

**Board of Governors Meeting
July 5, 2016
London, England**

ACTION AGENDA ITEMS 250 min

Present:

Officers: Kathleen Haaland (President), Keith Yeates, (President Elect), Michael Kopelman (Incoming President), Bruce Hermann (Treasurer), Michael McCrea (Secretary), Gordon Chelune (Executive Secretary – Ex Officio)
Members at Large and Committee Chairs: Guy Vingerhoets, Jon Evans, Emilia Łojek (Student Liaison Chair), Peter Arnett, Martine van Zandvoort, Jennifer Manley (Publications Chair), Yana Suchy (Membership Chair), John DeLuca (Education Chair), Marc Norman (Effectiveness Chair), Roy Kessels (Awards Chair), Coco Bernard (Student Liaison Committee), Alberto Fernandez (SLC), Raul Gonzales (Program Chair)

Call to Order – Kathleen Haaland, INS President

Dr. Haaland called the meeting to order at 1:20 pm.

Welcome – Kathleen Haaland, INS President

Dr. Haaland welcomed all officers, committee chairs and board members.

Assent Agenda – Discussion and Motion – Haaland, Chelune

MOTION 1. Approve the assent agenda

Motion by B. Hermann; second by M. Kopelman; motion passed unanimously, all in favor, none opposed).

Call for Additional Agenda Items – Haaland

None submitted

Treasurer

B. Hermann presented an overview of the current INS finances, with specific discussion around the following action agenda motions and assent items:

1. BOG Travel to Related Meetings – 10 min

In the past we have approved expenditures for BOG members to attend meetings at pertinent neuroscience groups for purposes that advance the strategic missions of INS. We would like to add this to our master stipend schedule so the general level of support is clear going forward.

MOTION 2: INS will cover BOG approved strategic travel including economy airfare (booked 6 weeks ahead of meeting), lodging and per diem, and ground transportation commensurate with length of conference, and meeting registration fees if they are not waived by the host organization.

MINUTES: There was discussion about the specific expenses covered by this motion. The motion was slightly amended to include ground transportation in the covered expenses.

Motion by B. Hermann; second by J. Evans; motion passed unanimously: all in favor, none opposed.

2. INS Audit Costs – 10 min

Our yearly audit costs are not trivial (10K or higher). The INS by-laws state that we are required to have an audit every 2 years, but we have been doing yearly audits for some time. It is conventional for non-profits to be reviewed yearly, but more generally our practice needs to be aligned with the bylaws.

MOTION 3: Amend the bylaws to reflect our practice of yearly audits.

MINUTES: B. Hermann summarized the item and initiated discussion. There was broad consensus around the action item.

Motion by B. Hermann; second by M. van Zandvoort; motion passed unanimously, all in favor, none opposed.

Squire has been doing our audits and we have no long-term contractual arrangement nor have we obtained competitive bids to determine whether we could generate cost savings regarding the audit process.

ASSENT ITEM 1: INS office will generate an RFP for competitive bids for yearly INS audits for the next 5 years.

MINUTES: B. Hermann summarized the item and initiated discussion. There was general consensus around the assent item. The INS office, Executive Secretary and treasurer will advise on the plan for audits going forward.

3. What is our annual budget? – 10 min

The approved 2016 budget was very similar to the 2015 budget with the exception of a purposeful increase in the executive director's office. The total BOG approved budget for 2016 was \$571,631. The approved budget, however, does not reflect our entire year's expenditures because we do not include the expenses associated with annual and mid-year meeting(s) in the budget presentation and BOG approval process. For Denver the total meeting expenses were \$318, 577. If, for the sake of argument, the meeting expenses for New Orleans are close to Denver's expenses, our total annual 2016 expenditures would exceed \$890,000, and incorporation of the mid-year expenses would push it well over 1 million dollars. It is proposed that we amend our current practice and include estimated annual and mid-year meeting expenses in the presentation of the annual budget and BOG approval process.

ASSENT ITEM 2: Beginning in 2017 the proposed annual budget should include expenses from the annual and mid-year meetings, the estimates based on a floating average of the past three years.

MINUTES: B. Hermann summarized the item and initiated discussion. The board discussed the impact of the North American and Midyear meetings on the overall budget and financial stability of the organization. There was general consensus around the assent item.

4. What should be the size of our reserves? 15 min

Regarding the appropriate level of our reserves, 3 years' worth of operating expenses has been the amount mentioned for many years. If we consider the "lower boundary" of our operating expenses as mentioned above (\$571,631), then our current reserves (1,150,000) do not meet that standard. If the upper boundary of our total operating expenses is considered (estimated to be > 1 million), then our current reserves are inadequate.

An important issue for a nonprofit with approximately 3,000 members and a total annual budget of exceeding 1M is what should our strategic reserves be? At least as important is whether our reserves are “working” for us and generating revenue that could be placed in a Strategic Plan account. We have taken a step in that direction through the investment with Burish UBS.

MOTION 4: Retain consultation (at a cost of no more than \$5,000) to address the question of appropriate reserve amount for INS and develop alternative long term strategies to enhance revenue from our reserves—report to be provided to BOG at New Orleans meeting with discussion and vote.

MINUTES: B. Hermann summarized the item and initiated discussion. The Board discussed feedback from the current investment firm on management of current reserves, including recommendations to remain with a conservative approach toward investment of INS funds.

Board agreed to discuss this matter further on an upcoming INS President and Officers call. No action or vote was taken on Motion 4. Future motions may be brought forward for consideration, action and vote by the Board. It was replaced with Motion 4.1 (see below).

Motion 4.1: INS reserves should be maintained at a level no less than one year’s operating expenses, based on a 3 year rolling average of annual operating expenses, inclusive of meeting expenses for the North American and midyear meetings.

Motion by B. Hermann; second by P. Arnett; motion passed unanimously, all in favor, none opposed.

Revenue Streams

5. Meeting Expenses – 10 min

Regarding income and expenses from annual meetings, expenses have been relatively stable from 2011 to 2014 (246K to 286K) but increased significantly to 318K for Denver and were maintained for Boston. One can argue that it takes money to make money, but perhaps there is an opportunity to increase net income from the meetings by trying to reasonably cap targeted expenses.

ASSENT ITEM 3a: Consider an ad hoc committee (e.g., chaired by a member of the BOG and composed of current (Kopelman, Morris, Hampstead) and previous program chairs (Fama, Cobia), treasurer, Chantal Marcks, student member) to determine if there are opportunities to reduce expenses without sacrificing quality (see additional duties for this committee under item 6).

MINUTES: B. Hermann summarized the item and initiated discussion. Expense categories associated with each meeting were discussed. It was agreed that an ad hoc committee will undertake a review of the expenses for the North American and Midyear meetings, in communication with the finance and program committees, and report back to the board on the results of their review and recommendations for budget modifications going forward. There was discussion about how to best handle the nuances of the two annual meetings (North America and Midyear) in terms of expense structure, etc. (including whether or not it requires two separate committees or one committee addressing both meetings). Ad hoc committee membership will consist of those listed in the motion, those involved in planning Midyear meetings, and perhaps the addition of other board members. There was general consensus around the assent item.

6. Meeting Organization – Michael Kopelman, Gordon Chelune, Bruce Hermann –30 min

- a. Detail problems in the organization of both of our annual meetings
- b. Coordination of the organization of both annual meetings.
- c. Points for discussion from Michael Kopelman, current INS Program Chair for London with Robin Morris: Initial local involvement re. meeting co-sponsorship, venue, costs; INS Office involvement throughout the planning of the conference.

ASSENT ITEM 3b: Consider adding this goal (to determine how the organization of annual meetings can be improved) to the work of the ad hoc committee described in ASSENT ITEM 3c. This ad hoc committee would also develop a policy & procedures manual for both conferences;

MINUTES: M. Kopelman summarized the item and initiated discussion. He identified a number of challenges encountered in planning and coordinating the London 2016 meeting. There was discussion about generating a “manual” to leverage prior lessons learned in the planning of annual meetings (North American and Midyear). Based on past experiences, there was discussion about certain planning aspects more relevant to the Midyear INS meeting. Strategies for improved planning, communication and coordination of the Midyear meeting specifically were discussed. Issues related to conference costs and registration fees were discussed. There was discussion of how the INS office should be involved in the planning and coordination of the Midyear meeting, in conjunction with the local, in-country representatives. There was general consensus around the assent item to form an ad hoc committee develop a policy & procedures manual for both conferences and to determine how the organization of both conferences can be improved. This committee will consist of past and present program chairs, INS office staff, and other board members.

Executive Director/INS office

7. INS Office Meeting Coordinator – 10 min

Discussion of whether there should be a dedicated person to coordinate with the local societies and event planners to plan the INS mid-year meeting details. What impact will that have on INS resources and configuration of duties among staff – do we need an additional person?

ASSENT ITEM 3d: Consider the same ad hoc committee as specified in item 5 and 6 to determine if a dedicated person should be hired for the INS office to coordinate with the local societies and event planners to organize/plan the INS mid-year meeting details.

MINUTES: As part of Assent Item 3C, the Ad Hoc committee will address this question related to Assent Item 3d and report back to the BoG.

8. Discussion of INS Membership.- 10 min

- A. Is INS a credentialing body or a professional interest group? Do we need to do a credentials review and can we develop a web-based or paper-based application form that does not require a copy of an individual's CV? Can we create a form (electronic

and paper that simply asks people to indicated their current status. Can we give a 10-20% discount for Non-members attending our conferences to join at the meeting?

- B. Bylaws: Section 1. **Members.** There shall be four classes of members, regular members, associate members, emeritus members and honorary members.... Persons who are actively interested in neuropsychology or neuropsychological disorder shall be eligible for regular membership. Such persons shall be involved in teaching, research, or clinical practice in the field.
The guidelines for regular membership shall ordinarily include the following: qualifications (degrees, certifications, or other requirements) consonant with the professions in the country of origin; a significant proportion of activities devoted to neuropsychology or closely related fields; and current payment of dues.

MOTION 5: INS office will develop membership application form that allows applicants to fill in their own **status without verification by the INS office.** Prospective new members will indicate their membership category (See item below for details) without necessity of providing CV. If the application is made at the time of a July or February INS conference, the applicant will receive a 20% discount.

MINUTES: G. Chelune presented the item and initiated discussion. There was discussion of the impact on membership and budget, as well as how to operationally manage any discounted registrations. It was determined that MOTION 5 could be addressed as an assent item if the final sentence ("If the application is made....a 20% discount") was omitted. The assent item as stated below was agreed to with consensus:

ASSENT 3E: INS office will develop membership application form that allows applicants to fill in their own **status without verification by the INS office.** Prospective new members will indicate their membership category (See item below for details) without necessity of providing CV.

- C. **Proposed Membership Categories – 10 min.** (a proposal with Bylaws implications):
- a. Regular member (independent clinical practitioner, academic, or researcher)
 - b. Emeritus Member (a member who is currently retired and age > 65).
 - c. Postdoctoral Fellow (post graduate degree but in a formal training program)
 - d. Student Member (graduate or undergraduate student enrolled in an accredited program of study at pre-doctorate level)
 - e. Affiliate members (not engaged at a professional level in neuropsychologically related fields, but interested parties such as industry)
 - f. Institutional Affiliate (ILC) – regional groups that demonstrate need.

MOTION 6. Membership categories will include 6 categories as detailed above. This will require bylaws change.

MINUTES: G. Chelune presented the item and initiated discussion. There was discussion of changing the designation to reflect stage of training or career (e.g., "Early career" to replace Postdoctoral category) to avoid issues confronted by the inconsistency of the proposed designations across countries. There was discussion around refining the proposed membership categories (and labels for each). It was recommended that Motion 6 be tabled, and that the

Membership Task Force conduct a review of current membership categories and report back to the BoG with recommendations for revised membership categories.

Membership Task Force Agenda items: Yana Suchy – 20 min

9. Discuss proposed changes in policies/bylaws that may facilitate timely payment of dues.
10. Discuss proposed changes in dues for low to middle income countries.
11. Discuss proposed changes in dues for students.
12. Discuss ways of increasing members outside North America.

MINUTES: Y. Suchy presented the item and initiated discussion. There was discussion of several topics related to current membership dues for each membership category, as well as consideration/justification of any future increase in membership dues. Stratification of dues based on the income level (high, moderate, low) for the member's country of origin (based on industry standards) was discussed. Discussion was in the context of advancing strategies to increase membership and the overall impact on financial health of INS. There was also discussion of strategies to incentivize more members to sustain membership and consistently pay annual dues. A number of motions were presented, as follows:

MOTION 7: To be an active member, the member must pay dues annually. Failure to pay annual dues prior to the deadline will result in suspension of member benefits until current dues are paid.

Motion by Y. Suchy; second by K. Yeates; motion passed unanimously: all in favor, none opposed.

MOTION 8: To increase membership dues for full members from \$120 per year to \$150 per year, effective for 2018 membership.

Motion by J. DeLuca; second by P. Arnett; motion passed unanimously, all in favor, none opposed.

MOTION 9: To discount membership dues for full members from upper middle income countries by 50% and discount membership dues for full members from low/low middle income countries to \$30 (cost of JINS), effective for 2018 membership.

Motion by K. Yeates; second by J. Evans; motion passed unanimously, all in favor, none opposed.

MOTION 10: To reduce membership dues for student members from \$60 per year to \$45 per year, effective for 2018 membership.

Motion by Y. Suchy; second by B. Hermann; motion passed unanimously, all in favor, none opposed.

MOTION 11: To discount membership dues for student members from upper middle income countries to \$30 and discount membership dues for student members from low/low middle income countries to \$15, effective for 2018 membership.

Motion by Y. Suchy; second by K. Yeates; motion passed unanimously, all in favor, none opposed.

MOTION 12: To increase membership dues for emeritus members from high income countries from \$60 per year to \$75 per year, and reduce membership dues for emeritus members from upper middle income countries to \$40 and for emeritus members from low/low middle income countries to \$30, effective for 2018 membership.

Motion by Y. Suchy; second by J. Evans; motion passed unanimously, all in favor, none opposed.

Break – 15 min

President's Agenda Items – Kathleen Haaland

13. 50th Anniversary Commemoration at New Orleans meeting and Cape Town Meeting. Kathleen Haaland, Michael Kopelman, Gordon Chelune – 10 min

- a. Videos of Neuropsychology leaders to stream in reception area
- b. Posters, etc. from historical archives.
- c. Suggestions from BOG
- d. Do we need ad hoc committee to facilitate or could person on each program committee be designated to coordinate; can INS office staff coordinate?

ASSENT ITEM 4. Appoint ad hoc 50th Anniversary Committee chair to work with organizers of New Orleans and Cape Town meetings.

MINUTES: K. Haaland provided an update on planning of events, etc. to celebrate the INS 50th anniversary at the New Orleans and Cape Town meetings. Planning is progressing nicely and will continue leading up to the meetings.

14. INS Conflict of Interest Policy. – 10 min

- a. INS needs a conflict of interest policy for officers and BOG members.

ASSENT ITEM 5: Appoint 2 members of the BOG to review conflict of interest policies from other organizations and to draft a conflict of interest policy for INS. This will be discussed and voted on at the New Orleans BOG meeting.

MINUTES: K. Haaland requested BoG members to undertake creation of a CoI policy for INS. K. Yeates and G. Vingerhoets volunteered for this task and will report back to the board.

15. INS Organizational Issues – 10 min

- a. Review potential organizational chart (see attached)
- b. Develop new leaders in INS governance
 - i. General discussion
 - ii. Committees: Methods for soliciting committee members from general INS membership on a regular basis (e.g., Newsletter, website announcement); Regular changes in committee membership (e.g., rotate 1/3 of committee each year; prepare committee members for ascendancy to committee chair position; Change committee chairs every 3 years.

MOTION 13: Some of these issues may require change in bylaws. Motion tabled, pending bylaws revision.

MINUTES: G. Chelune provided an overview of the current committees structure and cited the need for review/reorganization of the structure and function of existing and new committees. There was discussion of committee designations (e.g., ad hoc, standing, Task Forces, etc.). K. Haaland cited the importance of early career INS members being more actively engaged in INS committees. P. Arnett reported recent stats on early career members looking for involvement in INS activities. K. Haaland proposed creation of an INS policy and procedures manual, outlining the purpose, function and membership of INS committees.

16. Bylaws Phase 1 Revisions – Michael McCrea – 30 min

- a. Paula Shear, Munro Cullum, and Michael McCrea have taken a first step in modifying INS Bylaws.
- b. These suggestions will be reviewed with the goal of taking revisions to Massachusetts attorney with such specialization to ensure legal correctness.
- c. Bylaw changes will likely be sent to BOG for final email approval and then sent to membership.

MOTION 14: Approve consultation with attorney for legal review with goal of obtaining Phase 1 Bylaws revision. Board approval will be required if legal fees exceed \$5,000.

MINUTES: M. McCrea reported on the behalf of the Bylaws Task Force and initiated discussion. Plan is to engage legal counsel to advise on bylaws revision and report back to the BoG for review and approval of a revised set of bylaws, with eventual vote by the membership.

Motion by M. McCrea, second by B. Hermann; motion passed unanimously, all in favor, none opposed.

17. Publications and Communications Committee Action Items – Jennifer Manly – 15 min

- a. Discuss whether a general INS Newsletter should be created and whether INSNet should continue independently or be incorporated into a general INS Newsletter.

MINUTES: J. Manley reported on the behalf of the Publications and Communications Committee and initiated discussion. Ideas for the purpose, function and form of an INS Newsletter were discussed. There was discussion of how the newsletter would be created, managed, and distributed electronically to the membership. There was also discussion of how the Board would function with respect to content, etc. of the newsletter.

18. Student Liaison Committee Coco Bernard, Emilia Lojek – 20 min

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| A. Review of SLC Listserv Survey: Solicit suggestions for revisions or additional questions. Discuss platforms (i.e., qualtrics; google forms; survey monkey) & methods for implementing survey prospectively to all new listserv applicants. |
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- B. Discuss branding of a Special Interest Group (SIG) for Student Members overseen by the SLC. Changing designation of 'Student Affiliate' to 'Student Member'.
- C. Discuss the development of a webinar focused on training related issues in neuropsychology for international students. For this purpose, we would like to survey the needs of international students regarding their training in neuropsychology. This can be done in collaboration with another student organization (ANST has tentatively shown an interest in such a collaboration).
- D. Announce development of the International Training Database (Preeti Sunderaraman; Johanna Rosenqvist); Inclusion on INS SLC Webpage

MINUTES: E. Lojek and C. Bernard reported on the behalf of the SLC and initiated discussion. Several update and new initiatives were discussed, as outlined above. Processes to maximize the efficiencies and impact of the SLC are being looked at. There was discussion of the possible SIG for student members, as well as function of the SLC listserv and website. The webinar concept was discussed in the context of the overarching INS strategic priorities for education and membership. Two SLC delegates are creating a database of all training programs in neuropsychology around the world, including implications to INS if made publically available (on line or otherwise). E. Lojek applauded the efforts of C. Bernard and others who have had a major impact on advancing the SLC over the past 2-3 years.

19. Awards Committee – R. Kessels

MINUTES: R. Kessels reported on the behalf of the Awards Committee, who is seeking nominations for future awards. Strategies to obtain such were discussed briefly.

Old Business – 5 min
Future meetings

New Business - 10 min
Formalize any items generated from morning session

MINUTES: J. Evans received an application from a neuropsychologist in India who is organizing a professional conference on neurorehabilitation in her country, requesting that INS fund \$4,030 to support travel for a speaker to attend the conference and other conference expenses under INS sponsorship. The request was discussed and approved for payment out of the Matthews Fund, previously approved by the Board to support these types of activities sponsored by INS. The Board also discussed the process by which future requests like this are reviewed and approved by the Board.

Adjourn

K. Haaland adjourned the meeting at 6:05 pm.

Submitted by Michael McCrea, PhD, INS Secretary