

# INS Board of Governors' Meeting

Sydney, Australia: June 30, 2015

FINAL DRAFT: APPROVED (12 APPROVED – 2 MISSING)

## MINUTES

### Present:

Officers: Ann Watts (President), Kathleen Haaland (Incoming President), Michael Kopelman (President Elect), Bruce Hermann (Treasurer), Michael McCrea (Secretary), Gordon Chelune (Executive Secretary – Ex Officio)

Members at Large: Margaret O'Connor, Guy Vingerhoets, Jon Evans, Emilia Łojek, Peter Arnett, Martine van Zandvoort

Committee Chairs: Sureyya Dikmen, Robert Heaton, John DeLuca, Raul Gonzalez, Jennie Ponsford, Coco Bernard

Guests: None

Call to Order: Dr. Watts called the meeting to order at 1:11 pm.

Item	Time	Description
1		<b>Opening Remarks</b>
	10	<p>A. Welcome – Watts</p> <p>President Watts welcomed the BoG members and committee chairs to the meeting, and noted the strategic planning retreat over the past 1.5 days prior to the BoG meeting. She thanked the board for their dedicated effort during the two-day strategic planning retreat here in Sydney.</p>
	5	<p>B. Comments regarding Assent Agenda and Action Agenda – Chelune</p> <p>Dr. Chelune asked for prompt and efficient handling of the Assent agenda, which was approved by proclamation.</p>
	5	<p>C. Call for additional agenda items – Watts</p> <p><i>Discussion and Outcome:</i> Dr. Watts asked to add the agenda item related to the Iberoamerican conference, per the letter from the representative from Spain. Dr. Vingerhoets asked to add an agenda item related to discussion of how INS might support the advancement of neuropsychology in Africa and other underserved regions around the world.</p>
2	30	<b>Treasurer's Report</b>
		<p>A. Recommendations of the Financial Advisory Committee (FAC) regarding Investment Strategies for Reserve funds (Hermann)– The Burish Group (see pgs 3-4; 15-16)</p> <ol style="list-style-type: none"><li>1) Should we do it?</li><li>2) If yes, how much?</li></ol> <p><i>Discussion and Outcome:</i> Dr. Hermann presented an update on the process undertaken by the financial advisement firm and the recommendations to the FAC. Historically, holdings have been in cash and certificates of deposit (CD). The following recommendations were offered by the financial advisement group:</p> <ol style="list-style-type: none"><li>1. Diversify holdings to reduce volatility and maximize returns.</li><li>2. Two options for investment were offered, one more conservative one more aggressive; each included and outlined general and specific allocations.</li></ol> <p>Dr. Gonzales inquired about fee structure for investment products; Dr. Hermann indicated that</p>

		<p>more detailed information could be obtained from the financial advisement firm. Dr. Hermann indicated that two INS CD's are about to come due and could be eligible for re-investment in other investment options. On behalf of the FAC, Dr. Hermann presented a specific proposal to take money from the two maturing CD's and invest in a conservative investment option offered by the investment firm.</p> <p>Action Items: Dr. Hermann and the FAC will obtain more information from the investment firm on the fee structure and other details associated with the proposed investment options. The FAC will come back to the BoG with the additional information and the prospect of investment options will be addressed by the board at a later date.</p> <p>B. Dues increase (Hermann; Evans) – old business (see pgs 3; 34)</p> <ol style="list-style-type: none"> <li>1) How much? Students?</li> <li>2) How? – Sliding scale according to UN Gross National Income classification</li> <li>3) Should meeting registration fees be on sliding scale?</li> </ol> <p><i>Discussion and Outcome:</i> At the BoG in Denver, there was discussion of possible dues increase and other issues related to dues amounts. There has not been a change in dues in 12 years, when dues were decreased. Dr. Kopelman stated that a dues increase may be counterproductive to the strategic priority of growing membership. Dr. Hermann suggested a dues increase to \$150, either in one increase or a series of increases over time. The issue of a varied levels of dues adjustments based on economic factors of the members home country was also discussed.</p> <p>Motion: (Hermann) to increase member dues to \$150 per year  2<sup>nd</sup>: Dr. Arnett</p> <p>Discussion: Dr. DeLuca suggested an increase to \$145 and Dr. Gonzales suggested \$140.  Dr. Ponsford and Dr. Arnett suggested waiting one year before a dues increase.  Friendly Amendment: (DeLuca) to increase member dues to \$145 per year  Outcome: For (3), against (6); motion did not carry  Action item: Dr. Hermann to explore models for due adjustments based on economic factors of the members home country and report back to the board.</p>
3	25	<p><b>Executive Director's Report</b></p> <p>A. Site Selection (Chelune; see pgs 17-18)</p> <ol style="list-style-type: none"> <li>1) Mid-year meetings (Prague, Barcelona, Vienna) <ol style="list-style-type: none"> <li>a) 2018 – Prague (Prague Convention Center)</li> <li>b) 2019 – South America (? Brazil, Chile, Columbia)</li> <li>c) 2020 – Vienna (Austria Vienna Center)</li> </ol> </li> </ol> <p><i>Discussion and Outcome:</i> In Denver, the BoG approved Executive Director Chelune to pursue 2 sites for 2018 and 2020. Dr. Chelune reported Prague for 2018 and Vienna for 2020 at this meeting. Dr. Chelune presented the slate of mid year meeting candidate cities and his review of venues visited in these cities. He submitted his recommendations to the BoG for 2018-2020 (see 1a, 1b, 1c above). Other suggestions for future sites were also discussed. Dr. van Zandoort also suggested France as an option. Dr. Kopelman suggested Germany (Munich, Berlin, other) as a potential site. The BoG discussed the relative advantages and disadvantages of each proposed site.</p> <p>Motion: (O'Connor) To hold the 2018 midyear in Prague and Dr. Chelune move forward in the process of securing the venue and other planning processes.  2<sup>nd</sup>: Kopelman</p> <p>Motion passed unanimously.</p>

		<p>Action Items:</p> <p>Dr. Chelune to explore support from the Austrian Neuropsychological Society to host the 2020 mid-year INS meeting in Vienna, and approach the neuropsychological organizations in Italy, Germany, France and other sites about the prospect of hosting a European based midyear meeting after 2020. There was also discussion about renaming the two annual meetings in the interest of not placing more importance on the February meeting (commonly referred to as the North American Meeting) than the midyear meeting. This issue is under consideration by the BoG. Dr. Chelune to explore the options for a South American based midyear meeting in 2019.</p> <p>2) Annual Meetings</p> <p>a) 2019 -- Austin, Palm Springs, New York, San Francisco, Orlando</p> <p>b) 2020 – Denver Hyatt (2020)</p> <p>Dr. Chelune discussed these prospect sites for 2019 and 2020.</p> <p>Motion: (Haaland) Dr. Chelune proceed with securing the Denver venue for the 2020. 2<sup>nd</sup>: Dr. Arnett</p> <p>Motion passed unanimously</p> <p>Action Items: Dr. Chelune will explore and obtain more details about potential sites for the North American meeting in 2019 and 2021. Dr. Chelune will solicit other BoG members to assist in the site evaluation process.</p> <p>B. Change in Membership rolls (pg 17) – based on dues payments the previous year; we will track more closely those who do not pay on time and notify them that they are late; we would like to introduce an incentive to pay dues early (\$5 off for early dues payment; \$10 late charge for those who register late; if dues have not been paid for 2 consecutive years, they will be notified that they are being dropped from the membership rolls but can reapply for membership without penalty.</p> <p><i>Discussion and Outcome:</i> This discussion was tabled and will be addressed as part of the larger issue around dues structure.</p> <p>C. Request the BOG and Committee Chairs volunteer at Registration desk to meet and greet attendees (pg 18)</p> <p><i>Discussion and Outcome:</i> A roster will be developed for BoG members to volunteer at the registration desk at the Boston INS meeting.</p> <p><i>Other Discussion:</i> Dr. Chelune reported that: The 2016 slate of nominations/candidates to run in the next INS election is complete. The candidates include: President: Glenn Smith (USA) Keith Yeates (Canada)</p> <p>Member-at-Large: Derin Cobia (USA)<sup>[SEP]</sup>Leandro Malloy-Diniz (Brazil) Alberto Luis Fernández (Argentina) Marc Norman (USA)<sup>[SEP]</sup>Dorene Rentz (USA)<sup>[SEP]</sup>Yana Suchy (USA)</p> <p>A new staffer has been hired Jane Laird for the INS central office and will start working in early July.</p>
4	15	<b>Program Meeting Updates</b>
		A. Sydney 2015 – Ponsford (pgs 19-21)

		<p><i>Discussion and Outcome:</i> Dr. Ponsford reported that 661 attendees from 23 countries have registered for the meeting. The BoG congratulated and thanked Dr. Ponsford for her efforts in organizing an excellent program.</p> <p>B. Boston 2016 – Watts for Dr. Fama (22-24)</p> <p><i>Discussion and Outcome:</i> Dr. Watts reported that the planning for Boston is progressing very well; the call for abstracts went out and the portal for submissions opened on June 1.</p> <p>C. London 2016 – Haaland/Kopelman (collaboration with BNS and DoN)</p> <p><i>Discussion and Outcome:</i> Dr. Kopelman provided an update on the program, venue and other details for the London meeting. Programming, logistics, lodging details and costs were discussed. There was specific discussion around hotel options for attendees based on anticipated costs to travelers. The CE program was discussed. Dr. Kopelman and his team will work with Dr. Chelune to continue in planning the London meeting, maximizing program efficiencies and other strategies for cost containment.</p> <p>D. New Orleans 2017 – Haaland (INS 50<sup>th</sup> Anniversary)</p> <p><i>Discussion and Outcome:</i> Dr. Haaland provided an update on the program, venue and other details for the New Orleans meeting, with particular emphasis on the celebration of the INS 50<sup>th</sup> anniversary.</p> <p>E. Undergraduate Attendance at Meetings – Chelune</p> <p><i>Discussion and Outcome:</i> Dr. Chelune proposed a plan to approach training programs and universities in the Boston area to engage faculty to promote students to attend the INS meeting in Boston in 2016. The BoG supported the proposed plan.</p>
5	30	<p><b>Bylaws Task Force</b> (Watts/Chelune; see pg 49 and attached file: INS_BYLAWS_all comments.docx; ad-hoc Bylaws committed: Paula Shear and Munro Cullum (co-chairs), and Jon Evans.</p>
		<ol style="list-style-type: none"> <li>1. Most of our primary concerns are in the sections pertaining to <u>Officers &amp; Committees</u>: <ol style="list-style-type: none"> <li>A. Need to plan for rotation of officers and committee members, ensuring that all committees do not turn over simultaneously as they do at present</li> <li>B. Term limits should be considered (e.g., no more than two consecutive terms). Also consider: Would it be reasonable to say simply that no officer or member of the Governing Board may serve consecutive terms in the same office? If the Board is keen to keep a good turnover of members taking on responsibilities for the management of the organization then it might be simplest to say that only one term can be served in any one position though one could stand for election to another position? NAN has dealt with this - see their wording.</li> <li>C. Currently, it is unclear how many times someone can be elected treasurer given language about Board approval — looks like total of 20 yrs.</li> <li>D. The board may want to consider whether the board alone, rather than the membership, can extend an office like treasurer that was initiated by the membership voting for a single term.</li> <li>E. Specify how many members should be on committees and whether it is acceptable for some committees to have only 1 member, as the bylaws allow currently</li> <li>F. There should be a clear plan for succession in committee chairs (e.g. candidates</li> </ol> </li> </ol>

		<p>must have been an active committee member and perhaps serve as co-chair for more demanding committees)</p> <ol style="list-style-type: none"> <li>The membership categories are confusing. Please refer to notes on the attached marked document for specific questions and suggestions, taking into account differences in labels across countries and across disciplines.</li> <li>The relationship between the program Chair/Committee and BOG should be clarified in terms of which tasks each party is responsible for</li> <li>It is strongly recommended that the Board adopt a comprehensive conflict of interest policy.</li> </ol> <p><i>Discussion and Outcome:</i> Dr. Watts recognized and thanked the ad hoc committee (Drs. Paula Shear, Munro Cullum and Jon Evan) for their work in reviewing the current bylaws. She provided an overview of the items listed above, with particular interest in term limits for BoG members and officers. Dr. Haaland commented on the goal and priority to bring new talent onto the BoG and involvement of more of the membership in INS leadership and governance. The BoG discussed the appropriate length of terms for officers and committee chairs, with particular focus on the CE committee chair and meeting program chair. There was focused discussion about the structure and process for CE programs as part of the midyear meeting, where the attendance is predominately not from North America and not governed by the conventional CE standards for the US. Dr. Watts introduced the idea of developing an INS conflict of interest policy for BoG members.</p> <p>Action Items: Drs. Watts, Haaland and Kopelman will craft a draft of bylaw language around term limits and a COI policy for the board to review and act on at a later date. A more comprehensive review of the bylaws may be conducted in the future.</p>
6	15	<p><b>Federation of European Societies for Neuropsychology</b> (Watts, Haaland, Kopelman)</p> <ol style="list-style-type: none"> <li>Status of upcoming meeting - Tampere, Finland, September 9-11, 2015. Current allocation is \$15,000 – old item</li> <li>Development of Bilateral Memo of Understanding – what should INS give and what should INS request in return – new item</li> </ol> <p><i>Discussion and Outcome:</i> Dr. Watts provided an overview of recent discussions between INS and the FESN with respect to the Tampere meeting, which are progressing favorably. Dr. Vingerhoets also discussed the work of the FESN and Dr. Watts inquired about how INS may collaborate more with FESN. The BoG discussed opportunities for further interaction and collaboration between INS and FESN.</p> <p>Action Items: Dr. Watts will report back to the BoG on how discussions progress with FESN.</p>
7	15	<p><b>Strategic Planning Retreat</b> (Watts)</p> <ol style="list-style-type: none"> <li>Comments</li> <li>Action Items prior to formal report by Henrichs &amp; Associates</li> </ol> <p><i>Discussion and Outcome:</i> President Watts thanked the BoG and Committee Chairs for making the time to attend the strategic planning retreat over the past 1.5 days prior to the BoG meeting. The BoG will be receiving a draft report from Henrichs and Associates for review and final approval. There was discussion about the work plan and time required to continue the strategic planning leading up to and at the INS meeting in Boston.</p> <p>Action Items: The BoG agreed that the meeting in Boston will be a full day (rather than typical half day BoG meeting), likely with half day strategic planning session and half day BoG meeting. A full agenda will be developed.</p>

8	30	<b>International Liaison Committee</b> (Evans; see pgs 33-34)
		<p>Recommendations/Suggestions by ILC Chair, Dr. Evans</p> <ul style="list-style-type: none"> <li>A. Set INS fees on a sliding scale according to UN Gross National Income classification (High Income/Upper Middle Income/Middle Income/Low Income)</li> <li>B. Reduced fees for access to audio/video recordings of conferences?</li> <li>C. Develop Webinar series of talks (e.g. use TED talk format – short talks that summarize key thinking in particular areas and provide links to other resources?)</li> <li>D. Linked to 3., consider ‘summer school’ option that is fully web-accessible</li> <li>E. Update INS website, with links to local/regional neuropsychological organizations</li> <li>F. Develop Facebook/Twitter to promote networking opportunities</li> <li>G. Establish ‘flying faculty’ option – linked to this, promote more actively the Charles G. Matthews Fund.</li> <li>H. Update ILC website with list of people interested in collaborating/mentoring research activities</li> <li>I. Commission a document to provide guidelines on adapting tests used in one country for application in another.</li> </ul> <p><i>Discussion and Outcome:</i> Dr. Evans provided an update from the ILC, following the items listed above (see A thru I). The structure and function of the ILC was discussed, particularly in light of the key priorities identified in the strategic planning session. There was discussion about the specific priorities and tasks that the BoG asks the ILC to do. Dr. Evans and Dr. Chelune also gave an overview of the Charles G. Matthews Memorial Fund and its intended function. Dr. Haaland and Dr. Evans also pointed out that the ILC could benefit from more members with global coverage.</p> <p><i>Action Items:</i></p> <p>Dr. Hermann will gather more information on the details of the Matthews fund and report back to the BoG. Dr. Evans, the ILC and the BoG will then explore options to maximize the impact of the Fund.</p> <p>Dr. Evans will set priorities for the ILC based on the strategic planning report and report back to the BoG.</p> <p>Dr. Evans will also spearhead an effort to identify and recruit prospects to join the ILC.</p>
9	20	<b>Publications Committee</b> (Dikmen) See pgs 27-29
		<ul style="list-style-type: none"> <li>A. Oversight of Social Media (Facebook, SLC Listserve) – Need a Social Media Policy</li> <li>B. Retain Lawyer to help develop such a policy</li> <li>C. SLC Facebook – Dr. Dawn Bowers is providing some oversight</li> <li>D. INS-SLC Listserve – up and running under David Loring’s direction. This is a “student only” listserve, but Dr. Loring requests 3 BOG members to be on the list serve</li> <li>E. Clarify the role of the Publications Committee in the oversight of INSNET.</li> </ul> <p><i>Discussion and Outcome:</i> Dr. Dikmen provided an overview of activities from the Publications committee, with particular relevance to the items listed above (see A thru E). Various outlets for social media are being explored, which will require a systematic plan for oversight, policy, technology resource requirement, function and governance. Dr. Dikmen described the efforts of Dr. Loring in support of a listserv, which would be predominately for students with some oversight and supervision. A main goal of the listserv will be to promote engagement of international students in INS, consistent with our strategic priorities. There was discussion around the role and function of the INS newsletter, as well as the ideal medium for his dissemination.</p>

		<p><i>Action Items:</i> Dr. Watts will reach out to APA leadership to inquire about whether INS can utilize their social media policy as a model on which to craft an INS social media policy.</p>
10	25	<p><b>Student Liaison Committee</b> – Bernard-Łojek (see pgs 35-36)</p> <p>A. Monitor and update Facebook page with targeted content, improve site participation, and increase reach – Who will monitor? Listserve – Who will monitor</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. Recruiting Student Representative (Watts to comment)</p> <p>D. Other items for BOG action</p> <p><i>Discussion and Outcome:</i> Coco Bernard and Dr. Łojek provided an update on activities from the SLC, and Dr. Watts congratulated and thanked Ms. Bernard for the efforts of the SLC. There are currently 14 student reps from 14 countries around the world. There was discussion about how to best identify and recruit students to the SLC. A student rep will also be involved in the social media initiative with the Publications Committee.</p> <p><i>Action Items:</i> Dr. O'Connor will join the committee and a student will become part of all INS committees.</p>
11	10	<p><b>WebsEdge</b> (Brickman/O'Connor; see WebsEdge Reports, pg 49)</p> <p>a. 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 the 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.</p> <p>b. Who will review potential "sponsors."</p> <p><i>Discussion and Outcome:</i> Dr. O'Connor provided an overview of the planned partnership with WebsEdge. Dr. DeLuca suggested that WebsEdge may be a vehicle to produce the videos of interviews with distinguished and influential figures in the history of INS, in keeping with our strategic tactics to promote the history and impact of INS.</p>
12	5	<p><b>INS Archivist/Photographer</b> (Chelune)</p> <p>Should we look for someone to serve as the official INS Archivist?</p> <p><i>Discussion and Outcome:</i> The group agreed to further explore this prospect.</p> <p><i>Action Item:</i> Dr. McCrea will contact Dr. Bill Barr about his interest in serving in this capacity with INS.</p>
13	5	<p><b>Planning committee for the INS 50<sup>th</sup> Anniversary</b></p> <p><i>Discussion and Outcome:</i> Dr. Watts briefed the group on the plan to organize a committee charged with planning for the INS 50<sup>th</sup> anniversary in conjunction with the meetings in South Africa and New Orleans.</p> <p><i>Action Items:</i> Drs. Watts, Haaland and Kopelman will explore and report back to the BoG.</p>
14		<p><b>OTHER AGENDA ITEMS:</b></p> <p><b>Role of INS in advancing neuropsychology in Africa and underserved countries.</b></p>

		<p><i>Discussion and Outcome:</i> Dr. Vingerhoets provided an overview of a communication he had with a delegate from the DRC, Africa, who inquired about how INS could help advance neuropsychology in Africa. There was discussion around educational offerings, clinical resources, and other efforts to assist in advancing neuropsychology in Africa. Dr. Vingerhoets introduced the prospect of INS allocating resources, financial and otherwise, to support efforts to promote neuropsychological training and practice in Africa. The BoG felt that the issues identified in Africa also likely apply to many underserved areas around the world. There was also discussion about assisting underserved countries in the development and dissemination of clinical assessment tools for use in their country. Dr. Heaton's work abroad will be valuable to these efforts going forward.</p> <p><i>Action Items:</i> Dr. Vingerhoets will construct a task force to explore this issue, to include Dr. Evans in collaboration with the ILC, Dr. Heaton based on his experience in Africa and abroad, and Dr. Watts given her local experience.</p> <p><b>Role of INS in supporting the first Iberoamerican congress of neuropsychology in Spain in 2016</b></p> <p><i>Discussion and Outcome:</i> Dr. Chelune outlined a communication he recently received from Juan Carlos Arango asking for INS to support a neuropsychology conference in Spain in summer 2016. The conference is geared toward Latin American and Spanish neuropsychologists. The organizers have requested that INS fund two speakers to present at the meeting. The board discussed funding one rather than two speakers.</p> <p><i>Action Items:</i> Dr. Chelune will gather more information on the conference, costs to fund one or two speakers, and what funds are available (from the Matthews Fund or otherwise) to cover the costs, and will come back to the board with an update for action.</p>
15	5	<b>FYI -- Board Dinner: 360 Bar and Dining</b> – drinks at 7:00pm and Dinner at 7:30pm
16	0	<p><b>Adjournment</b></p> <p>Dr. Watts closed the meeting at 5:20 pm.</p>