

2018 Board of Governors Meeting Minutes
July 17, 2018
Prague, Czech Republic

Guarant International, Business Centre
Na Pankráci 17, 140 21 Prague 4, Czech Republic

Present:

Officers: Keith Yeates (President), Vicki Anderson (Incoming President), Margaret O'Connor (President Elect), Bruce Hermann (Treasurer), Celiane Rey-Cassery (Secretary), Gordon Chelune (Executive Secretary – Ex Officio)

Members at Large: Miriam Beauchamp, Alberto Fernandez, Erik Hessen, Robin Morris, Marc Norman, Yana Suchy, Mieke Verfaellie, Jennifer Vasterling

Committee Chairs and Guests: Melissa Lamar* (CE Chair), Roy Kessels* (Awards Chair), John DeLuca (Education Committee); Jon Evans* (ILC Chair); Holly Miskey (Science Committee Chair); Anouk Smits* (Student Liaison Committee);

Guests: Chantal Marcks (INS Director of Operations)

*afternoon attendance

1. **Welcome:** K. Yeates called the meeting to order at 10:10, with a special welcome to the new BOG members (Margaret O'Connor, President-Elect; Celiane Rey-Cassery, Secretary; and Members at Large Miriam Beauchamp and Mieke Verfaellie. New Member at Large, Ashok Ansari, was unable to attend today's meeting.
2. **Orientation to the BOG meeting**
Minutes: G. Chelune summarized structure and procedures for today's meeting as follows: Board of Governors members and Reporting Chairs in the morning and other committee chairs joining the meeting in the afternoon. Committee reports are summarized in the Assent Agenda and presented as a whole to the board. Committee chairs will be asked to focus on additional updates and summary information when presenting to the board. BOG will focus on Action Agenda and issues to be discussed and voted on. Motions passed with new budgetary allocations will be totaled by the Treasurer and finalized at the end of the meeting.
3. **Review, Discussion, and Vote on Assent Agenda Reports:**
Minutes: K. Yeates asked for any comments or discussion related to the Assent Agenda.

Motion 1: Move to approve the Assent Agenda
Motion by J. Vasterling
Seconded by M. Verfaellie
Motion approved unanimously; all in favor, none opposed.
4. **Treasurer's Report** (Hermann)
B. Hermann reported that proposed changes to the current INS investment strategy were discussed with our UBS Burish advisors in a recent meeting as well as in an

Officers' Conference Call on June 13, 2018. Historically, the reserves of INS were invested in CDs with a low yield so strategies were implemented over time to move reserves to UBS Burish, accomplished in December of 2015. With an investment strategy that included 30% in equities our target return rate was 3%. Last year, the investment return was 8% with net of \$94,000. The BOG suggested that the target be increased to 5% and to do so would require a larger allocation to equities. After consultation with UBS Burish and further discussion, the officers agreed with the proposal to increase investment in equities from the current 30% to 50%. The Motion was proposed to the Board.

Discussion: Board members discussed issues related to changing the investment strategy including how quickly the percentage of equity exposure could be lowered with changing circumstances. The Treasurer and Finance Committee will keep abreast of developments and report to the board, and changes should be easy to make.

Motion 2: Move to increase equity exposure to 50% in an incremental fashion over 12 to 18 months

Motion by B. Hermann

Seconded by V. Anderson

Motion approved unanimously; all in favor, none opposed.

- a. B. Hermann reported a change in his report noting that the Capetown meeting had a small loss of \$16,000.
- b. **Cash Reserves**
B. Hermann noted that INS is at lowest point to date in operating funds. He recommended that yearly profits from our UBS investment plan be deposited in liquid accounts for INS operating budget purposes. This will be for a 3 year period only (including last year) after which the BOG should determine how yearly investment gains should be allocated to advance INS' strategic goals.

Minutes: It was noted that there are fixed costs expected and fiscal cash flow needs to be kept going; this year the cash flow is more even, unlike last year.

Motion 3: Move to put profits from UBS investments into operating budget for three year period

Motion by B. Hermann

Seconded by M. O'Connor

Motion approved unanimously; all in favor, none opposed.

- c. **Budgetary Allocations for Accounting Purposes:**
G. Chelune raised the issue of student programming and Program Chair expenses that are being allocated to the Program Budgets rather than through the Annual Budget. He suggested doing an accounting review such that these costs would not be charged to the program meeting costs since they are incurred before the meeting and would affect meetings in which INS partners with other organizations and these costs are by our partners. These costs contribute to the perception that the mid-year meeting loses money. C. Marcks noted that these costs are considered program costs for North American meetings. V. Anderson suggested a flexible strategy

instead of a policy change. Differences in how INS and other organizations manage program costs were discussed. Y. Suchy noted that there are meeting expenses (Birch lecture, etc) that are constants for all meetings and questioned whether these costs should be accounted for separately also. G. Chelune noted that making an accounting change would be helpful for meetings in which INS partners with other organizations given that if these costs are assigned to the Program Budgets, registration fees would have to rise to cover these costs. K. Yeates noted that it is difficult to draw the line on which costs should be accounted for in which way. He suggested that this issue be taken up by the Finance and Program Committees and they can propose a recommendation to bring back to February meeting.

5. Appointments:

a. Education Chair

K. Yeates reported that Derin Cobia has agreed to serve as Education Committee chair and will take over from John DeLuca. He thanked J. DeLuca for his work on the Education Committee

b. Executive Director Search (Yeates)

K. Yeates reviewed the background and history related to the current search for a new Executive Director. A call was put out for the ED position; applications from 5 very strong candidates were received. The five candidates were interviewed in the initial round and second interviews were offered to three finalists. These candidates were interviewed by the search committee and responded to a semi-structured interview developed by the committee. K. Yeates noted that the committee had good discussions, and all of the candidates had excellent backgrounds, innovative ideas, and experience in organizational governance. The search committee identified a final selection. Search committee members were Keith Yeates, Vicki Anderson, Michael Kopelman, Michael McCrae, Bruce Hermann, and Gordon Chelune.

The BOG asked questions about the search process, the elements considered, and the candidates. More information was requested, and BOG reviewed the CVs and cover letters of the finalists. A motion to accept the recommendation of the search committee was proposed.

Motion 4: Move to approve recommendation of the ED search committee

Motion by B. Hermann

Seconded by V. Anderson

Motion approved unanimously; all in favor, none opposed, one recusal.

(Name of the new ED to be formally announced once the person has accepted the offer).

- i. **Search Committee Process:** V. Anderson raised an issue regarding the appropriateness of the current incumbent serving on the search committee for Executive Director as it potentially could affect candidates' questions. This was not an issue for the current search but could be in the future. It was agreed that going forward for the next search for an ED, the current ED would serve on the committee in an informational and resource capacity but not as a member of search committee
- ii. **Transition Budget:** The issue of approving a transition budget to provide support for the incoming Executive Director to travel to the INS Office in Salt Lake City to meet with the staff and current Executive Director was

postponed pending conversation with the recommended candidate and will be voted upon at a later date.

6. **Nominating Committee** (Chelune): G. Chelune presented the proposed 2019 Election slate finalized by the Nominating Committee:

President

Roy Kessels (NL)
Edward de Haan (NL)

Members-at-Large

Juan Carlos Arango (ES)
Greg Brown (USA)
Annelies Cramer (SA)
Robin Green (CAN)
Sarah MacPherson (UK)
Shawn McClintock (USA)

Motion 5: Move to approve the 2019 Election Slate

Motion by C. Rey-Casserly

Seconded by M. Verfaellie

Motion approved unanimously; all in favor, none opposed.

It was noted that it could be awkward to have two nominees for President from the Netherlands. G. Chelune noted that the slate is developed without potential candidates knowing other nominees' names. BOG discussed issues of conflict of interest related to leadership in other neuropsychology organizations. The Nominating Committee did not feel that there were significant conflicts of interest for candidates on this slate. All nominees will complete the conflict of interest form. The Conflict of Interest Committee will review and inform the board if any issues are identified.

7. **Discussion of Early Career Initiatives** (Yeates): INS has been interested in increasing involvement of early career colleagues in the Society. What steps should be taken to foster this goal (e.g., development of mentoring programs, creation of an Early Career Committee, establishing an Early Career Member-at-Large position).

Minutes: K. Yeates noted that the topic of fostering early career involvement in INS has been discussed in officers' phone conferences. As a first step, initiatives implemented by other organizations can be reviewed. The BOG discussed this issue in detail including definition of early career; it was recommended that the same definition used for the Early Career Award should be used (up to 10 years post terminal degree). The BOG discussed possible initiatives as well as barriers to early career involvement in the Society. One suggestion was to have an early career slate for the BOG. It is unclear if this would be an additional position on the board or an existing position would be reserved for early career candidates. K. Yeates noted that this would require a By-laws change. Having an Early Career Committee with links to the Student Liaison Committee was discussed. The BOG also discussed issues related to supporting students/trainees to remain in the organization and become regular members. E. Hessen suggested that having meetings that highlight a specific topic or area might attract more participation since people tend to attend meetings focused on their particular interest area. Implementing a mentoring program and graduated structure for dues was discussed.

Examining mentorship programs in other organizations was recommended (AACN, NAN, leadership training programs). Mentoring by ex-presidents of the organization could be made available. A mentoring program would require structure and active engagement to be successful. M. Verfaellie noted that the Student Liaison Committee needed to be consulted and involved around early career and mentoring initiatives. It was suggested that every committee should seek to have an early career member. J. Vasterling noted that this discussion highlights the need to have input from an early career committee. R. Morris noted that early career members need to be surveyed to ascertain their needs, ideas, and interests. K. Yeates commented that this issue falls in portfolio of both membership and education committees. He suggested that Y. Suchy and D. Cobia, as well as the chairs of the Student Liaison Committee, discuss this issue and develop formal proposals including financial implications to present to the BOG at the New York meeting.

8. Discussion of the INS Organizational Structure (Yeates/Chelune):

- a. Review and discussion of the Organizational Structure approved “in principle” by the BOG at the Washington, DC meeting, with 6 major Committees (Science, Membership, Education, Operations, Finance, Publications & Communications) through which the other committees report. Some existing committees (e.g., SLC, ILC, Awards) have functions that fall across these lead committees, so clarification is needed.

Minutes: K. Yeates reviewed discussion and BOG endorsement of re-organization of major committees and reporting structure for INS. He raised questions regarding how sub-committees should participate and whether it makes sense for all major reporting committees to be invited to the BOG meetings. E. Hessen noted that interaction between the BOG and the committees would be enhanced if all met at least once a year. G. Chelune noted that the number of committees has doubled and the Society needs to consider how to foster interaction and budget prudently for meetings. V. Anderson noted that the assent agenda shows that not all committees need to be asked to attend BOG meetings and that the Society needs to be strategic in deciding who should be involved. Committees with items that are a strategic priority for INS can be given preference. K. Yeates noted that we do not have terms of reference for the committees and that each will need to develop these in alignment with INS strategic plan. It was decided to call the major committees “Reporting Committees”.

- b. What committee chairs should have standing invitations to attend the BOG meetings with automatic travel support? Which committees should be represented at the “pleasure of the president” and receive travel support only if invited by the President? What would be the basis for inviting these chairs to attend, and how soon prior to the meetings would these chairs need to know that they are requested to attend the BOG in order to make their travel arrangements?

Minutes: The BOG approved that Reporting Committee Chairs would be invited to BOG meetings and that additional committee chairs could be invited based on strategic priorities

- c. Role and functions of SLC: Need to clarify role of BOG liaisons, place of SLC in the organizational structure, and attendance of SLC representative at BOG meetings

Minutes: The BOG discussed issue of having SLC committee chairs attend BOG meetings. E. Hessen proposed that the SLC participant should have clear role and obligations. M. Verfaellie noted that as new board liaison to the SLC, it has been difficult to have ongoing communication. SLC reports under the Membership Committee at the current time. Barriers to continuity include turn over and having two co-chairs. The SLC will also need to develop “terms of reference” with input from BOG liaison. The BOG agreed that one of the SLC Co-chairs should be invited to the BOG meetings.

- d. The Strategic Plan identified a need for a Marketing Committee, yet one has not been created. What would be the functions of such a committee, where would it fit in the organizational structure, and how would it interact with the BOG and the INS Office.

Minutes: M. Beauchamp suggested that INS should seek input from outside professionals in the area in developing a marketing plan. The marketing committee could decide this and would need to consult the strategic plan for guidance. J. DeLuca noted that the BOG would need to give direction to this new committee. G. Chelune noted that we need to promote unique aspects of INS as a professional organization. There was strong support for a marketing committee and for seeking outside consultation. Since marketing is under the purview of the ED, the ED will come to the Board in NY with a broad outline of a marketing committee proposal.

- 9. **Discussion of Conference Nomenclature** (Yeates): Review and discussion of the proposed change in nomenclature for the February and July conferences. Open to BOG comments and suggestions.

Minutes: K. Yeates suggested that all the meetings be referred to as biannual meetings including the number; this would address some of the marketing issues raised by not having a reference to the longevity of the society. BOG discussed the problems with confusion related to the word “biannual”. Y. Suchy noted that it is difficult to refer to meetings in negotiations and discussions without a qualifier that everyone understands.

Motion 6: Move to add meeting number to meeting titles

Motion by J. Vasterling

Seconded by M. O'Connor

Motion approved unanimously; all in favor, none opposed.

Implementation: Current meeting would be referred to as 87th INS meeting, Prague 2018; numbering will be consecutive. G. Chelune noted that current contracts have the old terminology. A proactive campaign needs to be initiated to inform the membership (newsletter, email blasts, website) with a positive focus on inclusiveness. INS will implement the new terminology for the Rio meeting.

10. **Discussion of Childcare services at Conferences** (Vasterling): Possibility of offering childcare services at INS conferences: There are two major options for offering childcare services at INS conferences: (1) contracted professional services to be provided on-site and (2) provision of a list of known local child sitters. Option 1 requires less effort to arrange by members but would likely require subsidization by INS. Option 2 would require no subsidization by INS but would require more individual effort by members. Should we survey members for likely usage and preferences?

Minutes: J. Vasterling contacted Rebecca Calisi, lead author of an article related to providing childcare for scientific meetings, who referred her to Darcy Ernst, a scientist actively involved in generating solutions for family scientific conferences. J. Vasterling summarized two models, one in which the hotel provides a copy of a list of possible baby sitters, the other in which the organization arranges for child care services through an agency in a reserved space in the hotel. C. Marcks looked at professional organizations that provide childcare at conferences and how this worked (Society for Neuroscience, Comparative Biology Society). The registration materials would have a link to reserve a child care space. Financial mock up presumed 12 kids per day for the entire conference at a cost of \$11,000. INS would have to offset the cost to make it affordable for young parents. C. Marcks noted that INS has been offering nursing mothers a room since the Denver meeting; other options could be connecting parents so they can help each other out using google groups or mobile apps. M. Beauchamp suggested asking the membership if they would come to the meeting if childcare were provided. K. Yeates proposed that a survey with questions regarding interest in child care be developed and sent out to the membership.

11. **Status and Update of Bylaws revision- Discussion** (Yeates)

Minutes: C. Rey-Casserly, G. Chelune, K. Yeates and M. McCrea will work on By-laws revisions as well as on Policies And Procedures Manual. C. Rey-Casserly will take the lead on this project. The goal would be for the bylaws to reflect big picture organization and procedures with the policies and procedures manual focusing on more specific processes.

12. **Discussion: Update on Status of Future Site Selections** (Chelune)

- a. Rio de Janeiro (2019) V. Anderson, G. Chelune, A. Fernandez: INS continues to be in discussions regarding contract and venue; V. Anderson, G. Chelune & A. Fernandez will meet with Brazilian group here at Prague conference. There have been some issues with selection of speakers. There is a bid on a specific hotel. Brazilian national meetings reportedly pull in 700-800 participants. There will be interpretation into Spanish and Portuguese. It is expected that SLAN will advertise Rio conference to members. INS members and potential participants will need to be informed about Visa requirements for Brazil, which involve sending in passports to obtain a visa. Safety issues need to be considered as well.
- b. Melbourne (2021?): V. Anderson noted that she will be meeting with Australian groups to discuss potential meeting.
- c. Spain (2021?): G. Chelune was approached regarding possible venue in Spain.
- d. Global Neuropsychology Conference for 2022: Spain might be a venue
- e. Denver, New York, and Vienna: planning going well; contract with Vienna not developed yet.

BOG discussed how venues are selected for non-North American meetings and requirements for organizations to participate. G. Chelune noted that typically groups approach INS with a proposal and then discussions ensue.

13. Science Committee (Miskey)

a. Discussion: Prague Program Committee Report (Suchy)

Y. Suchy introduced Co-Program Chair and CENES (Czech Neuropsychological Society) President, Lenka Krámská to the Board. She was thanked for her work and contribution of the Society. Y. Suchy provided an update on registration status, program, workshops, and social activities. Pavla Kozakova, representative of Guarant International, was also introduced to the Board.

Minutes: Y. Suchy reported that there were a high number of submissions to the program (521) with 3.4% rejections. There were 78 oral papers, 18 symposia, one invited and sponsored by SLC, one by program chairs and symposia sponsored by organizations: Asociación Latinoamericana de Neuropsicología (ALAN), Sociedad Latinoamericana de Neuropsicología (SLAN), Czech and Moravian Psychological Society (CMPS), Cognition and Cancer Task Force (CCTF); Federation of European Societies of Neuropsychology (FESN), College of Clinical Neuropsychology (CCN), and Australasian Society for the Study of Brain Impairment (ASSBI). There were 325 posters, 47 (14%), withdrawn; it is not clear if this is typical for this type of conference. Three oral sessions withdrew which were replaced; there were another 3 over past few days that could not be replaced. There were 556 delegates which is a good number for a July meeting. K. Yeates thanked Y. Suchy and L. Krámská noting that the program helps to show INS involvement with international organizations.

b. Update on SIGs (Miskey) H. Miskey provided an update on the Special Interest Groups (SIGs). Three have been set up and a fourth (movement disorders) has been contacted. An article for the newsletter has been submitted that interviews one of the current chairs. H. Miskey noted that she is hoping a landing page for SIGs will be set up on the INS website. It was suggested that another email blast go out to advertise SIGs and to make members aware that there is rolling admissions for applications.

c. Update and Discussion of Travel Grants (Miskey): The purpose of travel grants is to support attendance at INS meetings for young researchers, members from underrepresented countries, and low and middle income countries. BOG approved \$15,000/year plus registration waivers and CE waivers for 8 individuals. Awards are based on merit of abstract submissions. How will this be integrated with current Research Awards procedures involving the Program, SLC and Awards Committees? Funding?

Minutes: The BOG already voted for travel grants and reviewed how this is different from current awards at the last meeting. There will need to be coordination if an individual wins another award as well, but this will not disqualify for them to receive a travel grant. Travel grants are meant to be based on needs as well as on scholarship; rankings will include information from the program committee regarding quality of abstracts. Individuals can apply with a very brief application and checking a box on abstract submission form.

- d. **Awards Committee:** Discussion of Awards structure (Kessels/Chelune)
Which awards are associated with honoraria and formal addresses? Need to communicate early with Program Chairs to reserve time slots for these addresses.

Awards to be presented in Prague

- i. Satz award: Dr Emilia Lojek (Warsaw, Poland)
- ii. Benton Mid-career award: Dr Sallie Baxendale (London, UK)
- iii. Early Career award: Dr Ondrej Bezdicek (Prague, Czech Republic)
- iv. Lifetime Achievement – Education award: Dr Petr Kulistak (Prague, Czech Republic)
- v. Distinguished Career award: Dr Jiri Diamant (Amsterdam, Netherlands/Prague, Czech Republic)

Minutes: R. Kessel reported that he created a one page pdf of information on awards; he is looking for people to serve on awards committee; 3 members currently are Sean McClintock, Jennie Ponsford, and R. Kessel.

14. **Discussion: Review of INS Website** functions and capabilities (Marcks)

Minutes: C. Marcks reported that Rampart was hired but did not fulfill all aspects of their contract for the website overhaul. Davis Schoenfeld (IT person hired as Webmaster for INS) has been fixing a lot of things. Plan is to create a system such that a lay person could make updates to the website as needed. There continues to be a significant amount of work to do to complete the project as well as to implement changes suggested by the BOG and committees. The BOG will need to prioritize elements that are most important such as election platforms, membership renewals, etc. C. Marcks will send a list to the INS officers so that they can have a preliminary discussion regarding priorities for website changes/modifications.

15. **Discussion: Publications and Communications** (Beauchamp for Manly)

Minutes: M. Beauchamp went over the highlights of the Publications and Communications report. The *INS Newsletter* will need a new editor appointed who could be trained. P & C would like to expand followers on Twitter. Other recommendations are to highlight members of INS and create visual bios, and to add selfie station at next meeting. With respect to the JINS Editor review, J. Manly is looking to add non-North American user of the journal and who has experience in being published to the review committee. The JINS impact factor went up significantly this year.

- a. Newsletter (Fama) – per Assent Agenda – recommendation to include one videotaped interview per Newsletter. Rosemary indicates that she will finish her term as Newsletter Editor after March 2019 – a new Editor will need to be identified.
- b. JINS (Rao) – per Assent Agenda. Jen Manly is developing a review process for the JINS EIC. New 2017 Impact Factor 2.777 (up 27%).
- c. Social Media (Block) – per Assent Agenda. A number of initiatives are outlined in the P&C social media report, including using Twitter widgets on the INS website, visual abstract sharing, INS Selfie Station at the 2019 NYC meeting, and curriculum vitae feature to highlight INS members.
- d. P&C Social Media subcommittee has made two specific requests for new funds:
 1. **PosterMyWall** website subscription

Cost: \$99.95 per year

Justification:

- a. Will be used to develop visual abstracts to increase highlighting and engagement of JINS articles. This could include full, published JINS articles or be a new, separate submission section for micropublishing. They can be distributed on Twitter, the website, etc.
- b. Will be used to develop a curriculum vitae feature to highlight members. This would include a photo and brief description about the individual and their current activities. The social media editor would work with the INS office to pull one member at random per month to feature on Twitter, and these could also be included in the Newsletter and/or SLC Facebook.

Minutes: C. Marcks recommended that this not be implemented until the website can support it. V. Anderson noted that it will be important to be clear on priorities and who would be highlighted. K. Yeates suggested that this be implemented on a trial basis for two years with reporting of impact (outcome) to the BOG.

Motion 7: Move to approve reoccurring allocation of \$99.95 per/year for PosterMyWall website subscription for a trial period of two years (implement when website is ready) and report on outcomes to the board

Motion by M. Beauchamp

Seconded by V. Anderson

Motion approved unanimously; all in favor, none opposed.

2. **Selfie Station** background and props for INS 2019 in NYC.

Cost: \$150

Justification: The selfie station at INS 2018 in DC was a successful pilot experiment that the Social Media Editor would like to implement again next year. With several ideas for increased visibility, this selfie station increased social media presence during the DC meeting. Would monitor the payoff in NY

Motion 8: Move to approve allocation of \$150 for Selfie Station for NY meeting to provide backdrop and props; review impact of allocation

Motion by M. Beauchamp

Seconded by Y. Suchy

Motion approved unanimously; all in favor, none opposed.

16. Membership Committee (Suchy)

- a. **Student Liaison Committee** (Anouk Smits & Jullian Tessier)

SLC proposes registration fee waivers for all SLC Committee members to provide some financial support to attend meetings. (How many?)

Minutes: A. Smits reported on activities of SLC. They are formalizing goals and procedures. SLC sent out survey to identify topics of interest to students. SLC facebook page is growing. There are 600 student members, most are US members. One of the SLC main priorities is to involve non US students in INS; this should be aided by having a non-North American co-chair. SLC requests that registration fee

waivers be provided to SLC leadership members. V. Anderson suggested that the SLC be provided with a budget to allocate to registration expenses. Y. Suchy noted that SLC members should also apply for student research awards.

Motion 9: Move to provide an annual budget of \$2000, for a period of two years, to registration costs and to defray expenses of attending meetings, for the leadership members of the Student Liaison Committee, subject to approval of the board committee liaison. If unencumbered, the funds are returned to the general account

Motion by M. Verfaellie

Seconded by V. Anderson

Motion approved unanimously; all in favor, none opposed.

b. Recruitment and Retention Committee (Suchy)

Discussion: BOG input on the feasibility of revamping the format of the INS Business Meeting. Specifically, Membership committee would like to see the Business Meeting to become part of the Closing Ceremony and for the Committee Chair reports to present compelling highlights about INS that either current members or attending non-members may not be aware of and that may encourage member recruitment and retention.

Minutes: G. Chelune noted that INS has struggled to get people to come to the business meetings; these meetings are required as a non-profit organization. For this meeting the business meeting will be folded into the closing ceremony to make it more interesting. INS will be signing MOU's with SLAN and ASSBI at the closing ceremony and highlighting international linkages. Early registration raffle for NY will be announced at the business meeting. A. Fernandez noted that there is lack of knowledge among members about the business meeting and many are not aware that they can participate. It was discussed that it is important to link the business meeting to an event or activity that will attract members. Having the Kaplan lecture/lunch and then the closing ceremony/business meeting at the North American meetings may help increase attendance.

17. Education Committee (DeLuca)

This is J. DeLuca's last meeting as education committee chair; he was thanked for his work and involvement

a. ILC Items (Evans/Fernandez)

i. Charles Matthews Fund Educational Events (Evans/Fernandez). This year two applications for Matthews funded Workshops were received by the May 1st deadline. Both applications related to workshops to be run in Argentina. One of the applications was selected with a request of \$5000. The applicants are in the process of being informed of the funding decision. Details of the successful application will be provided.

Minutes: J. Evans reported that he has been trying to re-invigorate this award; 2 applications were reviewed: Leticia Vivas, Universidad de Mar del Plata, Argentina was selected.

- ii. **Discussion:** At the INS meeting in February 2018 in Washington DC, Alberto Fernandez (ILS Deputy Chair) and Jon Evans (ILC Chair) gave a CE workshop on cross-cultural neuropsychological assessment. This was based on a one-day Matthews funded workshop delivered in Santiago, Chile in December 2017. The workshop was well-attended and feedback ratings were very good. Drs. Fernandez and Evans believe that the content of the workshop could be delivered in other countries and could also be delivered in an online format.

Minutes: Web workshops- J. Evans and A. Fernandez reported on a cultural neuropsychology workshop they gave at the DC meeting. It was suggested that this could be recorded and posted on the website. The BOG discussed how to host workshop offerings on the website. Y. Suchy noted that the Membership Committee also has similar content to go on website and suggested that Membership coordinate with Education Committee around website offerings, perhaps through a mini-retreat before or at the end of a formal meeting. M. Lamar noted that she is interested in participating. A working group of Education, Membership, ILC, and Continuing Education will be constituted to meet in New York.

J. Evans did workshop in Chile with Christian Salas; he asked whether C. Salas can use INS logo reference at upcoming meeting at Universidad Diego Portales. BOG members discussed and approved use of INS as endorser if materials advertise INS meetings. It was requested that materials be reviewed by C. Marcks and the INS office.

b. **CE Program (Lamar)**

- i. **CE Chair Manual** – draft available; feedback welcome

a. M. Lamar is continuing to work on this

- ii. **Discussion: Considering retiring ASHA (American Speech-Language-Hearing Association) CEUs** for several reasons: We average 1-2 people requesting ASHA CEUs per year; this does not cover the cost of maintaining our status as a provider (\$700 annually); and personnel changes may cause a loss of support for the application and renewal process.

Minutes: M. Lamar noted that ASHA will be increasing its fee for CE sponsorships to \$900 and that the intensity of compliance review will be increasing. Cindy Ochipa has been taking care of this for INS and will be retiring. INS will need to find someone to take over this responsibility or withdraw from sponsoring ASHA CE. There are very few members interested in ASHA CE (less than 1 % of members). INS retired CME's for physicians even though the percentage of MD members was higher. M. Lamar recommended that Cindy Ochipa be highlighted and acknowledged for her service to the Society. The BOG approved retiring ASHA CE.

- iii. **Discussion: Reconsider our traditional meeting schedule** to eliminate 7:20 CE workshops to be replaced by additional plenaries that will be offered for CE and to restructure Wed schedule with less overlap of CE workshops

- 7:20am workshops have lower attendance and cost INS more due to inclusion of breakfast
 - CE are now being obtained by more people through plenaries than the workshops
- This proposal will be discussed further at New York meeting.

iv. Archiving and offering videos of CE workshops (for credit at cost and/or membership benefit, fee varies by country of membership)

Minutes: This will be discussed at meeting of Education/Membership next year; C. Marcks will consult with APA regarding videos platforms for CE.

c. Video Archives (O'Connor)

We need BOG to determine how members will access videos. Can they be linked to the INS Newsletter? Other decisions concern whether there is interest in continuing with this project and broadening the list of interviewees. Miriam Beauchamp agreed to interview Dr. Brenda Milner in Montreal. Celiane Rey-Cassery has agreed to interview her former mentor, Dr. Alan Mirsky. I have not yet contacted Jennie Ogden to interview Dr. Michael Corballis but will do so soon. Should INS membership be polled re: people they would like to see in future interviews?

Minutes: J. DeLuca commended M. O'Connor for the hard work she has done in implementing the video archive. It will be important to engage the INS membership and identify who they may want included. M. Beauchamp reported that Brenda Milner, who is just turning 100 years old and still very active, has agreed to do a video interview. The need for improving the website in order to have an appropriate platform was discussed. After website modifications are completed, a survey of members and academic programs can be pursued.

d. Discussion: Collaborate in global forums that will, for example, benchmark guidelines for the core competencies that underpin education and training in neuropsychology (DeLuca for Scott)

This is one of the original Strategies outlined for the Education Task Force originating from the INS Strategic Planning meeting in Sydney. This subcommittee has had some trouble getting momentum on this aim. Dr. Scott has asked folks who agreed to join the subcommittee multiple times to send him brief bullet points of training/education standards in neuropsychology and standards for licensure and/or certification to perform neuropsychological assessment in the international setting in which they work or collaborate. He has gotten only one response. He also set up two Skype calls, but only one person actually got on the call each time, despite reminders. Overall, this has been a frustrating activity and the INS Board should review whether or not to continue this activity, or increase the emphasis on getting this goal accomplished.

Minutes: J. DeLuca reported that the task force does not exist anymore. The BOG discussed how to further this initiative.

18. Additional ILC Updates (Evans/Fernandez) no further updates

19. Additional SLC Updates (Smits) no further updates

20. Update on Inter-organizational Relations (Chelune)

- a. College of Clinical Neuropsychology (CCN): Provisional MOU between INS and CCN received formal approval from the Australian Psychological Society (APS) in March, 2018; CCN contributed an organization sponsored symposia for the Prague meeting
- b. Australasian Society for the Study of Brain Impairment (ASSBI): MOU still under review; ASSBI contributed an organization sponsored symposia for the Prague meeting.
- c. Federation of European Societies of Neuropsychology (FESN) contributed an organization sponsored symposia for the Prague meeting.
- d. Sociedad Latinoamericana de Neuropsicología (SLAN): MOU under consideration; SLAN contributed an organization sponsored symposia for the Prague meeting.
- e. Asociación Latinoamericana de Neuropsicología (ALAN) contributed an organization sponsored symposia for the Prague meeting.
- f. International Cognition in Cancer Task Force (ICCTF): Attempt to conjoin their biennial meeting with INS in NYC was deferred to 2020. ICCTF contributed an organization sponsored symposia for the Prague meeting.
- g. Hispanic Neuropsychological Society (HNS) will be conjoining its annual meeting at the end of the INS meeting in NYC.

Minutes: G. Chelune provided updates on international linkages with other organizations. INS has an MOU with the College of Clinical Neuropsychology (CCN); MOU's will be signed at this meeting with Australasian Society for the Study of Brain Impairment (ASSBI) and Sociedad Latinoamericana de Neuropsicología (SLAN). All were encouraged to attend the closing ceremony. INS will be talking with Asociación Latinoamericana de Neuropsicología (ALAN). There is a longstanding agreement in place with FESN. BOG discussed other activities to link with other organizations.

21. Review and Approval of Budgetary Items (Hermann)

SLC meeting attendance support and 2 P&C Social Media subcommittee items were approved.

22. New Business (Yeates)

No new business items were submitted.

Adjourn K. Yeates adjourned the meeting at 4:18 pm

Submitted by Celiane Rey-Casserly, PhD, INS Secretary