts has been updated with Dr. Roberta White stepping down and Dr. Margret O'Connor taking over as our new "resident agent."
5. The INS webpage is being updated, and more information and pictures of the BOG has been posted.
6. Work on the INS Jerusalem Program went well in collaboration with Target Management services, with expanded attention to the INS Award recipients.
7. Denver Call for Abstracts is open.

Dr. Chelune briefly reviewed the membership statistics. He suggested that the BOG read these details in the report. If we include people who paid dues within the past 4 years, our membership number is 4,752. If we include those who paid their dues this year we have 3,270 members, a 2% decrease compared to last year.

Dr. Chelune listed the locations and dates for future meetings:

2015

Denver February 4-7 Hyatt Regency Denver
Sydney July 1-4 Sydney Sofitel Wentworth

2016

Boston February 2-6 Marriott Copley Square
London July 5-8 Riverbank Park Plaza

2017

New Orleans February 1-4 Marriott New Orleans
Possibly Cape Town in July working with the Psychological Association of South Africa
and the South African Clinical Neuropsychological Association

2018

Washington, DC February 14-17 Marriott Washington, Wardman Park
Considering Prague or Vienna, possibly Barcelona

2022

New Orleans February 2-5 Marriott New Orleans

2023

Washington, DC February 15-18 Marriott Washington, Wardman Park

Dr. Bigler presented a proposal to change the name of the position of the Executive Secretary to the Executive Director.

Dr. Manly moved to change the title from Executive Secretary to Executive Director

Dr. Hokkanen seconded the motion.

The motion was unanimously approved.

Committee Reports

5. Program Committee:

Dr. Vakil reported that the Jerusalem conference received 310 submissions. At the start of the Seattle meeting there were fewer than 100, but by the end of the meeting they had tripled. Three submissions were rejected and six withdrew because they had requested an oral presentation but were given posters. The final tally was 197 posters, 69 papers, 14 paper sessions, seven symposia, and six keynotes. The conference will break even or better with 350 participants. They worked with a local company who suggested charges for the meeting which turned out to be expensive for students. INS absorbed the VAT for the students. Fifteen students were hired in lieu of registration. If they receive a grant from the local international development office we will be able to reimburse students. We need to have 400 participants to get the grant. So far just a few conference attendees cancelled because of the political situation. Forty presenters have not yet registered. Dr. Vakil asked the BOG what to do with presenters who have not registered and who do not show up. They should not be in the program if they do not show up. Should people be reimbursed for the conference fee for cancellation after the deadline because of the political situation?

Dr. Vakil thanked the committee and Drs. Bigler and Chelune, the INS office, Tandy and Chantal for their support. Even though this was Tandy and Chantal's first conference they handled it like pros. Dr. Vakil also thanked the Target Company, as well as Dr. Bob Bornstein for choosing Jerusalem and the hotel. Dr. Bigler thanked Dr. Vakil for the beautiful venue.

With the electronic program planned for Denver, this will circumvent the problem of no shows on program.

Dr. Chelune read the cancellation policy to the BOG. After June there is no refund. It is up to the board whether to follow the posted policy. Dr. Bigler proposed to have a minimum of \$25 to a maximum of \$75 to cover costs of Target. The board authorized Drs. Hermann to negotiate with Target at meeting.

Dr. Bigler put forth the motion to give Drs. Hermann and Vakil the authority to negotiate an arrangement with Target to decide about reimbursements for cancellations.

Dr. Manly seconded the motion.

It was unanimously approved.

Dr. Manly asked Dr. Vakil if he met his goals for the conference. He replied that he met the goals of being international meeting with participants from 31 countries, and met goal of theme "Lab to Rehab". However, he did not meet the goal of having participation of students. A discussion ensued regarding costs for students to attend and whether this should be part of the strategic plan?

A discussion ensued regarding how to balance the fiscal realities of putting on such a conference with other goal such as increasing student attendance. Dr. Vakil planned the budget to break even. Should we invest in students?

Denver meeting

Dr. Bigler reported for Dr. Derin Cobia, program chair from Northwestern, that everything was coming together very nicely. It will be a great venue and very student friendly. There is an open mall area next to hotel with relatively inexpensive restaurants, as well as theatres and culture. Michael Gazzaniga will be the keynote. The meeting is commemorating the 50th anniversary of Norman Geschwind's seminal paper "Disconnection Syndromes in Animals and Man". Dr. Geschwind was INS' 4th president. The conference theme will be on brain networks and their relevance to neuropsychology. There will be a meeting mobile app and they have designed a meeting logo which Dr. Bigler showed to the BOG.

Future Programs

Dr. Jennie Ponsford is the Program Chair for the meeting in Sydney, Australia.

Dr. Ann Watts is working on plans for the Boston meeting with Program Chair Rosemary Fama.

Dr. Kathy Haaland is planning the London meeting with Drs. Kopelman and Morris.

6. Continuing Education

Dr. Raul. Gonzalez reported that there were two 1.5 hour CE workshops Wednesday morning on the first day of the conference. No APA CE credits were offered for the plenary sessions.

Dr. Gonzalez reported that 1,875 CE evaluations were completed for the 12 CE workshops and 11 plenaries offered as CEs at the Seattle meeting. Seattle was the first meeting with digital rather than paper handouts. E-mails were sent out with links. Attendees could download two versions of pdfs or slides. Ave Sofranko and Sue O'Brien did a fantastic job making this new system work. The response from the attendees was overwhelmingly positive. We will continue to provide digital rather than paper handouts moving forward. One customer satisfaction issue was that attendees also expect handouts with plenaries. One suggestion was made to create a CE structure that stipulates that if you pay for CE credits, you will have access to slides, assuming the presenter agrees. We need to do this to stay in compliance with APA standards. This may encourage more to register. Dr. Gonzalez told the BOG that APA renewed our CE program for only one year so we can resolve some issues. The workshops are rated very high. Dr. Hermann reported that CEs brought in \$99,000 to the society.

Dr. Gonzalez said that the speakers for CE workshop for Denver have been arranged.

More members have been accessing JINS CE credits. According to APA, any CE needs to be 1 hour which means we cannot use shorter articles.

Dr. Gonzalez asked us to consider an all access discount pass for CEs. Dr. Bigler asked if there was any downside. Dr. Manly pointed out that it will be hard to plan for space without advance registration. How many CEs does the average CE goer attend? We need this information to calculate the cost for an “all access pass”. The BOG discussed approving this one time for Denver and then look at the results.

Action item: Dr. Bigler proposed asking Dr. Gonzalez and the INS office to make a proposal on how to give a discount for Denver. The BOG will decide this via electronic vote before Denver.

Dr. Gonzalez proposed offering digital handouts to share with developing countries. We would have to get the presenters to agree.

7. International Liaison

Dr. Cherner was not present at the meeting, but submitted a written report for the BOG to review.

INSNET Editor

Dr. Patricia Klaas is stepping down as the ILC INSNET editor. The INSNET is under the ILC, but it is an INS publication. The BOG should recruit a new editor. The INSNET should be part of the Publications Committee. INS will put out a call for nominations for INSNET editor with Dr. Dikmen as the contact. The Publications Committee will serve as the search committee for the INSNet editor.

8. Awards

Dr. Robert Heaton announced that Dr. Dan Hoofien from Hebrew University of Jerusalem will get the INS Distinguished Career award. Dr. Gina Geffen from Queensland University in Australia will receive the Paul Satz INS Career Mentoring Award. Both awardees will be present at the meeting to receive their awards.

Dr. Hokkanen suggested that we include a description of the awards. She was pleased to see the addition of the Marit Korkman award for the most outstanding student submission on pediatric neuropsychology. Sarit Rotem of Bar-Ilan University will receive the inaugural Marit Korkman Award.

Other awardees to be recognized during the Jerusalem meetings include:

Sarah Rajtmajer (Pennsylvania State University) for the Nelson Butters Award for the best submission by a post-doctoral fellow; Yoni Pertzov (Hebrew University) for the Laird S. Cermak Award for the best submission in the field of memory or memory disorders; Dror Dotan (Tel Aviv University) for the Philip M. Rennick Award for the best submission by a graduate student.

The Student Liaison Committee made awards to the following students: Oren Civier (post-doctoral fellow, Bar Ilan University); Naama Mayseless (doctoral student, University of Haifa); Monica Toba (post-doctoral fellow, L'Institut du Cerveau et de la Moelle Epiniere); Irene Huenges Wajer (doctoral student, University Medical Center Utrecht); and Hila Zadka (doctoral student, Hebrew University).

9. Nomination & Elections

Dr. Chelune announced the slate for the upcoming elections.

President:

- Michael Kopelman (England)
- Hendrik Niemann (Germany)

Secretary:

- Michael McCrea (USA)
- Brenda Spiegler (Canada)

Member-at-Large:

- Greg Brown (USA)
- John DeLuca (USA)
- Marina Drake (Argentina)
- Jonathan Evans (Scotland)
- Lyn Turkstra (USA)
- Martine van Zandvoort (Netherlands)

The nominations committee included Drs. Jennie Ponsford (Chair), Bob Bornstein, Roy Kessels, Andrew Mayes, and Marysse Lassonde.

The bylaws state that voting needs to be done by mail. If five people get an endorsement, they can get on ballot. The ballot closes in November and remains open until mid-January. This does not allow the winners very much time to plan to attend the meeting in February.

According to the bylaws, the nominating committee should consist of the Past President as chair and four additional members selected by President. None of the committee members should be on the Board. We need to be in compliance with these bylaws. Dr. Chelune suggested we review all the bylaws to ensure they are up to date and we are in compliance.

Action Item: Create a subcommittee to review the bylaws to bring them up to date.

11. Publications

Dr. Sureyya Dikmen announced that this is the first meeting with the new JINS editor Dr. Steve Rao. Dr. Rao instituted several new initiatives such as the student review mentoring program which he would like to advertise more widely. Student reviewers will be recognized in the journal along with other ad hoc reviewers. There is a special issue on the NIH toolbox with CE credit. He thanked Dr. Gonzalez and the CE committee for their help in setting this up. One-third of the new editorial board members are from outside North America. Dr. Rao would like feedback from the BOG on his idea to prioritize papers involving basic science and translational research which could increase the impact factor. This will need to be balanced with the membership who wants more clinically relevant papers. The Society includes clinicians who are also researchers. The impact factor for 2013 has not come out yet. Circulation of JINS good. It increased by 1,400 and is now 7,000. There have been over 100,000 downloads. Dr. Rao did away with the category of "reject and re-submit" because this decision is ambiguous to an author. Instead, in such cases, decision letters will either request a major revision or reject the paper outright.

Dr. Bigler suggested that the BOG discuss Dr. Rao's approach to increasing the impact factor when we discuss future planning for the society.

Dr. Manly put forth a motion to post a description of the JINS student review program on the INS website.

Dr. Kessels seconded the motion.

Unanimously approved.

The INS dictionary is finished but Dr. Loring is requesting a senior reader to review the entries for accuracy. It is a big job - 4,000 words! There will be a print and an online version.

Dr. Bigler proposed that the BOG take responsibility to review the INS dictionary.

Dr. O'Connor seconded the motion.

Unanimously approved.

Action plan: Dr. Hermann will contact board members to assign portions of dictionary for review.

12. Student Liaison

Irene Meier, Student Liaison Committee (SLC) Chair summarized some of the highlights from the very detailed report on all of the SLC's accomplishments, proposed activities, and their budget. The SLC has created an operations manual. They organized student events for the Seattle and Jerusalem meetings. They already set the program for Denver. The SLC requested help in recruiting international student representatives. Dr. Lojek and Hokkanen stepped in to help the SLC. Dr. Hokkanen pointed out that there is a new incoming member at large, Coco Bernard from Monash University who will assist with the mid-year 2015 meeting preparations. The board agreed on the nomination and Coco has since been involved in the SLC.

Dr. Lojek can use lists she developed for the Krakow meeting to create a student network. The ILC and SLC need to work more closely together. The committee is trying to advertise to more students and reach out to mentors to get more students to join. They are working on the International training programs list. They are developing their Facebook page and a listserv and have developed a proposal for content. The website will be ready to go up soon. They are working on the Mentor program. Dr. Rao suggested that students ask their mentors to become aware of SLC program. The students rented a room at the Jerusalem meeting where they can have lunch and network. Ms. Meier invited the BOG to stop by. The SLC was successful in securing another APA grant for \$1,000. They will award \$200 to each student for the best abstracts. They discussed best way to award money to students. Electronic transfer may be the best method.

Dr. Manly and other Board members commended the students for how much work went into the report.

Old Business

13. INS Survey – deferred

14. Strategic Planning

Dr. Bigler asked the committee chairs to stay in the meeting room to discuss future planning.

Dr. Bigler proposed creating a standing strategic planning committee (SPC). The committee's first task would be increasing voter turnout by the members. Dr. Bigler asked for a discussion regarding this proposal. The BOG discussed why this special committee is needed and how it would be structured. The SPC could invite ad hoc members who would bring a unique perspective. Dr. Hermann suggested that we have three and five year strategic plans. The topics would be decided by BOG, and the committee would have to implement it.

The BOG needs a vote of the membership to change the bylaws to make this a standing committee. We can make ad hoc committees any time. task force is time limited and focused on a particular task. When the task is accomplished, the task force can be dissolved.

A number of suggestions were put forth such as having a “town hall meeting” during business meeting. The BOG agreed it was very important to engage international members.

There was vibrant discussion regarding the membership and size of this committee, whether to have old versus new members, including a student member. The committee could be co-chaired by someone who has been on the board for at least a year and a new member. Various suggestions were made for membership, including the president, one North American and one and non North American member. The BOG conducted a straw vote and agreed that it seems reasonable to have the immediate Past President be a member, but not chair of this committee.

Dr. Vakil suggested using time at the meeting to hear from the membership. Give them the opportunity to voice their opinion on a particular issue. One reason for creating this new committee is to avoid getting bogged down with too much discussion. Students need to be critically involved.

Dr. Chelune pointed out that there is some overlap with executive board – another model for strategic planning could include the past president, current president, president elect, and incoming president.

Dr. Bigler asked that the committee address low voter turnout first. A lively discussion ensued regarding the new committee’s composition and duties.

The board would give direction.

Institutional memory focusses on past.

Dr. Rao supported Dr. Hermann’s idea of bringing in an outside, fresh set of eyes to help us develop a strategic plan. Where does the INS want to be in 10 years? Do we want this new standing committee to be a “rapid response team” or a team to help develop the future INS vision?

Dr. Manly put forth the following motion: The INS Strategic and Future Planning Committee will be composed of two members at large current serving on the BOG, immediate and past presidents, SLC chair, Treasurer, publications committee chair, ILC Chair, and the INS Executive director (ex officio). Membership should include at least two international members. The co-chairs are the two members at large. The goal is to prioritize the strategic goals of the society and outline recommendations on how each should be achieved. The recommendations should be in writing and communicated to the board at least two weeks prior to the meeting.

Dr. Kessels seconded the motion.

Unanimously approved.

Action Plan: Dr. Hermann proposed to cost out and explore the pros and cons of hiring an outside consultant for strategic planning.

New Business

15. Bylaws Review Task Force – deferred

16. American Epilepsy Society initiative - deferred

17. Adjournment

Dr. Bigler adjourned the meeting at 5:05 pm.