

**Board of Governors Meeting  
4 July 2017  
Cape Town, South Africa**

**ACTION AGENDA ITEMS**

**Present:**

**Officers:** Michael Kopelman (President), Keith Yeates, (Incoming President), Vicki Anderson (President Elect), Bruce Hermann (Treasurer), Michael McCrea (Secretary) and Gordon Chelune (Executive Secretary – Ex Officio).

**Members at Large, Committee Chairs** Erik Hessen, Jennifer Vasterling, Robin Morris, John DeLuca, Marc Norman Yana Suchy, Martine van Zandvoort, Alberto Fernandez, Jon Evans (by teleconference).

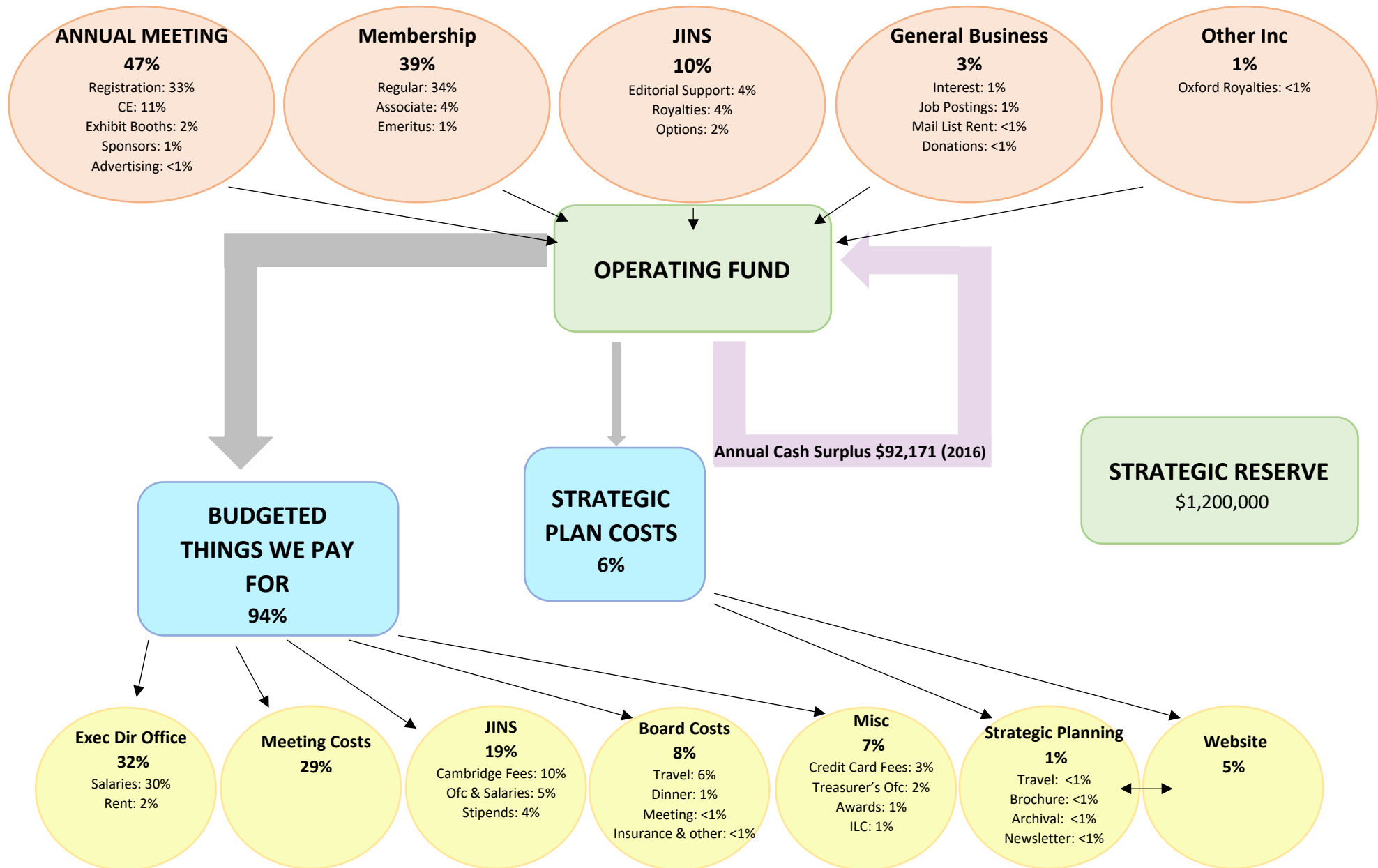
**Committee Chairs** Roy Kessels (Awards Committee), Coco Bernard (SLC Rep), Raul Gonzalez (CE Director), Jennifer Manly (Publications Chair), and Ann Watts and Annelies Cramer (Program Co-Chairs, INS Midyear Congress Cape Town).

**INS Staff Members:** Chantal Marks, INS Director of Office Operations (DOO)

Item	Time	Topic
1		<p>Call to Order and Welcome – Michael Kopelman, INS President</p> <p>M. Kopelman called the meeting to order at 9:41 am local time. Introductions and opening comments followed. See above for list of attendees (in person and by teleconference).</p>
2		<p><b><u>Assent Agenda</u></b></p> <p>1. Review and Discussion of the Assent Agenda Materials – Kopelman &amp; Chelune</p> <p style="text-align: center;"><b>Motion 1: Move to Approve the Assent Agenda</b> <b>Motion by M. Kopelman</b> <b>Seconded by V. Anderson</b> <b>Motion approved unanimously; all in favor, none opposed.</b></p> <p>M. Kopelman called for any additions or revisions to the Assent Agenda. There was a request for clarification on “AV costs” in the meeting expenses from the Treasurer’s report. B. Hermann clarified that it referred to “audiovisual costs”. There were no other revisions or questions regarding the Assent Agenda.</p> <p>2. Call for Additional Agenda Items – Kopelman</p> <p><b><u>MINUTES:</u></b> M. Kopelman called for any additional Action Agenda items. There were none.</p>

3	<p><b>Treasurer Report – Hermann</b></p> <p><b><u>Issue:</u></b> Funds flow and strategic reserves</p> <p><b><u>Background:</u></b> The attached figure provides a graphic representation of INS funds flow. At the top are our five sources of income (86% of which comes from the annual meeting and membership) and at the bottom are our major spending categories. Last year we had a net operating profit of a little over 92K which reverted to the general operating fund.</p> <p>In addition to the various details, it can be appreciated that our strategic reserves are “isolated”--cut off from all other funds flow--no inflow or outflow. We do not invest dollars to increase the reserve nor do we draw from the reserves which now stand at 1.2 M.</p> <p><b><u>Possible Action:</u></b> We are requesting guidance from the BOG regarding how best to conceptualize management of the reserves going forward. There are several possibilities that include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>a) Do nothing and leave the strategic reserve as is, a “rainy day” fund of a sort.</li> <li>b) Declare that reserves remain at some fixed amount (e.g., approx 1.0 or 1.1 or 1.5 M) and take any yearly gains to invest in BOG determined INS activities. In good years we would have extra revenue to invest, in down years we would not, in the case of several bad years in a row we would need to wait till the fund increased to/above the stated threshold.</li> <li>c) Consider a more aggressive investment portfolio in order to increase the size of the reserves to the point a yearly draw would be possible,</li> <li>d) Take a percent of annual operational profit (or a fixed sum) to add to reserves with the goal of reaching a certain amount after which we have a yearly draw (which Burish is modeling for us),</li> <li>e) Consider a combination of alternatives (e.g., c and d), or consider some other plan of action.</li> </ul> <p><b><u>Outcome:</u></b> Once the BOG expresses a preference or a set of preferences we will go back to Burish for modeling with a potential vote at the February 2018 BOG meeting.</p> <p><b><u>MINUTES:</u></b> B. Hermann provided an introduction and summary of the topic and key areas for action by the BoG, based on the figure provided (see below). There was discussion about the revenue and costs associated with the annual meetings, INS operations, and overall financial health of the organization. There was dialog about the profitability of the annual meetings to generate revenue that supports all INS strategic initiatives. B. Herman also summarized the state of reserve funds, separate from the annual operating budget (see figure below). B. Herman provided a summary of investment scenarios provided by The Burish Group, who manages the INS investment portfolio, with varied level of conservativeness. There was discussion of how to balance investment strategies and operational budget requirements, both in a manner that ensures the financial health and stability of the organization. There was no formal motion, but B. Herman asked for guidance from the BoG on preferred investment strategies to pursue with Burish Group. The combined preference from the BoG was to consider a hybrid of scenarios D and C (which equates to scenario E), as outlined above. B. Herman will discuss with Burish and present update to the BoG at the February meeting.</p>
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## Current Funds Flow



Item	Time	Topic
4		<p><b>Executive Director – Chelune</b></p> <p><b>a. <u>Nominations Slate</u></b> (Haaland, Vingerhouts, McDonald, Butters, Ris)</p> <p><b>President:</b> Bob Bilder (USA) Margaret O'Connor (USA)</p> <p><b>Secretary:</b> Celianne Rey-Casserly (USA) Anthony Stringer (USA)</p> <p><b>Members-At-Large:</b> Miriam Beauchamp (CAN) Heather Conklin (USA) Ben Hampstead (USA) Ashok Jansari (UK) Oliver Piquet (AUS) Mieke Verfaelie (USA)</p> <p><b>MINUTES:</b> G. Chelune summarized the slate of nominees, organized by K. Haaland and nominations committee members. There was discussion of nominees declaring any potential conflicts of interest that might impact their service to INS. This question will be revisited in the context of the later agenda item on the INS Conflict of Interest Policy and Procedure, particularly with respect to how to apply the policy and procedure to the current slate of nominees and current BoG members.</p> <p><b>Motion 2: Move to approve the Nominating Committee's 2018 Election Slate.</b></p> <p><b>Moved by: M. Kopelman</b> <b>Seconded by: M. van Zandvoort</b> <b>Motion approved unanimously; all in favor, none opposed.</b></p>
5		<p><b>b. <u>Hire of Temporary INS Office Staff</u></b></p> <p><b>Background:</b> Ms. Tandy Pietro is pregnant with twins. Official due date is in September, but she may deliver earlier. Although it is not clear when she will be able to return, she has indicated that she will definitely not be able to work in the lead up to and at the INS annual meeting in Washington, DC, February 2018. Thus, the INS Office will be short-handed during a critical period leading up to and during the annual meeting. It is requested that the INS office hire a non-benefitted, temporary Program Assistant for a period of at least 6 months and not to exceed 9 months. Estimated cost of a Temporary worker for 40 hours a week for 6 months would be between \$15,360 - \$19,200.</p> <p><b>MINUTES:</b> G. Chelune provided a summary of INS operations and informed the BoG. that Chantel Marks has accepted the position of INS Director of Office Operations. There was discussion of the INS Operations Director being present for the BoG meetings. There was consensus by the BoG in favor.</p>

G. Chelune informed the BoG that the position of Website Program Manager has been filled, and the new employee will start soon. Another INS employee will be on maternity leave soon, which will cause a workforce shortage in the INS office. G. Chelune presented a formal motion to fund a temporary position to fill the need.

**Motion 3: Approve the hire of a Temporary Program Assistant for a period 6 months to a maximum of 9 months at a cost of about \$19,200 to \$28,800.**

**Moved by: K. Yeates**

**Seconded by: B. Hermann**

**Motion approved unanimously; all in favor, none opposed.**

c. **Website Redesign Budget Addendum** (Norman & Chelune)

**Background:** Since the NOLA meeting, work on the items outlined in the original RFP and new items added at the request of the BOG (e.g., a tiered-dues system) and Task Forces (e.g., SIGs, new membership fields, etc.) has been ongoing. The addition of new items to the original schedule of work (420 hours @ \$107/hr) has cost @ \$19,000 which has been paid by the INS office's Special Projects budget. To maintain the INS office Special Projects budget, a budget addendum needs to be made to cover these costs (detailed in the Effectiveness/Operations Task Force Report and ED Report. Additionally, a line item in the annual budget within the INS Office is requested to cover ongoing service and maintenance as well as additional enhancements – suggested amount is \$9,000.

A budget addendum is requested to cover the cost of the additional items beyond those contained in the original RFP (i.e., items added in response to BOG and Task Force requests such as for SIGs, tiered dues, videos, etc.; these have been paid for out of INS office funds and should be returned so the Office does not look to be over- budget). These expenses are detailed in the Effectiveness Task Force Report.: Structural Changes - \$16642; Design Changes - \$2,332; Total Budget Request: \$18,974.

**MINUTES:** M. Norman updated the BoG on progress related to the website redesign initiative. G. Chelune also provided comment on how the website redesign interfaces with other INS strategic initiatives, including membership, education, science, and INS operational effectiveness. There was discussion of how to maximize the cost effectiveness of ongoing website redesign (e.g., single tasks vs. a new scope of work with bundled tasks). M. Norman proposed two motions related to current and ongoing expenses, as outlined below.

**Motion 4. Move that budget addendum of \$18,974 be made to cover the cost of the website enhancements not contained in the original RFP from Rampart Hosting.**

**Moved by: Marc Norman**

**Second by: Keith Yeates**

**Motion approved unanimously; all in favor, none opposed.**

**Motion 5. Move that a new line item allocation of \$9,000 be added to the annual budget within the INS Office to cover ongoing service and maintenance as well as additional enhancements.**

**Moved by: Marc Norman**



11	<p>Forest School of Medicine. She received her PhD from the University of North Carolina at Greensboro, and completed her predoctoral internship at the Durham VA Medical Center and postdoctoral fellowship at the Hefner VA Medical Center.</p> <p><b>MINUTES:</b> K. Yeates provided commentary on the nomination of H. Miskey, with strong support. There was strong consensus from the BoG.</p> <p><b>Motion 6:</b> Move that Holly Miskey be appointed as the Chair of the Science Task Force starting at the conclusion of the 2017 mid-year meeting in Cape Town, SA.</p> <p><b>Moved by: Michael Kopelman</b>  <b>Seconded by: Keith Yeates</b>  <b>Motion approved unanimously; all in favor, none opposed.</b></p> <p>d. <b><u>Appointment of SLC Co-Chairs (Non-North American and North American):</u></b>  <b>Background:</b> Per Section 9 of the INS Bylaws: Goals [of the SLC] will be to advance neuropsychological sciences by promoting student contributions to the study of brain-behavior relations, addressing the academic and scientific professional development needs of students, and <i>encouraging multinational student leadership and participation within the Society. The SLC will be led by a student Chair and Co-Chair, one from North America, and the other from a country outside North America. The SLC may establish an internal application and review process to propose nominees for the Chair and Co-Chair. The final appointment to these positions will be made by the President with approval by the Board of Governors.</i> It is the ED's understanding that there is currently only a North American co-chair.  <b>Discussion:</b> Dr. Fernandez is currently the sole BOG liaison to the SLC. In the past, one BOG Member-At-Large per elected year (total of 3), served as liaisons to the SLC as advisors to maintain continuity and serve as resources to the SLC.</p> <ul style="list-style-type: none"> <li><b><u>i.</u></b> Should additional BOG members be assigned by the President as liaisons to the SLC?</li> <li><b><u>ii.</u></b> It is requested that the SLC identify and recommend to the President in advance of the 2018 mid-year meeting, a North American and Non-North American co-chair of the SLC so that these individuals can be considered and approved by the BOG.</li> <li><b><u>iii.</u></b> In addition, the SLC is requested to identify and notify the INS office and Executive Director who among the SLC will serve as SLC liaison to Program Committee for the annual and mid-year meetings; these individuals should be identified at least 12-18 months prior to the meeting so that they can work with the respective Program Chairs.</li> </ul> <p><b>MINUTES:</b> M. Kopelman provided an introduction and summary of the topic. C. Bernard summarized the current structure of the SLC and her role as SLC representative to the BoG. C. Bernard will discuss with Mark McCurdy the need for a non-North American co-chair and they will report back to the INS BoG. In addition, the three topic questions above were addressed by the BoG. Currently, A. Fernandez is the only BoG member liaison to SLC, but the INS policy calls for one board member per elected year to be SLC liaisons. Continuity with the BoG</p>
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12	<p>and INS office is necessary to help incorporate the SLC activities into the overall agenda for the INS meetings each year. There was also discussion about strategies to effectively engage students and trainees in INS membership, activities and annual meetings. C. Bernard provided insights into benefits and incentives to drive student membership, and the lack thereof from students' perspective at present. Several ideas were proposed, including early career opportunities with the BoG and special interest groups, student-friendly symposia at INS meetings, student summer school opportunities, and surveying of students on interests, preferences, etc. Ultimately, student membership is based on the value proposition, balanced by benefits gained for the cost. G. Chelune called for additional SLC liaisons to join A. Fernandez. M. Kopelman will invite new members from the 1<sup>st</sup> and 3<sup>rd</sup> tier of Members-at-Large to join A. Fernandez.</p> <p><b>e. <u>Appointment of a Site Selection Committee:</u></b> (Chelune)</p> <p><b>Background:</b> Section 7 of the INS Bylaws provides for a Site Selection Committee. <i>A site selection committee shall consist of the Executive Secretary of the Society as chairperson and other members as may be appointed by the president of the Society. The committee shall invite proposals for meeting sites from the membership, develop an information base for potential meeting locations, and evaluate proposed sites for the annual meeting. The Committee will also advise the Governing Board regarding issues that may influence site selection. The committee will be responsible for development of meeting proposals for both all meetings of the Corporation.</i> Such committee currently does not formally exist. It is proposed that a Site Selection Committee be seated and in addition to the Executive Director, consist of the President, Treasurer, one North American and one Non-North American INS member and one member from the SLC. The Executive Director shall present potential candidates to the President for approval of the BOG. Members other than the Executive Director and Treasurer, members shall serve a term of not more than 3 years.</p> <p><b>MINUTES:</b> M. Kopelman explained that INS bylaws calls for a site selection committee, which does not currently exist. Currently, the Executive Director (ED) essentially selects the meeting sites and informs the BoG. G. Chelune proposed that this responsibility be held by a site selection committee, rather than the ED individually. Proposed composition of a site selection committee is outlined above in the background. It was also proposed that a member of the ILC be on the committee. The committee would be charged with selecting sites that are consistent with fulfillment of the overarching INS strategic priorities. There was discussion about the overall goals of the INS meetings, and how that impacts selection of meeting sites. This issue will be discussed further in the later agenda items related to international relations and alternative meeting formats. There was a revised motion to create a committee to include all those listed above and ILC member, as outlined below.</p> <p><b>Motion 7: Move that a Site Selection Committee be seated to work with the Executive Director and the Board in evaluating proposals from potential meeting sites, with the committee consisting of the Executive Director, INS Officers (President, President Elect, Incoming President, Treasurer, Secretary), one SLC member, and one ILC member.</b></p>
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13	<p><b>Moved by: J. DeLuca</b>  <b>Seconded by: M. Kopelman</b>  <b>Motion approved unanimously; all in favor, none opposed.</b></p> <p><b>f. <u>Recruitment of the next INS Executive Director</u> (Chelune)</b>  <b>Background:</b> Dr. Chelune will complete his 5-year term as INS Executive Director (ED) at the close of the 2019 annual meeting in New York City. He is willing to extend his term of Executive Director as needed, but not to exceed 12 months, until a new ED is identified and is sufficient trained to take over the position (a transition period of 6-14 months). It is proposed that the INS office remain in Salt Lake City and continue its Administrative Services Agreement with the University of Utah and that the next ED coordinate his/her duties with the INS Office and INS Director of Office Operations via teleconferences and periodic onsite visits, if not in person.</p> <p><b>MINUTES:</b> M. Kopelman introduced and summarized the topic. G. Chelune proposed that the INS office remain at the current location to sustain operational efficiencies and stability. There was discussion about advantages and disadvantages to maintaining or relocating the INS office.</p>
14	<p><b>Motion 8: Move that the INS Office remain in Salt Lake City and continue its Administrative Services Agreement with the University of Utah.</b>  <b>Moved by: M. Kopelman</b>  <b>Seconded by: K. Yeates</b>  <b>Motion approved unanimously; all in favor, none opposed.</b></p> <p>It is proposed that the ED search proceed in the following manner:</p> <ul style="list-style-type: none"> <li><b>i.</b> A <b>Personnel Committee</b> be appointed by the President to work with Dr. Chelune to identify the key tasks performed by the ED and that a job description be developed and presented to the INS Officers for approval prior to the annual meeting in Washington, DC.</li> <li><b>ii.</b> A <b>Search Committee</b> be appointed by the President which will oversee the posting of the Job Opening and who will actively recruit potential candidates, with the goal of identifying one or more candidates for the position, ideally by July 2018.</li> <li><b>iii.</b> The sitting President will appoint the new ED with the approval of the BOG.</li> <li><b>iv.</b> The incumbent ED and new ED will develop a strategy for reviewing the key tasks of the ED office and together will work on site visits, meeting preparations, and election processes.</li> </ul> <p><b>MINUTES:</b> M. Kopelman introduced and summarized the topic. G. Chelune outlined the basis for Motion 9 and Motion 10 related to formation of an INS personnel committee and search committee for the Executive Director position. Rationale for the personnel committee members is based on individuals who have awareness of the Executive Director's role and function. There was discussion about the importance of a professional credentialed in a field directly relevant to the mission and vision of INS serve in the role of Executive Director. There was discussion about the composition of the committees proposed in Motions 9 and 10 to ensure proper diversity. There was also discussion of combining both committees into a single committee.</p>

15	<p><b>Motion 9: Move that the following individuals constitute the search committee for office of Executive Director: Current Executive Director, current INS Officers, and INS Director of Office Operations (ex officio). Moved by: M. Kopelman Seconded by: V. Anderson Motion approved unanimously; all in favor, none opposed.</b></p> <p><b>Motion 10:</b> Move that the following individuals be appointed to a Search committee for the Executive Director : TBA <b>Moved by:</b> <b>Seconded by:</b> Motion 10 was combined with Motion 9 and not put to a separate vote. Motion 10 was formally withdrawn.</p> <p><b><u>Education Task Force Initiatives:</u></b> (John DeLuca)</p> <p><b>Background:</b> With the development of various educational material, there are several high level questions that need to be addressed by the INS BOG:</p> <p><b>a. Discussion:</b> With the success of the Video Archive Program (17 completed), the question is now how do we utilize these? <u>Suggestion:</u> These videos can be used as a “Benefit of INS Membership”, thus utilized in marketing etc. It is also recommended that they be offered free for members (<b>DONE</b>). They may also be utilized to help recruit members from less developed countries? SHOULD MORE VIDEO INTERVIEWS BE MADE? If so, a budget allocation will be needed.</p> <p><b>b.</b> How does INS want to integrate/implement CE through the website? At what level is INS willing to commit resources to developing new educational material? <u>Suggestions:</u> Easiest method is to provide links to existing material. Hardest is the development of new material. Along with this latter point are: what topics? Who decides? Who is responsible? Etc. [BIRCH AND KAPLAN LECTUIRES ARE BEING VIDEOGRAPHED VIA PEARSON GRANT - ? CE CREDIT]</p> <p><b>c.</b> At what level does INS want to be involved in social media? <u>Suggestions:</u> This seems very important these days, especially for younger members and especially for recruiting new young members, and internationally. For example Society for Human Brain Mapping has an active “blog” program, where members write for the society. Resources would have to be committed. [see Publications and Communications report}.</p> <p><b><u>MINUTES:</u></b> J. DeLuca reported that 19 video interviews with key figures in the history of INS and neuropsychology have been conducted, including 16 conducted at the INS meeting in New Orleans. There are plans for 14 more video interviews to be completed. There was discussion of the viewership of the videos and strategies to increase viewership, including where to archive, how to access and promote the videos, as well as associated costs. There was also discussion of video interviewing younger, mid-career leaders in the field, rather than just very senior icons, which might be appealing to our</p>
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		<p>newest generation of members. Various social media and other mediums to promote the videos and other INS offerings were discussed.</p> <p>J. DeLuca also introduced discussion around the topics of leveraging the redesigned website and social media to support educational initiatives. It was recommended that the Education Task Force interface with the CE Director/committee on future initiatives.</p> <p><b>MOTION 10: To allocate \$5,000 per year for the next five years to develop video interviews for the INS video archive.</b>  <b>Moved by: J. DeLuca</b>  <b>Seconded by: M. Kopelman</b>  <b>Motion approved unanimously; all in favor, none opposed.</b></p>
16		<p><b><u>Program Committee Reports</u></b> (Watts, Kopelman, Yeates, Chelune, Suchy)</p> <ul style="list-style-type: none"> <li>a. Cape Town Program update and report (Watts)</li> <li>b. Washington, DC Program Report (Kopelman)</li> <li>c. Prague Program Committee (Yeates, Chelune, Suchy)</li> </ul> <p><b><u>MINUTES:</u></b></p> <ul style="list-style-type: none"> <li>A. Watts and A. Cramer provided an update on the Cape Town meeting. Attendance is picking up and the program is strong. Logistics are in place for workshops, symposia, etc. Drs. Watts and Cramer secured a grant from the South African National Research Foundation (NRF), along with contributions from other sponsors, that helped support the meeting.</li> <li>B. M. Kopelman provided an update on the status of the program and logistics for the Washington, DC meeting in February 2018. Several keynote addresses and symposia have been arranged. The program is very strong and strong attendance is predicted.</li> <li>C. K. Yeates and Y. Suchy updated the BoG on planning for the Prague midyear meeting in summer 2018. Planning is underway, including a planning meeting soon with the local Czech neuropsychological society that will be co-sponsoring the meeting. The Guarant, the Czech PCO is also looking to send a representative to the North American meeting in February 2018.</li> </ul>
17		<p><b><u>ILC proposes cross-cultural test development workshop</u></b> (Jon Evans)</p> <p><b>Background:</b> Alberto Fernandez and Jon Evans are in the process of developing a workshop program on Cross-Cultural Neuropsychological Test Development with the idea that this could be run in multiple locations, and potentially also run as an online program via the INS website. We also anticipate that the workshop could be delivered by anyone experienced in test development. We would like to run this at an event to be hosted by Dr Christian Salas, at the Facultad de Psicología, Universidad Diego Portales, Santiago, Chile in December 2017. Dr Evans will be keynote speaker at a Neuropsychological Rehabilitation conference being organized by Dr Salas and so we are proposing to run a two day workshop on Cross-Cultural Neuropsychological Test Development to run before the Conference. Dr Salas has agreed to host the workshop. Issue: ILC would like to</p>

		<p>use Matthews Funds to cover the expenses of Alberto Fernandez (Flight from Córdoba, Argentina, three nights accommodation and subsistence). We anticipate costs to be around \$1250 (TBC). Dr Evans' expenses will be covered by the Universidad Diego Portales. We therefore seek BoG approval to proceed with this proposal.</p> <p><b><u>MINUTES:</u></b> J. Evans introduced and summarized the topic of cross cultural test development workshop. Specifically, there was discussion of a workshop at the meeting in Chile in 2017. There was discussion about the strategy and benefits of the commitment. There was a motion by J. Evans, as outlined below.</p> <p><b>Motion 11: Move to use of Matthews funds in the amount of \$1250 to support the travel of Dr. Fernandez to participate in a workshop on Cross-Cultural Neuropsychological Test Development at the Facultad de Psicología, Universidad Diego Portales, Santiago, Chile in December 2017.</b>  <b>Moved by: Jon Evans</b>  <b>Seconded by: B. Hermann</b>  <b>Motion approved unanimously; all in favor, none opposed.</b></p>
18		<p><b>INS Travel Support to ILAE Summer School</b> (Hermann)</p> <p>Proposal is for INS support two INS student members from low resource countries to attend the ILAE Epilepsy Summer School in France, April 15-20 2018. This support would be would be \$1,500 per student or \$3,000 total. [Chelune - Should INS request advertising support of our meetings from the ILAE in return?].</p> <p><b><u>MINUTES:</u></b> B. Herman introduced and summarized the topic of ILAE Epilepsy Summer School program. He proposed continued support of this effort. There was discussion of how this request aligns with proposes to provide financial support for students to attend INS North American and Midyear meetings. Possible benefits from ILAE to INS (e.g., advertisement at the meeting, sharing of mailing lists, etc.) in exchange for the financial support were also discussed.</p> <p><b>Motion 12: Move to approve \$3000 to support two INS student members from low income countries to attend the ILAE Epilepsy Summer School, April 15-20, 2018.</b>  <b>Moved by: B. Hermann</b>  <b>Seconded by: Y. Suchy</b>  <b>Motion approved unanimously; all in favor, none opposed.</b></p>
19		<p><b><u>Publication and Communications</u></b> (Jen Manly)</p> <ul style="list-style-type: none"> <li>a. General Update on P&amp;C Activities and Initiatives</li> <li>b. <i>JINS</i> <ul style="list-style-type: none"> <li>i. Frontiers for Young Minds collaboration</li> <li>ii. New member benefits (Charges for Open Access and Color Figures)</li> <li>iii. New Contract Addendum with Cambridge reducing online member subscription rate from \$32 to \$15 through the end of the Cambridge contract (12/2021).</li> <li>iv. Cambridge proposes increasing the cost of print subscriptions from \$37 (members currently pay INS \$40) to \$54 in 2018. This would be a net increase of \$14 for the print subscription. In 2016 there were 540 print subscriptions and 487 print subscriptions to date in 2017. Should the</li> </ul> </li> </ul>

		<p>prospective increase be borne solely by the individual INS member (pay \$54 in 2018) or should INS provide some type of subsidy – e.g., in 2018 member cost of \$47 with \$7 INS subsidy and in 2019 member cost \$50 with \$4 INS subsidy.</p> <p>The ED and INS office seek BOG input on: a) should INS offer any type of subsidy to members seeking to have a print subscription to JINS; and b) if so, should the subsidy be a 1- or 2-step staggered subsidy?</p> <p><b>MINUTES:</b> J. Manly provided an update from the P&amp;C Committee. The next newsletter is set for distribution in July 2018. J. Manly also requested approval for an INS Twitter account, for which the P&amp;C Committee will be responsible (see formal motion below). J. Manly also provided an update on JINS, on behalf of S. Rao, JINS editor. An action item for the board related to whether INS should subsidize the increase in cost of print-version JINS subscriptions (currently received by 487 members). There was a formal motion on the topic (see Motion 14 below). There was discussion of INS engaging with Frontiers for Young Minds, an initiative discussed previously by the BoG and approved by the Executive Committee. K. Haaland has vetted this effort with B. Knight and S. Rao. There was general support from the BoG.</p> <p><b>Motion 13: Move to approve creation of an INS Twitter account, as outlined in the assent agenda.</b>  <b>Moved by: R. Morris</b>  <b>Seconded by: K. Yeates</b>  <b>Motion approved unanimously; all in favor, none opposed.</b></p> <p><b>Motion 14: Move that INS should not subsidize the cost of JINS print version subscriptions.</b>  <b>Moved by: M. Kopelman</b>  <b>Seconded by: K. Yeates</b>  <b>Motion approved unanimously; all in favor, none opposed.</b></p>
20		<p><b>INS Stipends and Travel Support:</b> (Kopelman, Hermann, Chelune)</p> <p><b>Background:</b> Although INS is a “volunteer” organization, it historically has provided stipends for the Treasurer, ILC Chair, CE Director and Program Chairs. In the early years, officers such as the Treasurer handled all of the accounting and bookkeeping tasks, which subsequently have progressively been taken over by an outside bookkeeper and most recently by the INS Office staff. The ILC Chair operated the a separate ILC website, which will now be integrated into new INS website.</p> <p>See attached INS Compensation and Travel Support Summary</p> <p><b>Discussion:</b> Should these “stipends” be revised or eliminated?</p> <ul style="list-style-type: none"> <li>a. Treasurer (\$4,000)</li> <li>b. ILC Chair (\$2,500)</li> <li>c. CE Director (\$3,000)</li> <li>d. Program Chairs (\$3,000 per meeting)</li> </ul>
21		<p><b>Background:</b> INS has provided travel support to “defray” the cost of travel for the BOG</p>

and Committee Chairs (at the discretion of the President) in order to semiannually conduct the business of the Corporation. BOG meetings are held contiguous to the INS Conferences as a convenience not as a means of supporting attendance at the conference; hence, no INS officer or chair receives a registration waiver unless presenting at the meeting.

**Discussion:** Should travel support be re-examined; i.e., should the chairs of all standing committees have a standing invitation to attend (and receive support) to both the annual and mid-year meetings; should the Editor of *JINS* automatically receive travel support to the mid-year meeting.

**MINUTES:** M. Kopelman introduced and summarized the agenda item related to stipends and travel support. B. Herman commented with additional background on the topic, in that prior board discussions prompted an informal review of the stipend structure and policy. G. Chelune provided context for the current stipend and travel support structure, based on INS history. There was discussion by the BoG regarding the current structure and level of stipends and travel support. There was debate about eliminating vs. maintaining the current stipend structure. There was a proposal to discontinue the stipend for the ILC Chair and Treasurer. There was also discussion about creating parity for travel support and Honoraria for speakers across all INS meetings (North American and Midyear). Item 21 on committee chairs was deferred.

**Motion 15: Move to eliminate the stipend for the treasurer and ILC Chair at the end of the current terms of the Treasurer and ILC Chair.**

**Moved by: M. Kopelman**

**Seconded by: K. Yeates**

**Motion approved: 11 approved, 1 disapproved, 2 abstentions.**

**Motion 16: Move to approve that the maximum budget for invited symposia will be \$5000, the specific amount to be determined by the Program Chair.**

**Moved by: M. Kopelman**

**Seconded by: V. Anderson**

**Motion approved unanimously; all in favor, none opposed.**

# INS Compensation and Travel Support Summary

Updated 2014-12-11

	Salary/Stipend	Annual Meeting (North America)					Mid-Year Meeting				
		Airfare	Lodging	Per Diem	Honoraria	Other	Airfare	Lodging	Per Diem	Honoraria	Other
BOG											
President	No	Yes	6	6 x \$50	--	BOG dinner	Yes	6	6 x \$50	--	BOG dinner
Executive Secretary	Salaried	Yes	6	6 x \$50	--	BOG dinner	Yes	6	6 x \$50	--	BOG dinner
President-Elect	No	Yes	2	3 x \$50	--	BOG dinner	Yes	2	3 x \$50	--	BOG dinner
Incoming President	No	Yes	2	3 x \$50	--	BOG dinner	Yes	2	3 x \$50	--	BOG dinner
Treasurer	\$4000	Yes	3	4 x \$50	--	BOG dinner	Yes	3	4 x \$50	--	BOG dinner
Secretary	No	Yes	3	4 x \$50	--	BOG dinner	Yes	3	4 x \$50	--	BOG dinner
Members-at-Large	No	Yes	2	3 x \$50	--	BOG dinner	Yes	2	3 x \$50	--	BOG dinner
Committee Chairs											
Program	\$3000	Yes	6	6 x \$50	--	BOG dinner	Yes	6	6 x \$50	--	BOG dinner
Local arrangements comm		--	--	--	--	NO	--	--	--	--	NO
CE	\$3000	Yes	6	6 x \$50	--	BOG dinner	Yes	2	3 x \$50	--	BOG dinner
Awards	No	Yes	2	3 x \$50	--	BOG dinner	Yes	2	3 x \$50	--	BOG dinner
International Liaison	\$2500	Yes	2	3 x \$50	--	BOG dinner	Yes	2	3 x \$50	--	BOG dinner
Publications	No	Yes	2	3 x \$50	--	BOG dinner	Yes	2	3 x \$50	--	BOG dinner
JINS Editor	\$20,000	Yes	2	3 x \$50	--	BOG dinner	Yes	2	3 x \$50	--	BOG dinner
JINS Associate Editors	\$4000	--	--	--	--	NO	--	--	--	--	NO
SLC Student Committee	No	Yes	2	3 x \$50	--	BOG dinner	Yes	2	3 x \$50	--	BOG dinner
Awards											
Butters Award		--	--	--	\$500	--	--	--	--	\$500	--
Career Award: Early		Yes	2	3 x \$50	\$500	Reg. waiver	Yes	2	3 x \$50	\$500	Reg. waiver
Career Award: Distinguished		Up to \$1500 travel expenses				Reg. waiver if talks	Up to \$1500 travel expenses				Reg. waiver if talks
Career Award: Lifetime		Yes	2	3 x \$50	\$500	Reg. waiver	Yes	2	3 x \$50	\$500	Reg. waiver
Career Award: Mid-Career (a.k.a. Benton Award)		Yes	2	3 x \$50	\$500	Lecture invite, Reg. waiver	Yes	2	3 x \$50	\$500	Lecture invite, Reg. waiver
Cermak Award		--	--	--	\$500	--	--	--	--	\$500	--
Rennick Award		--	--	--	\$500	--	--	--	--	\$500	--
Korkman Award (Mid-Year only)		N/A					--	--	--	\$500	--
Satz Award		Yes	2	3 x \$50	\$1000	Reg. waiver	Yes	2	3 x \$50		Reg. waiver
Student Group Awards (5)		--	--	--	\$1000 / 5	--	--	--	--	\$1000 / 5	--
Meeting Presenters											
CE Presenter (1.5 hrs)		Yes	2	3 x \$50	\$500	Reg. waiver	Yes	2	3 x \$50	\$500	Reg. waiver
CE Presenter (3 hrs)		Yes	2	3 x \$50	\$1000	Reg. waiver	Yes	2	3 x \$50	\$1000	Reg. waiver
Invited Speakers		Yes	2	3 x \$50	\$1000	Reg. waiver	Yes	2	3 x \$50	\$1000	Reg. waiver
Invited Symposia		--	--	--	\$5000 split	Reg. waiver	--	--	--	\$5000 split	Reg. waiver
Birch Memorial Lecturer		Yes	2	3 x \$50	\$1000	Reg. waiver	Yes	2	3 x \$50	\$1000	Reg. waiver
Student Workshop Instructor	(per GJC 5.29.14 - \$500 for 1.5 & \$1000 for 3.0)	Yes	2	3 x \$50	\$500/\$1000	Reg. waiver	Yes	2		\$500/\$1000	Reg. waiver
Student Invited Speakers/Panelists	(\$1000 split)	--	--	--	\$1000 split		--	--	--	\$1000 split	
INS Office & Vendors											
Exec Sec Office Staff	Salaried + bonus	Yes	7	7 x \$50		To/from airport	--	--	--	--	--
Contracted Reg. Staff		Yes	7	7 x \$50		To/from airport	--	--	--	--	--
Contracted Recording Staff	2 people		5				--	--	--	--	--
Journal Publisher						NO	--	--	--	--	--
JINS Exec Assistant	Salaried	Yes	2-3	3-4 x (\$50)	Editor's Discretion, their budget		--	--	--	--	--
Events Planner	Salaried	Yes	7	6 x (\$50)			--	--	--	--	--

Item	Time	Topic
22		<p><b>Update on Inter-organizational Relationships:</b> (Kopelman, Chelune, Yeates)</p> <ul style="list-style-type: none"> <li>a. National Academy of Sciences (<b>NAS</b>) workshop on US Psychological Science in a Globalizing World (Yeates &amp; Vasterling).</li> <li>b. Australasian Society for the Study of Brain Impairment (<b>ASSBI</b>) has inquired about developing an MOU with INS (Skye McDonald).</li> <li>c. College of Clinical Neuropsychology (<b>CCN</b>) in Australia has inquired about developing a Affiliation Agreement with INS similar to one they developed with the National Academy of Neuropsychology (NAN) (Simon Crowe)</li> <li>d. International Cognition in Cancer Task Force (<b>ICCTF</b>; Sanne Schagen &amp; Jeff Wefel) is seeking to conjoin their biannual meeting with the INS meeting in New York – they had a conjoint meeting with INS in Seattle, 2014)</li> <li>e. Federation of European Societies of Neuropsychology (<b>FESN</b>) – update of INS sponsored symposium– M. van Zandvoort.</li> <li>f. INS-Sociedad Latinoamericana de Neuropsicologia (<b>SLAN</b>) – update on symposium in Natal, Brazil (Aldo Ferrers, SLAN President &amp; Alberto Fernandez).</li> <li>g. Asociacion Latinoamericana de Neuropsicologia (<b>ALAN</b>; President Monica Rosselli; Pres-Elect Mauricion Garcia-Barerra) – letter follow-up to meeting in NOLA.</li> <li>h. Iberoamerican Congress (Juan Carlos Arrango) – first congress with Jon Evans and John DeLuca (follow-up report in Assent Agenda). From this first congress the Sociedad Colombiana de Neuropsicologia (<b>SCN</b>) was formed and they are putting on their first Columbian Congress of Neuropsychology, September 21-23, 2017; Juan Carlos is seeking INS sponsorship of the meeting on their behalf (no financial support is requested).</li> <li>i. Hispanic Neuropsychological Society (<b>HNS</b>)</li> </ul> <p><b>MINUTES:</b> M. Kopelman and G. Chelune summarized the agenda item, based on requests from several organizations (listed above) who have approached INS about a formal affiliation or collaboration. There was discussion about the nature of relations or engagement with these organizations, the potential benefits derived to INS, and any associated costs to INS. Martine V. provided an update on FESN activities and the slate of speakers committed to the FESN meeting, including B. Hermann and V. Anderson from the INS BoG. A. Fernandez provided an update on SLAN activities and upcoming program. K. Yeates and J. Vasterling commented on their involvement in the NAS workshop. V. Anderson commented on the prospect of a more robust INS affiliation with ASSBI and CCN in Australia. G. Chelune updated on a request from ICCTF, a neuro-oncology group, who would like to host a conjoint meeting with INS in New York in 2019. There was discussion of requests from ALAN to INS regarding INS publication and other INS functions. Note was made of a partnership between HNS and the American Academy of Clinical Neuropsychology (AACN) on issues related to cross-cultural applications in neuropsychology. There is potential for INS to be part of inter-organizational initiatives related to cross cultural neuropsychology. The potential for non-financial support of the Columbian Congress of Neuropsychology will be explored further with Dr. Arrango and the organizers. There was general agreement that INS should continue to build relations with organizations with whom there is known alignment with our mission and vision, while exploring further the benefits of partnering in some way with those lesser known organizations. It was recommended that, for those organizations requesting endorsement or support for their respective meetings, the INS Executive Committee will review the content of the program to determine the appropriateness and strategic advantages of INS support.</p>
23		<b>Propose a new INS Table of Organization that mirrors current INS activities and</b>



		<p><b>Strategic Plan:</b> (Kopelman)</p> <p><b>Discussion:</b> Should current Task Forces be converted to ad hoc Committee and potentially new Standing Committees? What should the organizational structure of INS look like? How should the Bylaws be changed and who will undertake re-writing the INS Bylaws to reflect the new structure? Formal changes would need to be presented to the INS Membership for approval. See attached as an example.</p> <p><b>MINUTES:</b> M. Kopelman introduced the agenda item with background and rationale. See the Figure below with reference to the topic. There was discussion about the structure and function of the INS office, committees, task forces, special interest groups (SIG), and other working INS entities.</p> <p><b>Motion 17: Move that the existing task forces shall become ad hoc committees, effective immediately.</b>  <b>Moved by: M. Kopelman</b>  <b>Seconded by: K. Yeates</b>  <b>Motion approved unanimously; all in favor, none opposed.</b></p>
24		<p>Rebranding of the INS Annual and Mid-year Meetings (Kopelman)</p> <p>Discussion: Should we seek different labels to brand our current “Annual” and “Mid-year meetings? Possible alternative names; Advantages vs Disadvantages.</p> <p><b>MINUTES:</b> M. Kopelman presented and summarized the topic. There was discussion of changing the names of the North American and Midyear meetings to reflect the international nature of both meetings. Several possibilities were raised, including sequential numbering of the meetings (e.g., 100<sup>th</sup>, 101<sup>st</sup>, etc.). No formal motion was submitted and no vote was taken. This issue was tabled for further discussion at the BoG meeting in Washington, DC. There was also discussion about alternative strategies to reduce the cost of INS meetings (e.g., university venues, etc.). This issue will be evaluated by the conference site selection committee as they assess future meeting sites.</p>
25		<p><b>Alternatives to meeting at Conference Hotels and Conference Center</b> (Kopelman)</p> <p><b>Discussion:</b> Should INS consider future meetings on University campuses or other less expensive sites. Pros and Cons.</p> <p><b>MINUTES:</b> This topic was combined with discussion of item 24 above.</p>
26		<p><b>New Business</b></p> <p><b>MINUTES:</b> R. Kessels updated on the activities of the Awards Committee. They are seeking nominations for awardees at the INS meeting in Prague. J. DeLuca informed the BoG that his term as member-at-large will end at the INS meeting in Washington, DC, and he is not looking to continue as chair of the new standing ad hoc committee for education. The goal is to appoint a new ad hoc committee chair at the INS BoG meeting in New Orleans. B. Hermann informed the BoG of a budgetary impact of approximately \$54,000 to \$64,000 in additional expenses associated with the motions approved today.</p>
27		<p><b>BOG Dinner: La Mouette</b>, 78 Regent Road, Sea Point. Cocktails at 19:00, Dinner at 19:30. Shuttle Bus from the Westin at 18:30, returns at 22:00 and 22:30.</p>
28		<p><b>Meeting Adjourned</b> (Kopelman)  M. Kopelman adjourned the meeting at 5:10 local time.</p>



# BOG

## Membership

Recruitment  
Retention

SLC

ILC

SIGs

## Education

Continuing  
Education

Video  
Archives

Webinars

## Science

Program

Awards

## Operations

## Finance

## Publications & Communications

JINS

Newsletter

INSNET

Social Media