

**INS Board of Governors  
February 11, 2014  
Seattle, Washington**

**Members Present:** Jennie Ponsford (President), Erin Bigler (Incoming President), Ann Watts (President-Elect) Robert Bornstein (Executive Secretary), Gordon Chelune (Treasurer), Bernice Marcopulos (Secretary), Members-at-Large: Andrew Mayes, Roy Kessels, Robert Bilder, Dawn Bowers, Jennifer Manly, Marysse Lassonde, Laura Hokkanen, Adam Brickman, Margaret O'Connor, Kathleen Haaland (guest)

**Absent:** none

1. **Call to order** Dr. Ponsford called the meeting to order at 9:44 am and welcomed new board members, including future President-Elect Dr. Kathy Haaland. Dr. Ponsford asked everyone to introduce themselves and say where they are from.

2. **Review of Minutes** The minutes from the Amsterdam meeting were reviewed. Dr. Chelune made several corrections.

*Motion: Dr. Bowers moved to approve the minutes with the changes.*

*Dr. Watts seconded the motion.*

*This was unanimously approved by the BOG.*

**3. Treasurer Report**

Dr. Chelune provided a brief summary of the detailed reports prepared by Susan Wheatley. He directed the BOG's attention to the following highlights:

1. The independent audit of the 2011-2012 INS financial was completed successfully.
2. As of December 31, 2013, the Year-End Account Balance was \$1,567,573.59, an increase of 2.86% compared to 2013. Settlement of expenses and revenues from the Amsterdam meeting is not included in this figure.
3. As of 12/31/13 the Society has \$850,000 in CD reserves compared to \$500,000 in 2012. Only one old Huntington CD had not matured as of 12/31/13, and interest rates for the CDs purchased on the retail market are approximately twice as high.
4. Information from the Amsterdam Meeting suggested a tentative net profit of \$16,306.44.
5. The Student Liaison Committee formulated a budget which included additional expenses for programming at the Annual and Mid-year meetings.

Dr. Ponsford suggested that this money should come from the INS funds rather than from the conference program budget. A discussion ensued regarding who should be primarily responsible for this budget (Program Committee Chair or Student Liaison Chair) and how the spending should be reported.

*Dr. Ponsford put forth a motion to make this allocation of money (\$7,000) under program chair for students to support their programming, in addition to the Program Chair's working budget of \$50,000 for Program*

*Dr. Bilder seconded the motion.*

*Passed unanimously.*

6. Transition Plan and Budget for the Executive Secretary's office (see attached).
7. Transition Plan and Budget for the newly elected Treasurer. There will be a one-time additional expenditure to bring new Treasure out to UT as well as bookkeeper (see attached).
8. Transition Plan and Budget for JINS office (see attached)
9. Finalization of the INS Stipends/Salaries/and Travel Support.
10. Board and Staff Travel – Dr. Chelune referred to the reimbursement form attached to the Treasurer's report and requested that everyone get their expenses to his office within 30 days.

He asked the BOG whether they prefer direct deposit or a written check. Direct deposit was preferred by the BOG.

Wire transfer is better for members overseas.

Dr. Chelune directed the BOG's attention to Table of the report stipends on p. 24. The incorrect summary was attached but the following reflects the changes that were approved in Amsterdam. He asked that the information in this table be made official.

**Table 1. Summary of INS Stipends/Salaries and Travel Support**

Travel Expenses: See Table 2 for Specifics				
Officer/Chair	Stipend/Salary	Coach Airfare	Hotel	Per Diem
President	No	Yes-both	Yes-both	Yes-both
President-Elect	No	Yes-both	Yes-both	Yes-both
Incoming President	No	Yes-both	Yes-both	Yes-both
Secretary	No	Yes-both	Yes-both	Yes-both
Treasurer	\$4,000	Yes-both	Yes-both	Yes-both
Members-at-Large	No	Yes-both	Yes-both	Yes-both
Program Chair	\$3000 for each meeting	Yes – each chair	Yes – each chair – full stay	Yes-both
CE Chair	\$3,000	Yes-both	Yes-both -	Yes-both
Publications	No	Yes-both	Yes-both	Yes-both
ILC	\$2,500	Yes-both	Yes-both	Yes-both
Awards	No	Yes-both	Yes-both	Yes-both
Student Liaison Com.	No	Yes-both	Yes-both	Yes-both
JINS Editor	\$20,000	Yes-both	Yes-both	Yes-both
JINS Associate Eds.	\$4,000	No	No	No
Executive Secretary	Salaried	Yes-both	Yes-both	Yes-both
Exec Sec Staff	Salaried	As needed	Full for mtg	Full for mtg
Transition Consultants	Salaried	As needed	Full for mtg	Full for mtg
JINS Exec Asst	Salaried	yes-annual mtg	2-3 nights	3-4 days
Events Planner	Salaried	Yes-annual mtg	Yes, full stay- annual mtg	6

**Table 2: Board Members and others eligible for Travel Support:**

	North American Meeting			Mid-year Meeting		
	Airfare	Lodging	Per Diem	Airfare	Lodging	Per Diem
<sup>a</sup> President	Yes	6	6	Yes	6	6
<sup>a</sup> Executive Secretary	Yes	6	6	Yes	6	6
President-Elect	Yes	2	3	Yes	2	3
Incoming President	Yes	2	3	Yes	2	3
Treasurer	Yes	3	4	Yes	3	4
Secretary	Yes	3	4	Yes	3	4
Members-at-Large	Yes	2	3	Yes	2	3
<i>Travel support is provided to INS Committee Chairs who are expected to attend the North American Board Meeting; they are also eligible for travel support for the Mid-year meeting if their presence at the Board Meeting is requested by the President</i>						
<sup>b</sup> Program	Yes	6	6	Yes	6	6
<sup>c</sup> Continuing Educ	Yes	6	6	Yes	2	3
Awards	Yes	2	3	Yes	2	3
International Liaison	Yes	2	3	Yes	2	3
Publications	Yes	2	3	Yes	2	3
JINS Editor	Yes	2	3	Yes	2	3
Student Liaison Com.	Yes	2	3	Yes	2	3

<sup>a</sup> Complimentary lodging is typically provided for President and Executive Secretary at the North American Meetings and negotiated in advance with the conference hotel.

<sup>b</sup> Travel support provided to each of the North American and Mid-year Program Chairs

<sup>c</sup> Travel support is limited to 2 days lodging and 3 days per diem at the Mid-year meeting unless CE activities are arranged for and managed by the INS CE Chair, in which case support is provided for the full meeting.

Dr. Chelune reviewed the above document with the BOG. He suggested 6 days per diem for the conference registrant (Polly Tasset), plus airfare and hotel. The President and Executive Secretary would get per diem and lodging for 6 days for both meetings. Questions were raised regarding the appropriate amount for the ILC stipend as well as adjustments to other committee stipends. This will be considered for Future Planning.

Dr. Ponsford proposed that each committee provide "Terms of reference". The Committee chairs should provide information on the duties required of the position, and list other committee members. This information can be used to adjust stipends appropriately.

*Action Plan: INS committees will be asked to provide "Terms of Reference" which include a description of the committee's purpose and function, list of committee members and their job description and duties.*

*Motion: Dr. Bilder put forth a motion to accept the Treasurer report which includes the 2014 budget.*

*Dr. Manly seconded the motion.*

*Unanimously approved.*

#### **4. Executive Secretary Report**

Dr. Bornstein gave his last Executive Secretary report. He referred to his written report contained in the BOG meeting packet which provides detailed figures on membership. The current membership of the Society is 4,620 compared with 4,587 in 2013, and 4,772 in 2012. 196 new members were added during 2013, compared with 191 in calendar year 2012. Thirteen percent of new members are from outside North America which is comparable to most recent years. 587 have ordered print subscriptions to JINS. Approximately 61% have paid their current year dues (2013), which is comparable to most other years at this time.

#### Office Transition

Dr. Chelune discussed the transition plan for the Executive Secretary and Treasurer, referring to the planning documents contained in the BOG meeting packet. The transition is going very well. He has been working closely with Dr. Bornstein on how to negotiate with hotels and Dr. Bornstein has agreed to be available to assist in site selection. Dr. Bornstein and his staff agreed to be resources for the coming year. There is money in the budget to retain them as consultants. Dr. Chelune introduced Tandy Pietro and Chantal Marcks as the new Executive Secretary office staff. They have good backgrounds in finance and office management. Both speak foreign languages including Japanese. There is a new e-mail address, mailing address and telephone numbers that will be posted on the INS website.

International Neuropsychological Society  
2319 S. Foothill Drive, #260  
Salt Lake City, Utah 84109-1489  
Email: [INS@utah.edu](mailto:INS@utah.edu)  
Ph. (801) 487-0475

Dr. Ponsford commended Drs. Chelune and Bornstein for doing a sensational job on this huge task. It will be difficult to say good-bye to Dr. Bornstein.

#### **Committee Reports**

##### **5. Program Committee:**

Seattle: Dr. Vasterling summarized her report which was provided to the board in the BOG packet. The theme for the 42nd Annual Meeting was "Translating Evidence into Practice". The theme was broad and flexible to create a diverse program. She increased the size of program committee. 1018 abstracts were submitted and 956 (approximately 94%) were accepted. Of these, 836 (87%) were accepted as poster presentations, 48 were accepted as symposia (5%), and 37 (4%) were accepted as oral paper presentations.

Most of the submissions (886) were from the United States, with 18 other countries represented, including Canada (64), Spain (14), Australia (9), Columbia (9), and Japan (9). Submissions were also received from Denmark, Estonia, France, Hong Kong, Italy, Korea, Mexico, the Netherlands, Norway, Sweden, Switzerland, Taiwan, and the UK.

There were 36 submission categories. The five most common submission categories were: TBI-Adult (80), Aging (64), Executive Functions/Frontal Lobes (60), Dementia-Alzheimer's (47), and Assessment/Psychometrics – Adult (43). Categories receiving fewer than 10 submissions included: Behavioral Neurology (6), Forensic Neuropsychology (8), Hemispheric Asymmetry/Laterality/Callosal Studies (7), Stroke/Aneurysm (1), and Visuospatial Functions/Neglect/Agnosia (4). The program committee asked the BOG to consider further reducing submission categories, especially for categories that show a recurrent pattern of fewer than 10 submissions per year.

Dr. Vasterling reported on the awards for the meeting:

**Rennick Award** (Best Graduate Student Abstract): Sara Heverly-Fitt., University of Maryland

Investigating a Proposed Model of Social Competence in Children with Traumatic Brain Injuries (TBI)

**Butters Award** (Best Post-doctoral Fellow Abstract): Joseph van Steenburgh, Ph.D., Johns Hopkins School of Medicine

Transcranial Direct Current Stimulation Changes Frontoparietal Control Network Connectivity Associated with Working Memory Performance in High-Functioning Autism

**Cermak Award** (Best Abstract Addressing Memory or Memory Disorders): Lynn Oelke, Ph.D., University of South Florida, Source Memory and Generation Effects in Parkinson's Disease

There was a discussion whether recipients of program committee-designated awards should be required to present their work in person.

Dr. Vasterling suggested obtaining post-conference feedback about programming format and content from conference attendees. Some other organizations have implemented this practice successfully and could be used as models upon which to base a similar INS conference survey.

Dr. Ponsford thanked Dr. Vasterling for all her hard work.

Jerusalem: Dr. Vakil reported on the upcoming mid-year meeting in Jerusalem. They are working with a local company (Target Conference). He hopes for 500 participants to break even. He expects 200 from Israel. The theme is "From Lab to Rehab". There will be six plenary talks: Erin D. Bigler (Presidential Address), Eveline Crone (Birch Lecture), Gina Geffen, Avishai Henik, Robert T. Knight, and Rafi Malach. There will be two workshops: *Evidence-Based Practice and the Use of Reliable Change Methods* by Gordon J. Chelune and *Hypoxia-ischaemia, hippocampal damage, and memory impairment: A causal sequence?* by Faraneh Vargha Khadem.

The conference will be from Wednesday until noon on Friday. The conference is shorter than usual because of religious observations. Submissions were low and the deadline was extended to Feb. 15.

Submissions came from the US and Israel, but also Australia, Brazil, China, Uganda, Korea, Philippines, Russia, and Taiwan. A suggestion was made to make the CEs sequential so people can attend both workshops.

Dr. Ponsford thanked Dr. Vakil.

Denver: Dr. Derin Cobia, Assistant Professor at Northwestern is Program Chair for the Denver meeting and reported on the plans. This will be the 50<sup>th</sup> anniversary of Norman Geschwind's *Disconnection Syndromes in Man*. The theme is "Brain Connectivity in Neuropsychology". Dr. Gazzaniga will be the keynote speaker. There will be talks on the Human connectome project. Dr. Marco Catani will speak, as well as Dr. Mesulam on super aging research. They are looking into having a phone app for the conference. They can get instant feedback on the conference, attendees can check in and out of CEs, as well as get the post-conference survey on their phones.

Sydney: Dr. Jennie Ponsford is Chair for the Sydney meeting. She said that planning is underway.

## **6. Continuing Education**

Dr. Gonzalez reported that Drs. Vasterling and Ponsford did a great job of rounding up speakers. The CE program in Seattle had 23 CE courses - 6 full workshops, 6 short workshops, and 11 sessions from the scientific program. Slides and references were distributed electronically to the workshop-registered attendees prior to and during the meeting. Files consist of pdfs with full-size/full-color versions of the slides, a B&W printable version with space for notes, and a reference list. Paper handouts were not available. Dr Gonzalez tried to make sure there were enough adolescent and child workshops.

He received good feedback from the Amsterdam meeting. He has started on the Denver workshops which will include neuroimaging. There has been a 62% increase in online test takers for JINS CE.

Dr. Gonzalez reported that INS applied for APA approval for providing Continuing Education for 5 years but received an approval for 1 year. The CE course questions must ask: How much did you learn from attending? Dr. Gonzalez asked the BOG to consider giving the CE committee one free workshop for all their hard work. The committee members read articles, let him know how long it took, and take the test. They also introduce CE workshops. Dr. Gonzalez also proposed offering a free JINS CE credit to all INS members. The BOG will consider this proposal. Dr. Gonzalez is also considering whether to provide an "all you can eat" vs. "a la carte" payment structure for CEs.

Dr. Ponsford thanked Dr. Gonzalez for all his hard work.

## **7. International Liaison**

Dr. Cherner referred the BOG to her written report and focused on the highlights. Her committee has maintained the ILC website with numerous links to resources. In 2013 there were over 10,300 unique visitors to the website. Dr. Cherner announced that Dr. Beth Spitznagel is the new Research and Editing Consultant Program (RECP) Coordinator, taking over for Dr. John Woodard who will be Associate Editor of JINS. Dr. Cherner extended a sincere thanks to Dr. Woodward for his years of service in building and expanding this successful program.

Dr. Laura Hokkanen has stepped down as Regional Representative from Scandinavia; Taina Nybo from Helsinki University took this position.

A colleague from Lebanon, Dr. Omar Alhassoon, is attempting to establish a neuropsychological testing service in Arabic at the American University of Beirut. INSNet editor Dr. Patricia Klaas featured the Amsterdam meeting in the Fall issue. No Charles Matthews funds were requested or distributed this year. There were two inquiries, one from Cuba. Dr. Cherner inquired with US State department about working with Cuba but has not received an answer. A proposal for an Aruba mini-conference did not proceed.

Dr. Ponsford asked Dr. Cherner to create a summary of the roles and components of ILC to inform a discussion regarding recompense to committee members. Dr. Ponsford would like such a definition and job description from all committees. The ILC and SLC were encouraged to work closely together.

*Action Plan: Dr. Cherner will provide a description of the ILC for the BOG and will work closely with the SLC.*

## **8. Awards**

Dr. Heaton reported that two awards will be presented at the Awards Ceremony at 5:30 on Wednesday, February 12. Dr. Dawn Bowers will receive the Paul Satz-INS Career Mentoring award (sponsored by PAR, Inc) and Drs. Ida Sue Baron, Robert Ivnik, Catherine (Katie) Mateer, and Edith (Edie) Sullivan will receive the Distinguished Career award. All of these individuals will be present. Dr. Angela Jefferson received the Early Achievement award.

The committee consists of Robert Heaton (chair), Robert Bornstein, Dawn Bowers, Sureyya Dikmen, and Roy Kessels. Dr. Bowers was not involved in the selection of the Paul Satz mentoring award.

## **9. Elections**

Dr. Bornstein provided the results of the elections. Even with three reminders to the membership, only 350 votes were cast. A discussion ensued about the low turnout and how to increase voter participation. The past-president is the Chair of the nominations committee.

President: Kathy Haaland (USA)

Treasurer: Bruce Hermann (USA)

Members-at-large:

Peter Arnett (USA)

Emilia Lojek (Poland)

Guy Vingerhoets (Belgium)

Dr. Ponsford expressed her gratitude for the contributions of those rotating off the Board: Andrew Mayes, Marysse Lassonde, Gordon Chelune (Treasurer), and Robert Bilder.

## **10. Future Sites**

Dr. Bornstein reported that the Seattle meeting had 1585 registrants so far but we expect 17-1800. In 1995 we had 1400 attendees. The Jerusalem meeting will be July 3-6 at the Inbal Hotel and the number of submissions has increased from a slow start. Dr. Bornstein listed the future meeting sites and dates:

### 2015

Hyatt Regency Denver February 4-7, 2015

Sydney Sofitel Wentworth Sydney, Australia July 1-4, 2015

### 2016

Boston February 2-6 Marriott Copley Square

London July 5-8 Riverbank Park Plaza

The INS is trying to negotiate a good room rate with this hotel which is located on the south side of Thames across from Parliament. INS will work with the British Neuropsychological Society to sponsor the meeting and will also reach out to the European Federation. Drs. Michael Kopelman & Robin Morris are working with INS to negotiate with the British Neuropsychological Society and the Division of Clinical Neuropsychology of the British Psychological Society to establish a local organizing group.

### 2017/2022

Marriott New Orleans

February 1-4, 2017 and February 2-5, 2022

### 2018/2023

Dr. Bornstein was also able to negotiate a rate of \$199/night in Washington D.C. at the Marriott Washington Wardman Park.

Dr. Chelune will explore future meetings in 2019, 2020, 2021.

The BOG discussed possible venues for the 2017 mid-year meeting that will not interfere with the European Federation meeting which will be in Italy. INS will consider the locations of the European Federation meetings when planning the mid-year meetings. Several locations were reviewed including another part of Europe (e.g., Vienna), South America (e.g., Chile), Asia (e.g., Hong Kong, Singapore), and South Africa. The BOG acknowledged how important the mid-year meetings are for the mission of the INS in furthering international neuropsychology. Dr. Watts suggested that INS should have a policy for going to underdeveloped nations. The BOG discussed how to evaluate various factors in making a decision on meeting site such as profitability, the need for simultaneous translation which adds to the meeting expense, and whether there is an active local neuropsychological society to co-sponsor the meeting.

*Action Plan: The BOG will decide on 2017 mid-year venue in the next six months. Drs. Bornstein and Chelune will investigate venues in Asia, South America, and South Africa and report back to the BOG.*

## **11. Publications**

Dr. Dikmen thanked Dr. Haaland for nine years of dedicated hard work as Editor-in-Chief of JINS. JINS grew under her leadership. There is an excellent turn-around time and the impact factor is good. The transition to the new editor, Dr. Rao, is going well; Dr. Rao will become Editor-in-Chief on January 1, 2014 with Dr. Haaland's office maintaining control over manuscripts under review as of January 1. On March 31, all current and pending manuscripts will be transferred to Dr. Rao's office.

Dr. Dikmen reported that help is needed for the INS Dictionary. Dr. David Loring tried to get volunteers, but this was not fruitful. Dr. Dikmen suggested that a more senior person can help Dr. Loring and may have more time.

Dr. Haaland reported that submissions have remained stable since 2004 but the rejection rate has increased. As of March 31 JINS will be transferred to Dr. Rao's office. Dr. Haaland stated that she has enjoyed working with the associate editors and expects that the journal will flourish under Dr. Rao's guidance. Dr. Rao thanked the BOG for selecting him.

Dr. Rao announced some changes which include a new cover design and a new editorial board. The consulting editorial board will include more non-North American members. Dr. Rao wants more basic, cognitive neuropsychology in the journal.

Dr. Rao posed several questions regarding new directions for JINS for the BOG to consider. He asked the BOG how important should the impact factor be and to what degree should the content be of benefit to clinicians. A lively discussion ensued regarding the merits of responding to the membership's desire (expressed via the recent member survey) to have more clinically focused articles and the desire to be highly respected in the scientific world with high impact articles. A very large majority (91.8%) of those surveyed stated that they read JINS regularly and 65% of those who responded to the survey want more clinically focused articles. Several pointed out that some scientific journals such as *Science* and *Neurology* summarize key articles and describe why they are important. Dr. Bilder pointed out that the impact factor has limitations and there are other metrics to be used to evaluate journals. The BOG discussed how JINS can influence the scientific community and how it can impact clinical practice.

A request was made for job advertisements in JINS. Since the INS website has an area to post jobs it was decided that the website would be a more appropriate place for the ad.

Dr. Ponsford expressed her appreciation to Drs. Haaland and Rao.

## **12. Student Liaison**

Ashley Curiel had to step down as SLC Chair due to health issues. Irene Meier took over as Chair. She informed the BOG on their meeting activities which include student awards, a discussion panel, and a student social to increase student membership. They have established a Facebook page and have reached out to local representatives in several countries. She referred to the report which was provided to the BOG which announced the Nominations for 2014 Student Liaison Committee:

Continuing Members:

Chair: Irene Meier, Columbia University (previously International Student Liaison)

Mid-Year Meeting Program Liaison: Diane Scheiner, VA West Los Angeles (continuing in same role)

Incoming Members:

Annual (N. American) Meeting Program Liaison: Mark McCurdy, Drexel University

International Student Liaison: Chantal Roddy, Monash University

Communications & Outreach: Larissa Del Piero, University of Southern California

Member at Large: Preeti Sunderaraman, Drexel University (current SLC International Outreach Rep, India)  
Member at Large: Coco Bernard, Monash University – 2015 Sydney program support

Irene asked the BOG for feedback on the SLC website. They would like to expand the website to include different languages. She suggested having more information at the registration desk about student activities. Irene stated that the SLC manual is under construction. The roles of the international members need to be defined.

Dr. Ponsford thanked Irene for all her hard work. She is very appreciative.

Dr. Ponsford asserted that there should be representatives from every continent and the mid-year meeting representative should not be North American. A lively discussion ensued on how to identify a broader pool of international students to increase international student representatives on the committee.

The BOG members discussed whether to accept the five nominees provided by the SLC and add 13, or not accept the five who are mostly in North America. The BOG indicated that the SLC needs guidelines for student liaisons and needs an operations manual. Dr. Chelune suggested that the INS should fund students. It is important for them to become members. They should come to the meeting. The BOG discussed various student-centered events that INS can sponsor and support (e.g., INS symposium at a University in Europe; Vivian Smith Institute, etc.). The BOG should serve as a resource for the students.

*Action Plan:* Dr. Bigler will communicate with students and congratulate them on their progress. The BOG will postpone formal approval of the five students, to include a broader constituency with more international students. The SLC will be asked to complete their operations manual. Drs. Bigler and Chelune will attend the meeting with students.

Dr. Ponsford encouraged BOG to attend the student meeting Thursday 6:30 -8:30 at The Garage, a pool hall near the conference hotel.

## **Old Business**

### **13. Strategic Planning**

Dr. Ponsford distributed her summary of the INS Member Survey results to the BOG. She thanked Dr. Tom Guterbock and the University of Virginia Center for Survey Research for completing the survey in a short time frame. Dr. Ponsford drafted the questionnaire and it was reviewed by the sub-committee which consisted of Drs. Chelune, Kessels, Bornstein, Ponsford, Watts, and Marcopulos.

Dr. Ponsford reported that 1732 members responded completely and 2000 gave partial completions. The survey response rate was impressive. The participants wanted to be engaged and seemed grateful to be surveyed.

Dr. Ponsford provided the breakdown of the survey respondents:

59.4% female

87% neuropsychologists

70% PhDs

Half age 25-45; half age 45-65

36% in academic setting

23.3% private practice

2/3 in clinical practice

Every state in US and 46 countries were represented

10% Canada

3% Australia

Most are members for greater than 6 years.



The survey respondents indicated that they value prioritized access to the conferences, JINS, networking, information and resources, and access to the international community. They also value student activities, access to CE materials, access to resources, evidence databases, and CE activities.

Most of the respondents indicated that it was important to maintain membership fees at a reasonable rate and it was important that the JINS subscription be included in membership. Other valued features of membership included relevant CEs, conferences in interesting places and engagement in international community.

Fifty-eight former members were surveyed and asked why they discontinued membership. Several reasons were cited including: Costs & travel, Schedule conflicts, 6.6% reported that INS did not meet needs for CE, Get info in other ways, 1.6% reported that INS was not sufficiently scientific.

When asked what would be attractive to potential members, respondents mentioned access to low cost CE materials.

The majority of the respondents attended the North American meetings. They stated that it was important to schedule the meetings at the same time each year.

A number of questions addressed the CE program which showed satisfaction with the quality and relevance. Dr. Kessels pointed out that the CE program credit structure is different in Europe, Australia and the US. In the US attendees obtain CE credit per course. In Europe and Australia attendees get credit for attending the conference.

The respondents indicated they value the conference because of the science in program and CE courses. The BOG considered sending a post-meeting survey to conference attendees.

Respondents were asked about the location of conferences. The feedback on Hawaii was that it was too far and too expensive. Transportation and housing costs should be considerations for conferences, with low cost options for students. Dr. Chelune pointed out that the North American meeting draws many students because of post-doctoral fellowship interviews. Dr. Bornstein discussed the advantages and disadvantages of various meeting venues and the feasibility of finding lower costs accommodations with the BOG.

The respondents were also asked about how often they accessed the INS website, and how often they read or submitted articles to JINS. Most of the respondents (65%) indicated that they would like more practice-based articles.

Respondents indicated that the most worthwhile activities include developing resources and education to countries without access.

Based on the survey results, Dr. Ponsford provided suggestions for the BOG to consider:

#### Strengthen international ties

- The INS can collaborate with the Federation of European Societies of Neuropsychology (FESN) and coordinate with their meeting schedules. Dr. Eric Hessen, a member of INS, is the incoming president of FESN. Various incentives for collaboration were suggested including access to JINS at member price or member price to register for the INS meetings.

Dr. Laura Hokkanen officially requested INS representation at the 2015 European Federation meeting in Tampere, Finland. The BOG discussed whether to approve funding and how to decide who is invited to go.

*Motion: Dr. Bilder moved to accept this invitation, budget \$10,000 and let the current president decide who will attend. The contingent should be the president's choice.*

*Dr. Chelune asked to clarify whether this will be a standing invitation or if it will be recurring every other year.*

*Dr. Bigler seconded the motion.*

*Approved.*

Broaden the JINS editorial board with more international members.

Collate information on training models and international training standards.

Dr. Watts informed the BOG about the International Project on Competence in Psychology (IPCP) to establish global standards. She suggested that INS reach out to this group. The European Federation of Psychologists Associations (EFPA) has a certificate in psychology and they are currently working on specialty areas. Dr. Ponsford proposed creating an ad hoc committee to examine models of training around the world. The ILC keeps a list of programs on their website. Dr. Marcopulos suggested asking incoming Member at Large Dr. Emilia Łojek to be part of this initiative because she has headed the Warsaw International Studies Program at University of Warsaw. She might have a helpful perspective on training programs since this program is part of Erasmus.

*Action Item: Dr. Bornstein will approach Dr. Łojek about assisting with this project. The ILC will assist Dr. Łojek with this initiative.*

Resources to the membership.

Dr. Ponsford listed the following resources that the membership values based on the survey:

- Package CE materials as webinars and make available to members for small fee.
- Library of lecture series.
- Make databases more user friendly.
- List of training programs around the world.

Dr. Chelune suggested establishing an ad hoc committee involving the ILC and SLC to investigate resources to be offered.

## **New Business**

### **14. Reporting Standards in Research**

1. Dr. Justin Miller requested that the INS endorse scientific standards of reporting to be adopted voluntarily by neuropsychology journals. Dr. Miller is holding a meeting on Thursday with interested parties.
2. The INS receives numerous requests from organizations asking for endorsements and does not endorse individual requests.

### **15. Requests from Other Organizations**

INS requested that Division 40 curtail student events at INS meetings to avoid scheduling conflicts with INS student events.

### **16. Adjournment**

Dr. Ponsford adjourned the meeting at 5:46 pm

*Respectfully submitted*

*Bernice Marcopulos, PhD, Board Secretary*

## INS BUDGET

CATEGORY	Proposed 2013 Budget	Actual 2013 Budget	Proposed 2014 Budget
<b>Administration</b> <ul style="list-style-type: none"> <li>• Board Insurance</li> <li>• Board Travel</li> <li>• Other (Gifts, Reviews, etc.)</li> </ul> <p>* This figure is based upon \$4,000/board member. Travel expenses vary depending upon location of conference.</p>	<b>\$52,451.95</b> \$1,951.95 50,000.00 500.00	<b>\$62,135.11</b> \$1,951.95 59,655.16 528.00	<b>\$59,451.95</b> \$1,951.95 55,000.00 2,500.00
<b>Treasurer's Office</b> <ul style="list-style-type: none"> <li>• Stipend</li> <li>• Labor</li> <li>• Office Supplies</li> <li>• Accountant</li> <li>• Audit</li> </ul> <b>Treasurer's Addendum (January – March 2014):</b> <ul style="list-style-type: none"> <li>• Travel</li> <li>• Consultant</li> <li>• Labor</li> </ul>	<b>\$26,134.58</b> 5,000.00 12,284.58 500.00 100.00 8,250.00	<b>\$24,377.40</b> 5,000.00 10,093.68 233.72 100.00 8,950.00	<b>\$14,050.00</b> 4,000.00 ---- 450.00 100.00 9,500.00 <b>\$3,950.00</b> 600.00 350.00 3,000.00
<b>Continuing Education</b> <ul style="list-style-type: none"> <li>• Stipend</li> <li>• Operating Expenses</li> </ul>	<b>\$5,035.00</b> 4,000.00 1,035.00	<b>\$6,060.00</b> 4,000.00 2,060.00	<b>\$5,060.00</b> 3,000.00 2,060.00
<b>ILC</b> <ul style="list-style-type: none"> <li>• Stipend</li> <li>• Operating Expenses               <ul style="list-style-type: none"> <li>• Books</li> </ul> </li> </ul>	<b>\$8,000.00</b> 2,500.00 5,500.00	<b>\$3,571.17</b> 2,500.00 1,071.17	<b>\$7,900.00</b> 2,500.00 5,400.00
<b>Publications</b> <ul style="list-style-type: none"> <li>• Stipend</li> <li>• Travel Reimbursement</li> </ul>	<b>\$4,000.00</b> 4,000.00	<b>\$4,000.00</b> 4,000.00	<b>0.00</b>
<b>Student Liaison Committee (SLC)</b> Student Awards (Annual & Mid-year Mtgs) SLC Social INS Programming (Program Addendum)* (recommended as addendum to the Program's budget for SLC)	<b>\$2,000</b> \$1,500 \$500 0.00	<b>\$2,618.33</b> \$2,000.00 \$618.33 0.00 (provided by Program)	<b>\$10,000</b> \$2,000 \$1,000 \$,7000** amount recommended by Treasurer's office



## 2014 Executive Secretary's Estimated Office Budget for Transition Year (2014

<b>Executive Secretary's Office (SLC)</b>	<b>221,895</b>		
February-December			
Computer Equipment	7,500		
Computer Software	2,000		
Computer Training	600		
Furnishings	14,500		
Equipment/Repairs & Maintenance	0		
Internet Hosting & Website	1,095		
UU Labor (Staff + ES)	164,400		
UU Office Supplies	250		
UU Rent	12,600		
UU Telephone	1,350		
Telephone & Fax	2,000		
Postage	7,000		
Printing	1,100		
Shipping	50		
Supplies	200		
Stipend	0		
Travel Reimbursement	3,000		
Consultant Travel for Site Visits	3,000		
Staff Consulting	1,250		
<b>ES Budget Addendum (OSU)</b>	<b>41,886</b>		
January-March			
Equipment/Repairs & Maintenance	30		
Internet Hosting & Website	312		
OSU Labor	21,563		
Executive Secretary Stipend	8,357		
OSU Rent	4,984		
OSU Telephone	360		
Telephone & Fax	500		
Postage	1,980		
Printing	250		
Shipping	500		
Supplies	50		
Staff Travel for Training	3,000		
<b>TOTAL</b>	<b>263,781</b>		