

**INS Board of Governors' Meeting**  
Denver, Colorado, February 3, 2015  
**FINAL DRAFT: APPROVED (13 APPROVED – 1 MISSING)**

Present:

Officers: Erin Bigler (President), Kathy Haaland, (President-Elect), Ann Watts, (Incoming president), Bruce Hermann (Treasurer), Bernice Marcopulos (Secretary), Gordon Chelune (Executive Secretary – Ex Officio)

Members-at-Large: Roy Kessels, Laura Hokkanen, Margaret O'Connor, Emilia Łojek, Guy Vingerhoets, Adam Brickman, Dawn Bowers, Peter Arnett

Committee Chairs: Mariana Cherner, Sureyya Dikmen, Raul Gonzalez, Robert Heaton, Jennie Ponsford, Mark McCurdy (SLC), and Steve Rao

Guests: Martine van Zandvoort, John DeLuca, Michael Kopelman

Regrets: Jennifer Manly

**Call to Order:** Dr. Bigler started meeting at 1:04 pm.

He introduced current INS office staff Tandy Pietro and Chantal Marcks, and former office staff Sue O'Brien, Ave Sofranko, Susan and Darren Wheatley

Dr. Bigler thanked the new office staff and old for their years of dedication.

Dr. Bigler noted how the Jerusalem meeting was under rocket attack, which made it quite memorable. He wants everyone to remember the Denver meeting, so he created the President's brain with 3-D printer. He will donate it to archives. He passed around a smaller version of his brain to the BOG so they could say "you held my brain".

Dr. Bigler welcomed all BOG members and committee chairs, including newly elected board members and officers Drs. Martine van Zandvoort, Michael Kopelman and John DeLuca. He asked everyone to introduce himself or herself.

Drs. Bigler and Chelune explained the new procedures for the meeting to streamline and save time. They had calls on a monthly basis with the incoming-president and president-elect, and solicited input from AACN secretary and the INS Secretary (Marcopulos) on the Assent agenda. The Assent agenda contains an informational report that does not require BOG action – just accept the reports into the record. There is a separate "Action agenda" which includes actionable items that require BOG vote or discussion. Dr. Bigler invited the committee chairs to the meeting to make sure their work is represented.

**INS Assent Agenda**  
**BOG, Committee, and Task Force Reports**

The following reports were sent to all BOG and committee members for reference at the meeting.

Secretary's Reports  
Treasurer's Reports  
Executive Director's Report  
Program Chair's Report: Denver

Program Chair's Report: Sydney  
 CE Chair's Report  
 Publications Committee Report  
 JINS  
 Awards Committee  
 International Liaison Committee Report  
 Student Liaison Committee Report  
 A: Strategic and Future Planning Committee: Election  
 B: Strategic & Future Planning – Henrichs and Associates Taskforce  
 WebsEdge Task Force  
 Bylaws Task Force

*Discussion and Outcome:*

Board assent

Motion: Dr. Hermann moved to accept the reports on the assent agenda.

2<sup>nd</sup> Dr. Arnett

unanimously approved

**INS Action Agenda**

| Item | Description  |
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| 1    | <p><b>Treasurer's Report -- Hermann</b></p> <p>a. <b>Preliminary Approval of 2015 Budgets</b> (pending amendments) – See Budget Supplemental Information Packet</p> <p><i>Discussion and Outcome:</i><br/>           Dr. Hermann presented the budget to the BOG. This is the preliminary budget. We may add or subtract from budget based on initiatives discussed during the meeting.</p> <p>Dr. Watts put forth a motion to approve the preliminary 2015 budget, with supplements to be voted upon later in the meeting</p> <p>Dr. Haaland seconded the motion.</p> <p>Unanimously approved.</p>  |
|      | <p>b. <b>Dues:</b> From Secretary's Report, p4 -- 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.</p> <p><i>Discussion and Outcome:</i><br/>           Dr. Chelune provided figures on decreasing membership 6-9% (on p.26) that has resulted in a corresponding decrease in dues. Our primary revenue streams are the annual meeting and dues.</p> <p>We have not had a dues increase in 11 years. The last change was a dues decrease. The current dues are \$120 (less for students, emeritus). A discussion ensued regarding how much to increase and how this would be determined. We would like to keep revenue stable with a relatively modest increase of \$10-15. Dr. Kessels pointed out the risk for non-North American members because of currency fluctuations. Dr. Watts is in favor of an increase as costs have also gone up, but we must consider rates for students, and for</p> |

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|  | <p>developing countries. Dr. Kessels suggested paying in Euros or pounds to make it easier.</p> <p>Motion: (Kessels) Propose a dues increase and task the Treasurer to make a specific proposal for the way forward.</p> <p>2nd Dr. Bowers</p> <p>Unanimously approved</p>  |
|  | <p>c. <b>Financial Investment Strategy for Reserves</b> – Treasurer’s Report, p 13:</p> <ol style="list-style-type: none"> <li>1. INS is invested solely in CDs. There are of course advantages and disadvantages to this as well as other investment strategies.</li> <li>2. The Financial Advisory Committee chaired by Gordon Chelune in 2012-13 provided 6 recommendations. In Jerusalem, it was proposed that an Ad Hoc Financial Advisory Committee be formed to pursue recommendations from that report (e.g., develop a long term investment policy that delineates its specific investment strategies and goals) as well as serve as a source of input to the Treasurer’s office when counsel is required.</li> <li>3. Bruce Hermann consulted with the The Burish Group-UBS Financial Services in Madison, Wisconsin, to obtain further counsel. Their services are provided pro bono.</li> <li>4. After a series of discussions, The Burish Group suggested the following: a) the BOG first decide whether they wish to even consider investment approaches other than CDs, and b) if yes, President Bigler then appoint a small (e.g., n=3) Financial Advisory Committee composed of <u>board members</u> to work with the Treasurer and The Burish Group.</li> <li>5. The Burish Group would model investment of X dollars, held <i>prior to the stock market crash</i>, and where INS would stand today were that money entirely in CDs versus other allocation strategies. This would model potential revenue available to INS associated with various investment strategies.</li> <li>6. The Burish Group would work with the INS Financial Advisory Committee to develop a small menu of investment strategies for Board review and discussion at the Sydney meeting. Based on the Board’s decision, an Investment Policy Plan would then be developed (samples attached), an RFP released, and the Financial Advisory Committee would review submitted proposals with a recommendation provided to the BOG in 2016.</li> <li>7. The above described a proposed process, not the dollars that INS would commit to the process. Approximately a decade ago a similar process was suggested by President Bigler when he was serving as Treasurer. He suggested that INS protect the assets needed to cover 3 years of operating funds were there to be consecutive failed meetings. The overage would be then be considered for other investment strategies.</li> </ol> <p>So in summary, this is a one year process, driven by the board, assisted by the Burish Group-UBS Financial Services, with the major “action items” in Denver being: a) a decision regarding whether the Board would like to consider investment approaches other than CDs, b) if yes, ask the President to appoint a small (e.g., n=3) Financial Advisory Committee composed of board members to work with the Treasurer to move forward, c) confirm that there is a past BOG vote to protect 3 years of operating funds as a general</p> |

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|   | <p>principle in these deliberations—with the President, Executive Secretary and Treasurer determining that sum.</p> <p><i>Discussion and Outcome</i><br/> Motion: Dr. Brickman moved to set up a 3-person committee to look at investment strategies outside secure CDs.</p> <p>2<sup>nd</sup> Dr. O'Connor</p> <p>Unanimously approved</p> <p>Dr. Bigler appointed the following BOG members to the investment committee: Drs. Arnett, Brickman, van Zandvoort, plus Hermann</p>  |
| 2 | <p><b>Meeting Items: Site Selection, Programs &amp; CE Committee</b></p> <p><b>Site Selection</b> (Chelune):</p> <ol style="list-style-type: none"> <li>Cape Town, SA was selected as site of 2017 mid-year meeting; Barcelona, Vienna, and Prague are being considered for 2018; Barcelona was site visited in October, 2014 and Prague and Vienna are scheduled for site visits in March. Report to be made in Sydney. Dr. Chelune would like permission to consider one of these three for 2020 as well.</li> <li>Seeking suggestions for Annual meeting site for 2019 and mid-year 2019</li> <li>Thoughts about Cuba? – could we consider this for a mid-year meeting?</li> </ol> <p><i>Discussion and Outcome:</i><br/> Dr. Chelune asked the BOG to look at 2019 venues for the North American conference. Should we come back to Denver? Dr. Chelune asked the BOG to provide feedback on the Denver hotel.<br/> Dr. Chelune also asked that we consider Cuba for a North American or mid-year meeting. They may not have infrastructure, but perhaps they will in the future. A meeting in Cuba would get strong attendance from South America. The BOG also discussed other Caribbean venues and reviewed the success of previous meetings in the region (e.g., Mexico City). From our European members' perspective Cuba is a popular holiday destination.</p> <p><i>Action Item:</i> The BOG would like Dr. Chelune to explore Cuba as a possible future venue.</p> |
|   | <p><b>Continuing Education Chair</b> (Gonzalez)</p> <ol style="list-style-type: none"> <li>Additional Travel coverage for CE Chair for Sydney meeting? – Chelune – CE Chair Report, p35</li> </ol> <p><i>Discussion and Outcome</i><br/> Dr. Gonzalez reported that there was a successful transition this year to phase out paper handouts. We received APA approval for five years as a CE sponsor.</p> <p>A discussion ensued regarding appropriate support for CE Chair travel support at the mid-year meeting.</p>  |

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|   | <p>Motion: (Haaland) If CE committee chair Dr. Gonzalez is present to handle CE, and assist the local committee in the Sydney mid-year meeting, the Chair should have two additional nights.</p> <p>2<sup>nd</sup> Dr. Bowers</p> <p>Unanimously approved</p> <p>b. CE Chair Request: consider recognizing the service provided by the CE Committee through either waiving registration for the INS meeting and/or offering one free CE course at the meeting. ? How many individuals; Annual Mtg only or mid-year as well?</p> <p><i>Discussion and Outcome</i><br/>The BOG discussed Dr. Gonzalez' request. The BOG questioned whether we should do this for other committees too and wondered if the amount of work for the CE committee members was substantially different compared with other committees. The BOG take this request under consideration.</p>   |
| 3 | <p><b>Strategic and Future Planning Committee</b></p> <p>a. <b>Voting/Election Issues</b> (see Strategic Planning p 73): Possible solutions/ideas/to be discussed. Candidates for any INS election could be asked to come up with a <u>mission statement</u> in addition to just providing a biography, which should highlight her/his aim for the term on the BOG/as president. Candidates could be invited to actively campaign (<i>how?</i>) (Kessels)</p> <p><i>Discussion and Outcome</i><br/>We achieved a wonderful response rate on the INS survey conducted by Dr. Ponsford, yet we have a very low voting rate. There was a better voter turnout this year. Dr. Bigler would like voter turnout to be one of the first things to address for strategic planning. The BOG discussed a number of potential reasons for low participation and possible solutions (e.g., Should be more reminders? Return to paper ballots? Yoke voting to paying dues?). The advantages and disadvantages of the various options were considered. Low turnout may have to do with how well-known candidates are. A suggestion was made for new candidates to write more than a bio but also provide a mission statement. The BOG considered various targets for adequate voter turnout and noted that we are similar to other organizations.</p> <p>The BOG considered posing a question to the candidates to answer. Dr. Chelune suggested that we could ask at the town hall meeting how many members voted and if not, why? He will ask at mid-year meeting too. Dr. Łojek thought it would be helpful to tell how the candidates are selected.</p> <p><i>Action Item:</i> Dr. Chelune will put a notice out to membership to see if they want to run for office and will increase the information on the INS webpage on the nominations process, expectations of board members, president, etc;</p> |

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|  | <p>b. <b>Hiring a Consultant for Long-range Strategic Planning</b> (see pgs 74-84; Hermann) DECISIONS TO BE MADE: First, a decision must be made regarding whether or not to commit to the strategic planning process. Second, if we decide to move forward, determine when and where the session will be held and the group to attend (full board versus subgroup). Third, Henrichs &amp; Associates has provided a contract to INS for review and negotiation by the Executive Secretary (see pgs 81-84).</p> <p><i>Discussion and Outcome</i><br/> Drs. Watts, Kessels, Vingerhoets, and Chelune were on a conference call with Kathy Henrichs and learned more about the costs and deliverables for contracting with Henrichs &amp; Associates for strategic planning. They have experience with international organizations. The cost would be approximately \$25,000.</p> <p>Motion: (Watts) INS should hire an outside consultant to develop a strategic plan<br/> 2<sup>nd</sup> Dr. Kessels<br/> Approved unanimously</p> <p>Discussion – should there be a small group or the entire board?<br/> Motion: Dr. Arnett proposed that we include the entire board in the strategic planning.<br/> 2<sup>nd</sup> Dr. Bower<br/> Passed unanimously</p> <p>A discussion ensued regarding whether the strategic planning meeting should be separate or part of the Sydney or Boston meetings. Dr. Chelune already made plans and cannot come earlier to Sydney</p> <p>Dr. Bigler thanked the entire strategic planning committee (Dikmen, Rao, Kessels, Haaland, Watts, Vingerhoets)</p> <p><i>Action Plan:</i> Dr. Hermann will call to get more info from Henrichs.</p> |
|  | <p><b>International Liaison Committee (Cherner)</b></p> <p>a. Appointment of a new ILC Chair (Dr. Cherner has completed two terms) – Bigler<br/> b. Drs. Watts and Haaland to convene with new Chair and Dr. Cherner to discuss issues facing ILC and potential new directions. New chair to report back to Board in Sydney with results of discussion<br/> c. BOG input on directions for ILC</p> <p><i>Discussion and Outcome</i><br/> Dr. Bigler thanked Dr. Cherner for serving two 3-year terms. Dr. Bigler announced that he met with Drs. Haaland and Watts and they decided to appoint Dr. Jonathan Evans, new board membe to be ILC Chair. Dr. Watts talked to Dr. Evans, who is based in Scotland. He has students in a number of regions in the world, and is well poised to take over the ILC. The ILC will undergo renovation and re-structuring. To facilitate this transition, there</p>   |

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|   | <p>will be a flexible increase of \$5,000 - 10,000. The website will be modernized.</p> <p>Motion: Dr. Arnett put forth the motion to approve the appointment of Dr. Evans and the increased financial support of \$5,000-10,000 to facilitate the transition.</p> <p>2<sup>nd</sup> Bower</p> <p>passed – unanimously</p>   |
| 5 | <p><b>Publications Committee</b> (Dikmen)</p> <p>a. Should Publications Committee also oversee INSNET and SLC Facebook page and listserv (Chelune).</p> <p><i>Discussion and Outcome</i></p> <p>The publication committee is currently overseeing JINS and ILC INSNet, but they are not savvy on social media. Someone better informed should be overseeing social media content – there are potential liabilities.</p> <p>The BOG discussed the merits of appointing someone more savvy to oversee listservs and Facebook. We need to create an infrastructure for social media using APA policies as a model.</p> <p>We can reach a different group of people by using social media.</p> <p>Dr. Bigler would like the publications committee to make some specific recommendations that the BOG can vote on in Sydney.</p> <p>He thanked Drs. Dikmen, Cherner, and Heaton for long service on the Publication, International Liason, and Awards Committees, respectively.</p>  |
| 6 | <p><b>Student Liaison Committee – McCurdy-Łojek</b> (see pgs 55-74)</p> <p>a. Monitor and update Facebook page with targeted content, improve site participation, and increase reach – Who will <i>monitor</i>?</p> <p>b. The SLC would like to propose that the Board consider establishing an ad hoc committee to explore ideas for updating/redesigning the INS website – comment only</p> <p>c. Nominations for 2015/16 Student Liaison Committee</p> <ol style="list-style-type: none"> <li>1. Mid-year representative Coco Bernard –Sydney 2015; ?? London 2016</li> <li>2. Incoming secretary/member-at-large</li> <li>3. Setting up a SLC listserv – how and how much \$\$</li> </ol> <p><i>Discussion and Outcome</i></p> <p>The Facebook page needs oversight. The students want a discussion listserv, but there must be monitoring of content, and rules put in place. There are legal issues that need attention. The students are making plans for the meetings in Sydney and Boston.</p> <p>They would like to elect a secretary. The SLC was commended for involving outside North American members. There are many countries represented.</p> |

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|    | <p>Dr. Ponsford previously pointed out that our long-range goal is to have students join INS.</p> <p>Dr. Łojek made some links in German speaking countries and is looking for more contact with eastern European countries. Dr. Watts offered to help make contact with Africa.</p> <p>They worked with Irene Meier on manual and reports.</p> <p>The students are very active and very creative.</p> <p>The BOG was reminded of the student social event on Thursday at 7 pm at the Stout Street Social.</p>  |
| 7  | <p><b>WebsEdge</b> (Brickman; see WebsEdge Report, pgs 85-87)</p> <ol style="list-style-type: none"> <li>Should we do this? There are some obvious potential benefits to the society. Here are some “pros” that occurred to us, in no particular order</li> <li>There will be some additional effort and time by board members and/or INS staff program committee chair/members, with regard to guiding WebsEdge on what to emphasize during the news segments. They estimate an additional total of about 10 hours’ work for each meeting. All production, editing, sponsor relationships, etc. are handled by WebsEdge with input from INS.</li> </ol> <p><i>Discussion and Outcome</i></p> <p>This vendor has contacted Dr. Bornstein in the past. They produce a 40 minute segment that screens in the hotel lobby, and broadcasts in rooms. They provide footage that can be posted on INS website. INS would have final say on content. Dr. Arnett suggested that it seems worth trying, as there is little downside.</p> <p>Motion: (Dr. Bowers) The INS will try WebsEdge one time.</p> <p>2<sup>nd</sup> Dr. Łojek</p> <p>vote unanimous</p> |
| 8. | <p><b>Executive Director/INS office</b> (Chelune)</p> <p>The office is maxed out in terms of its current resources, and needs additional resources to continue at the current and projected level.</p> <ol style="list-style-type: none"> <li>What does the BOG want from the INS office?</li> <li>Should the office move toward absorbing the Registration component of its annual meeting, playing a role in the mid-year meetings, absorbing more web functions under the the auspices of the office, etc.?</li> <li>Proposal: (Bigler) <ol style="list-style-type: none"> <li>Increase Executive Director’s effort from current 20% to 30% in July 2015 and reduce to 25% in January 2017</li> <li>Add 0.6 to 1.0 FTE Assistant Program Manager in July 2015</li> </ol> </li> </ol> <p><i>Discussion and Outcome</i></p> <p>The INS office is doing things differently. There is an increase in resources e.g., the Denver meeting app took more personnel time. The INS office needs additional resources to continue and would like to hire new staff before July.</p>  |



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|    | <p>Motion: Ask Dr. Chelune to give the BOG a thorough update on what it takes to run the office, including budget information. Consider this information in an electronic vote before Sydney and implement before July.</p> <p>2<sup>nd</sup> Dr. Watts</p> <p>vote unanimous</p>   |
| 9  | <p><b>Federation of European Societies of Neuropsychology</b> (Hokkanen, Watts, Haaland)</p> <p>Budget allocation increase to send INS representatives to 5<sup>th</sup> Annual FESN meeting in Tampere, Finland, September 9-11, 2015. Current allocation is \$10,000</p> <p><i>Discussion and Outcome</i></p> <p>Motion: The BOG will approve an increase to the FESN meeting budget by \$5000.</p> <p>2<sup>nd</sup> Haaland</p> <p>Vote unanimous</p>   |
| 10 | <p><b>INS Archivist/Photographer</b> (Chelune)</p> <p>Dr. Robb Mapou has informally been taking pictures at INS for many years and took quite a few last year in Seattle and offered to put them in a DropBox but no one responded to him. Should INS have an archivist/photographer – should that person get a stipend?</p> <p><i>Discussion and Outcome</i></p> <p>Motion: (Dr. Watts) The BOG will ask Dr. Mapou to photograph this meeting and give him \$500 to organize his photo file to give to INS.</p> <p>2<sup>nd</sup> Dr. Haaland</p> <p>Unanimously approved</p> <p>Dr. Bigler encouraged the board to have an official INS archivist. Dr. Bornstein was suggested.</p> |
| 11 | <p><b>Dissemination of the Findings from the 2014 Strategic Planning Survey</b> (Marcopulos)</p> <p><i>Discussion and Outcome</i></p> <p>Dr. Chelune asked Dr. Ponsford to summarize the membership survey to provide this information to the members.</p>  |
| 12 | <p><b>Treasurer's Addendum</b> (Hermann)</p> <p>Review and Summarize any budget allocations made during this BOG meeting and incorporate them in a revised 2015 Budget and Vote on the revised budget</p> <p>New allocations were made for the following:</p> <ul style="list-style-type: none"> <li>- Henrichs &amp; Associates for strategic planning (25K)</li> <li>- \$5,000-10,000 to ILC facilitate the transition to the new Chair Dr. Evans</li> <li>- increase to the FESN meeting budget by \$5000</li> <li>- \$500 to Dr. Robb Mapou to organized INS photo file</li> </ul> <p>Motion: Dr. Hermann proposed adding a total of \$44,000 to the budget.</p>                  |

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|    | <p>2<sup>nd</sup> Dr. Watts<br/>Unanimously approved</p>   |
| 13 | <p><b>FYI -- Media Event:</b> Filming of the documentary film “Will I Be Next?” (Chelune)</p>  |
| 14 | <p><b>Recognition of BOG and Committee Chairs competing their Terms of Service</b><br/>(Bigler)</p> <p><i>Discussion and Outcome</i><br/>Dr. Bigler acknowledged Dr. Chelune for a very successful transition.</p> <p>Dr. Bigler presented certificates to BOG members rotating off the board or as committee chair:</p> <p>Dr. Roy Kessels<br/>Dr. Dawn Bowers<br/>Dr. Mariana Cherner<br/>Dr. Bernice Marcopulos.<br/>Dr. Bigler announced that Dr. Marcopulos received the 2015 American Academy of Clinical Neuropsychology Distinguished Neuropsychologist award.</p> |
| 15 | <p><b>FYI -- Board Dinner: Guard and Grace</b> – drinks at 7:00pm and Dinner at 7:30pm</p>   |
| 16 | <p><b>Adjournment</b><br/>Dr. Bigler adjourned the meeting at 5:26 pm.</p>   |