

2019 INS Board of Governors Meeting Minutes
February 19, 2019
Marriott Marquis Hotel
New York, New York

Present:

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

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

Committee Chairs: Melissa Lamar* (Continuing Education Chair), Michael Kirkwood* (Program Chair), Roy Kessels* (Awards Chair), Derin Cobia (Education Committee); Jon Evans* (International Liaison Committee Chair); Holly Miskey (Science Committee Chair); Jennifer Manly (Publications Chair); Steve Rao* (JINS Editor), Jillian Tessier (Student Liaison Committee)

Guests: Skye McDonald, Sarah MacPherson, Robin Green

*afternoon attendance

1. **Presidential Welcome** and Call to Order (Yeates)
K. Yeates opened the meeting at 9:35 am. He welcomed the officers, board members, committee chairs and guests. He was pleased to announce that the New York INS meeting is slated to break attendance records with 2500 attendees preregistered. He particularly welcomed recently elected officers and board members, Skye McDonald, Sarah MacPherson, and Robin Green; Juan Carlos Arango will not be arriving until this evening.
2. **BOG Orientation** (Chelune)
G. Chelune reviewed the plan for the Board of Governors' Meeting. He referred to the organizational chart provided that outlines the six reporting committees whose chairs attend the entire board meeting. Other committee chairs, including program and continuing education, will join the meeting in the afternoon.
3. **Call for New Business** items for Agenda (Yeates)
4. **Review, Discussion, and Vote on Assent Agenda** Reports (Yeates)
The assent agenda was provided by email. C. Rey-Casserly mentioned that there was a typo in the Secretary's Report which was corrected. In addition, an addendum to the Secretary's Report was added with January Officers' teleconference meetings and Board actions related to the appointment of the Incoming Executive Director.

J. Manly also noted that the Publications and Communications report stated that Steven Rao was appointed to another term as JINS Editor in Chief, but the BOG will be voting on renewal at this meeting.
Motion 1: Move to approve the Assent Agenda
Motion approved unanimously; all in favor, none opposed.

5. **Welcome of Marc Norman as the Incoming INS Executive Director.** Appointment was approved by the BOG by electronic vote 1/30/19. Dr. Norman will serve as Incoming INS ED during the period of transition until assuming full responsibilities on 8/1/19. The BOG also approved by electronic vote on 1/30/19 to extend Gordon Chelune's term as INS ED until 8/1/19. Transition plan and budget to be presented below in #7.

K. Yeates welcomed Marc Norman in his new role at Incoming Executive Director. He described the Officers' deliberations related to selecting a new ED after Deborah Koltai had to step down due to serious health issues. He updated the Board on Dr. Koltai's condition and expressed positive wishes from the Board for her recovery.

6. **Treasurer's Report** (Hermann)

B. Hermann summarized the Treasurer's report and 2019 Budget provided in the Assent Agenda. He thanked Marc Norman, Ozioma Okonkwo, and Martine Van Zandvoort, who have agreed to serve on the INS Finance Committee. B. Hermann noted that the Society's finances are on sound footing with currently \$1.6 million in all accounts. He reported that \$80,000 in uninvested funds was transferred to the operating budget in 2018 because the general operating revenue was very low at the time. Expenditures for 2018 came in approximately \$10,000 under budget. With respect to investments, he noted that the BOG had decided to increase investment in equities from existing 30% to 50% in order to increase return on investments. Since that decision, there has been a great deal of market volatility so this plan was deferred. At year end, investments were down by 3.7 %, but it is likely that the market will bounce back and January signs are encouraging. B. Hermann and the Finance Committee are exploring other models with UBS.

- a. General Comments from the Treasurer – Investment update
- b. Review, Discussion, and Vote on the 2019 INS Budget (see Addendum 1 for the 2019 budget)

Motion 2: Move to approve the 2019 INS Budget

Motion approved unanimously; all in favor, none opposed.

7. **Presidential Appointment of Committee Chairs and Advisors** (Yeates & Chelune)

- a. Background: Specific appointment of chairs of the following ad hoc committees need to be made by the President with the approval of the BOG and to be reflected in the Minutes.

- i. Publications and Communications Committee
Jennifer Manly will continue to serve as Publications and Communications Committee Chair for the time being. Appointment to be reviewed by Vicki Anderson, Incoming President.

- ii. Operations Ad Hoc Committee
Motion 4: Move to approve the re-appointment of Marc Norman to serve as the Chair of the Operations Committee contiguous with his term of Executive Director.

Motion approved; 13 in favor, one abstention, none opposed.

- iii. Membership Ad Hoc Committee
Yana Suchy has agreed to continue to serve as Chair of the Membership Committee. K. Yeates noted that maintaining continuity will be very important as there are a number of initiatives that Y. Suchy is implementing. She will complete her term on the BOG at this meeting

Motion 5; Move to approve the re-appointment of Yana Suchy to serve as the Chair of the Membership Committee for a three-year term.

Motion approved; 13 in favor, one abstention, none opposed.

iv. Finance Committee

K. Yeates thanked Bruce Hermann for his ongoing service as INS Treasurer and Chair of the Finance Committee for another year. He noted that B. Hermann's term was extended by the Board for one additional year due to the expected change in Executive Director.

Motion 6: Move to approve ongoing appointment of the INS Treasurer as Chair of the Finance Committee contiguous with his/her term as Treasurer.

Motion approved unanimously; all in favor, none opposed.

v. Re-Appointment of the JINS Editor in Chief for a second 5-year term. Recommendations of the P&C Committee (Manly)

Motion 7: Move to re-appoint Steven Rao as JINS Editor in Chief for a second 5-year term.

Motion approved unanimously; all in favor, none opposed.

7. Executive Director Report (Chelune)

- a. Update on office staffing (New hires: Davis Schoenberg, webmaster; Stephanie Card, Program Manager; Jamie Wilson, Administrative Program Coordinator and Bookkeeping)
- b. Transition plan for Executive Director. Dr. Norman will be attending a number of organizational meetings with Dr. Chelune during the NYC meeting. To facilitate communications with the INS Office and familiarity with INS procedures and duties of the ED, Dr. Norman will make 2 to 3 visits to the INS Office in Salt Lake City between March 1 and August 1, 2019. He will also serve in an ex-officio capacity observing the Nominations Committee beginning in March and will participate in the preparations for the BOG meeting in Rio de Janeiro. Approval is requested for Budget Addendum to the 2019 Executive Director's office in the amount of \$15,500 to cover salary and travel expenses associated with the transition.

G. Chelune updated the BOG on staff changes in the central office. He mentioned that the office is now well-staffed and an information systems specialist will be working with the team who has been instrumental in the web redesign and deployment. New hires are: Davis Schoenberg, webmaster; Stephanie Card, Program Manager; Jamie Wilson, Administrative Program Coordinator and Bookkeeping). He noted that the office staff has been instrumental in putting together this meeting, serving as professional meeting planners for the North American meetings. The office staff will stop by the BOG meeting later in the afternoon and will be thanked for their wonderful work by the Board.

G. Chelune described the transition plan that would allow M. Norman to become familiar with the operations of the office and participate in a number of activities over the next several months. M. Norman will visit the Salt Lake City office and help set up procedures for managing the Society's activities with the office. An addendum to the budget will be needed to cover transition travel expenses.

Motion 8. To approve a Budget Addendum to the 2019 Executive Director's office of \$15,500 to cover salary support and travel costs associated with the transition plan for the Incoming Executive Director.

Motion approved unanimously; all in favor, none opposed.

- c. New Revenue Streams:
 - i. Sponsorships from Academic and Research Institutions.
 - ii. Advertising in INS Newsletter and Website
 - iii. Monetizing Video Lectures/Keynotes with add-on CE fees (to be coordinated with CE Committee).
 - iv. Status of Video Archive and Lectures on INS Website: Availability for INS Members and Non-Members
- d. Proposed Liaisons with Membership Committee on Recruitment and Retention
 - i. Work with Office to individually contact members who have not yet paid 2019 dues.
 - ii. Work with Office to identify and contact Associates who qualify for full membership
 - iii. Strategically target countries/regions outside North America to increase INS Membership via advertising at local regional conferences. Office currently has \$1000 advertising budget but would request this be increased by \$1500 to \$2500.

G. Chelune noted that the INS has been successful in tapping into new sources of revenue for the New York conference with sponsorships from non-profit academic and research institutions. K. Yeates noted that he did not expect to receive support from his institution but he approached his dean and was able to procure sponsorship from the U. of Calgary. G. Chelune discussed other strategies for increasing revenue such as hosting CE offerings (videos, keynote talks) on the website in conjunction with the CE committee. He also suggested soliciting advertising for the newsletter or website. There were some reservations about having advertising on the website in that it could be construed that INS is endorsing a specific product or service. This did not seem to be as much of an issue in the context of newsletter advertisements. It was determined that this was an important avenue to pursue as long as it could be easily determined that these would be paid advertisements, not sponsorship by INS of specific products or services. G. Chelune noted that additional funding for the advertising budget is needed to advertise INS to attract more international members. It was proposed to advertise in brochures or at regional conferences to increase INS membership.

Motion 9: Move to increase INS Office Advertising Budget to \$2500 to assist Membership Committee in identifying and purchasing advertising promotion INS membership strategically at regional conferences.

Motion approved unanimously; all in favor, none opposed.

8. Status of the proposed 2022 World Congress: Implications for INS
(Anderson/Yeates)

- a. Financial implications
- b. Organizational commitments (what is expected of INS?)
- c. Communication of BOG's decision to the membership

K. Yeates noted that the INS BOG already voted in principle to support a global international conference of neuropsychology and V. Anderson has been meeting with a planning group. At this time, a formal decision to participate in the

Congress and to move ahead with the conference is needed. Organizations that are co-sponsoring the Congress are FESN (Federation of the European Societies of Neuropsychology), SLAN (Sociedad Latinoamericana de Neuropsicología) and ASSBI (Australasian Society for the Study of Brain Impairment). K. Yeates noted INS's excitement about participating in the first global international conference of neuropsychology. V. Anderson noted that it is likely that Porto would be selected as the venue as it is likely that costs would be reasonable. She also mentioned that the date would likely be in June as to not interfere with European vacation schedules. Guarant International has been identified as the meeting planning agency. Financially, Guarant assumes the costs of the conference. G. Chelune noted that this meeting would take the place of the non-North American meeting for 2022. No financial loss would be entailed, because the non-North American meeting typically involves no profit. It was noted that special efforts will need to be made to inform members of this event. It was suggested that organizers could identify an overall theme or policy issue that could be addressed at the conference and neuropsychologists and neuropsychology organizations would want to be involved addressing a theme or recommending policy.

Motion 10: Move that INS move forward with co-sponsoring the World Congress of Neuropsychology to be held in June/July 2022. This congress would take the place of the non-North American meeting for 2022. Motion approved unanimously; all in favor, none opposed.

9. Status of Upcoming Meetings

- a. Rio de Janeiro (Anderson, Chelune); SBNp requests support from INS to make advanced payment on the conference center (SulAmerica).

V. Anderson reported that arrangements for the Rio conference are going well and she expressed her gratitude to Alberto Fernandez (program co-chair) who has been instrumental in working with the Brazilian team. Members were reminded to plan ahead and obtain visas for Brazil. J. Vasterling reported that it is possible to obtain a visa on-line without having to mail in your passport.

G. Chelune reported that payment of 150,100 R\$ has to be provided up front for the conference center and that the SBNp cannot assume this cost at this time. This would be somewhat less than \$40,000. The advance would be repaid to INS from the proceeds of the conference.

Motion 11: Move that INS provide an advance of up to 150,100 R\$ (@40,287.64 USD) to the Society of Brazilian Neuropsychology for rental of the SulAmerica Convention Center for 10-12 July, 2019. These monies will be repaid to INS from the proceeds of the INS-SBNp conference in July.

Motion approved unanimously; all in favor, none opposed.

- b. Denver 2020 (Anderson, Beauchamp)-*V. Anderson reported that planning is going well for this meeting with very capable program co-chairs Ozioma Okonkwo and Miriam Beauchamp. The theme of the meeting will be "Neuropsychology and Precision Medicine"; speakers have been identified and will be contacted after the Rio meeting.*

- c. Vienna 2020 (O'Connor, Chelune)- *M. O'Connor reported that she will be meeting with program co-chairs (Martine Van Zandvoort, Laura Hokkanen, and Sandra Lettner) on Thursday here in New York. Meeting organizer will be Guarant. The theme of the conference will relate to Freud and conceptions of consciousness in the 21st century.*
- d. San Diego 2021 (O'Connor, Chelune)- *G. Chelune noted that a contract has been signed with Town & Country Resort in San Diego, and that the resort is undergoing major renovation. He has been assured the renovations will be completed well before our meeting.*
- e. Melbourne 2021 (Anderson, Chelune)- *V. Anderson reported that arrangements are well under way for the Melbourne meeting. The venue is set and there will be two co- chairs Donna Wong and Amy Scholl from the College of Clinical Neuropsychologists and the Australasian Society for the Study of Brain Impairment. The INS co-chair is to be identified and named at a later date.*

10. Operations Ad Hoc committee (Norman)

- a. Consideration of the COI as an ad hoc versus standing committee within the reporting structure of the Operations committee.
- b. Review of Website priorities
- c. Status of forming a Marketing Committee

Operations: It was noted that the conflict of interest forms need to be signed yearly by those participating in INS governance and need to be reviewed by the COI Committee yearly and when nominations are being considered. A list of website projects was to be developed by the office so that the Board could prioritize and provide guidance. INS office has been too busy with work of the conference to address this and will revisit after New York meeting. With respect to a Marketing Committee, it was suggested to obtain professional consultation in this area. G. Chelune noted that marketing was part of office operations activities.

11. Science Ad Hoc Committee (Miskey)

- a. Update on Science Committee's proposed Travel Grants for targeted groups (see addendum for background from Washington, DC BOG meeting).

Travel grants: Holly Miskey reported on an initiative to offer travel grants to trainees and early career participants from underrepresented countries. She noted that cost is a significant barrier for those from underrepresented countries to attend INS meetings. The travel grant program would support travel and hotel costs up to \$1500 per grantee. Awards would also include waiver of registration and one CE course. There would be a total of 4 awards per meeting, 2 for trainees and 2 for early career individuals. In the abstract submission page there would be a checkbox to request a travel grant and a brief application would need to be submitted with the abstract. Accepted abstracts would be eligible for the travel grant and preference would be given to individuals from underrepresented/ developing/low & middle income countries, first-time attendees, members who have accepted oral presentations, and expressed financial need. Top scoring abstracts that meet the selection criteria would be awarded the grants. G. Chelune noted that it would be simpler for accounting purposes to offer both the registration fee and CE course through a waiver, rather than allocating the funding from the travel grant and then paying the registration or CE course. It was mentioned that travel costs remain a barrier for many from underrepresented countries if they need to pay for travel themselves and then get reimbursed. Discussion followed as to how to set up the

program such that funds could be provided in advance. K. Yeates noted that there should be a way to set this up so as to facilitate participation of awardees.

H. Miskey also reported on the Special Interest Groups (SIGs) noting that three have formed (Epilepsy, Cultural Neuropsychology, Oncology) and that a SIG "Social" will be held at this meeting to help people collaborate and meet other individuals who may be interested in forming a SIG.

Motion 12: Move to allocate 8 individual travel grants at \$1500 each in addition to registration and CE course waivers, 2 at the trainee level and 2 at the early career level for each of the 2 INS meetings.

Motion approved unanimously; all in favor, none opposed.

b. Brief report from Program Chair, Mike Kirkwood

Mike Kirkwood reported that the New York meeting is anticipated to be INS's largest meeting. He noted that the program committee received over 1400 abstract submissions. The program includes 7 plenaries, invited symposia, an invited debate and an invited panel, as well as student sponsored events. The program schedule will be color coded by topic area for scientific sessions, an innovation that was implemented by Y. Suchy at the Prague meeting. M. Kirkwood expressed appreciation to the program committee and the office staff for all the work that has gone into the meeting. K. Yeates and the Board expressed their deep appreciation to M. Kirkwood for organizing such an excellent program. In reflecting over his experience, M. Kirkwood noted that chairing the meeting program is a great deal of work and it would be helpful to have additional training/orientation to the role of program chair. He noted that it was difficult to develop a sense of timelines and structure for planning the meeting. He mentioned that having future program chairs shadow the current program chair in some way would be helpful. By being included in emails as the planning takes place, the future program chair would develop a sense of what the process entails.

12. Education Ad Hoc Committee (Cobia)

- a. Update on Video Archive Project (Cobia & O'Connor): Should Education Committee interview additional individuals and, if so, who.
- b. Continuing Education (Lamar): Proposal to eliminate the 7:20 CE workshops or changing their start time to 8 am and providing only 1.0 CE credit. In reviewing the data from DC, the 7:20am workshops had higher attendance Thursday thru Saturdays than the Wednesday 3-hour sessions. Should questions be included at registration asking about changes as well? Speaker Costs?
- c. Use of the Matthews funds (Fernandez and Hermann): Should unspent Matthews funds be rolled over to the next year?

M. O'Connor reported on the Video Archive Project which has completed 26 interviews so far and has a couple more scheduled for this meeting. She noted that it was important to engage the membership in helping determine additional individuals that should be interviewed. Strategies for accessing the membership and engaging members in this process were discussed. G. Chelune noted that the project serves as a rich resource for education and for promoting neuropsychology. All video interviews are accessible to INS members and two are available to the public on a rotating basis. These could also be made available to academic institutions for use in teaching.

D. Cobia summarized activities of the Education Committee. He solicited ideas from the Board regarding initiatives in education. He hopes to participate and advance global initiatives related to neuropsychology competencies and develop programming that would specifically serve the needs of early career members. K. Yeates noted that initiatives in education formed a significant part of the strategic plan.

M. Lamar briefly summarized Continuing Education activities. For the New York meeting CE will be offered through 12 workshops and all plenary talks and invited symposia. She noted that INS will be submitting an application for 5-year approval as CE sponsor for APA this summer. M. Lamar brought up the issue of the timing of morning workshops and whether they should be changed to one hour workshops. She noted that attendance for the morning workshops is higher than for the Wednesday 3 hour workshops. It was suggested to canvas members regarding preferences for CE workshop scheduling.

The Matthews Fund received two applications this year and approved an application by Dr. Leticia Vivas, from the National University of Mar del Plata, Argentina. A. Fernandez brought up the issue of underspent funds from the Matthews Fund and it was discussed whether these could be rolled over to the following year. It was agreed that funds from one year could be rolled over and be available for a maximum of two years.

Motion 13: Move to allow roll-over of unspent Matthews fund to the following year and be available for a maximum of two years.

Motion approved unanimously; all in favor, none opposed.

13. Membership Ad Hoc Committee

- a. BOG input on the proposal for an Early-Career and Professional Development committee (ECPD). This initiative was pursued at the request of President Yeates and developed in collaboration with the Education Committee. Details are as follows:
 - The new committee would be named “Early Career and Professional Development” (ECPD) and will be comprised primarily of early career members, but will also include at least one member at the student level, one member at the mid-career level, and one member at the senior level.
 - The ECPD will be chaired by an INS member who is (a) in early career (up to 10 years post completion of professional education at the time of appointment), and (b) member of BOG.
 - The ECPD committee will fall under the umbrella of the Membership Reporting Committee (along with ILC, SLC, and Recruitment and Retention Committee).
 - The ECPD committee will consult with ILC and SLC in generating ideas for facilitating members’ professional development.
 - The ECPD chair will discuss professional development activities that will involve educational activities (e.g., workshops, pairing of members with mentors, etc.) with the Chair of the Education Committee, who will provide information about feasibility. Additionally, the ECPD chair will consult with the Chair of the Membership Committee, to coordinate with other membership initiatives. If feasible, the Education Committee will implement the initiative, and the Membership Committee will be responsible for (a) advertising the initiative and (b) collecting outcome data.

Discussion: The notion of creating an Early Career Committee was discussed in detail with strong support for this initiative. The new committee would help address the needs/interests of early career members. G. Chelune noted that creating a new committee would not require a by-laws change. It was decided that the ECPD committee would report to the Membership Committee but would coordinate and collaborate with the Education Committee. The idea of combining the Student Liaison Committee with the ECPD was not supported though it was deemed important to make sure that there was communication and collaboration between the two committees to address the transition from student to early career. It was noted that loss of members tends to occur during this transition phase. The composition of the committee was discussed including the recommendation that a board member co-chair the committee with an early career member. There was support for inclusion of a board member in the committee but not necessarily as co-chair. The inclusion of a student member was endorsed to support continuity and address transition issues.

- b. Following a discussion of the above structure and function of the ECPD, a vote is sought on a **motion** that an ECPD committee be formed, with specific details to be determined following the BOG discussion.

Motion 14: Move to create an Early Career and Professional Development Committee that would report to the Membership Committee

Motion approved unanimously; all in favor, none opposed.

- c. To further facilitate the involvement of early-career individuals (up to 10 years post attainment of highest professional degree), it is proposed that each year one of the three member-at-large positions be dedicated for individuals in early career. Elections for this Early-Career Member at Large category would be conducted separately from the “regular” MAL elections, so that early career candidates would not be directly competing with more senior candidates (i.e., at least two early career individuals would run in any given cycle).
- d. Following a discussion of the implementation of a new MAL category (as described under #3 above, Y. Suchy will seek a vote on a **motion** that such a new category be formed, with specific details to be determined following the BOG discussion.

The board discussed issues related to creating a new category of Member at Large for only early career members. The benefits of having an early career slate for which nominations are solicited every three years versus having one MAL position each year dedicated to early career were discussed. The sense was that having early career nominees for each election cycle would be desired such that the BOG would eventually have at least 3 early career members. Issues related to assuring non-North American representation were discussed and strategies to facilitate this. K. Yeates noted that a by-laws change would be needed to create an early career slate. C. Rey-Cassery noted that she is working on the by-laws revision which entails a major overhaul to align with current INS procedures. It was decided that the issue of creating a Member at Large early career slate would be deferred for the time being. In addition, the Early Career Committee would be consulted around these issues as well as these proposals are being developed.

- e. Discussion of the need for committees to each develop Standard Operating Procedures (Terms of Reference) that define scope of its duties and channels of communication within and between committees to facilitate the work of the Society and communication with the BOG.

K. Yeates reminded BOG members, committee members and guests that each committee needs to develop a set of standard operating procedures or terms of reference. This would entail a brief summary of the mission or charge of the committee and its basic procedures. The mission would align with the strategic plan of the society. This information would be then outlined in the Policies and Procedures Manual that is also undergoing revision. Committee Chairs need to submit their standard operating procedures to the Executive Director.

14. Publications and Communications (Manly)

1. Discussion of Draft Recommendations for the Review of JINS and the JINS EIC (see addendum).
2. Approval of Creation of Social Media Team (Newsletter & Twitter, accountable to Social Media Editor)
3. SIG and SLC Facebook pages - should these be accountable to P&C or to SLC and Science?

J. Manly summarized major developments detailed in the Publications and Communications reports in the assent agenda. She reported that she attended the first Cambridge University Press Partners Summit in Cambridge, UK. She noted that JINS is one of the longest standing society partners of CUP. The summit brought together editors and external industry experts. The issue of transitioning to open-access publishing was addressed in the meetings.

As requested by the BOG, there was a review of JINS and of the Editor in Chief undertaken. Committee members included Jennifer Manly, Jessica Bradley, Kathy Haaland, and Igor Grant. J. Manly summarized the findings of the review which addressed the mission of the journal, function of editorial office, impact factor and other metrics, special issues, and implications of open science/open access initiatives. Findings and recommendations of the review included support for the current Editor in Chief and recommendation to renew his term as EIC. It was also recommended that the EIC develop a vision statement for the journal and also begin to develop guidelines for facilitating eventual transition of editorial office. Other recommendations from the review addressed strategies for fostering international impact and readership of the journal, activities to prepare for open access and open science which would eventually erode the membership benefit of the journal, collaborating with membership to develop member-benefit activities, and institute a performance review of JINS every 5 years, providing FTE support to compile information needed in the review process.

S. Rao thanked the BOG for their support, noted that it is an honor to serve at EIC, and looks forward to another term. He noted that one of the recommendations of the review was to publish special issues in January given that special issues and review articles tend to increase impact factor and this would maximize this. S. Rao noted the difficulties of getting special issues to come together for a very specific release date. He noted that there have been two special issues published per year which

increase the visibility of the journal. S. Rao also reported on an initiative to request that authors provide a brief summary of the impact/implications of the work presented that would be accessible and meaningful to a lay audience. He mentioned that many journals are requiring this. This would also help increase the relevance and significance of the work published in the journal to the general public and expand audiences.

The issue of the JINS impact factor was discussed by the group. The JINS impact factor has remained fairly stable over the past years. K. Yeates mentioned the difficulties in affecting impact factors. The BOG expressed its gratitude to S. Rao for his leadership and stewardship of the journal.

15. Student Liaison Committee (Tessier)

- a. Any new proposals?
- b. Any new Budget requests imbedded in the Annual Budget

J. Tessier summarized international outreach efforts. She also supported waiver of registration fees for SLC officers attending the meetings, which was approved by the BOG at their last meeting. There were no additional proposals from the student liaison committee.

16. Update on Interorganizational Relationships

- a. Request for INS Memo of Understanding with the Asociación Latinoamericana de Neuropsicología (ALAN), if approved, to be signed in Rio de Janeiro.
- b. Criteria and purpose of MOUs with other neuropsychological societies
- c. Mongolian Neuropsychological Society and Mongolian National Society for Neurorehabilitation
- d. NYC INS and Hispanic Neuropsychological Society
- e. Update on International Cancer in Cognition Task Force attempt to conjoin its meeting with the INS meeting in Denver, 2020.

G. Chelune summarized the Society's international partnership initiatives. It is expected that INS will sign an MOU with ALAN at the Rio meeting. The purpose of MOU's was discussed. It was noted that these partnerships supported collaboration to promote neuropsychology. These also allow for advertisement of INS in other organizations' meeting materials, increasing visibility and hopefully attracting non-North American members.

G. Chelune also reported on a recently received request from the Mongolian Neuropsychological Society for collaboration. It was unclear what was being requested in the letter and a response will be sent asking for clarification. It was mentioned that INS typically engages in MOU's with international societies though V. Anderson mentioned that it has signed an MOU with a national Australian society.

G. Chelune noted initiatives that have helped pair other organizations' meetings with the INS meeting. For the NY meeting, the Hispanic Neuropsychological Society will be meeting directly afterwards. He also reported that the International Cancer and Cognition Task Force will be meeting just prior to the

Denver meeting and hopefully there will be some cross over in speakers and participants. It was noted that the INS has collaborated in this way in the past with other societies including the American Neuropsychiatric Association and will pursue this further.

17. Update on INS Travel Support Policy (Chelune)

- a. Discussion: INS provides BOG and invited chairs travel support (not necessarily total reimbursement) to attend the BOG meetings. Because of changes in classes of airline travel, the INS Office has currently adopted the policy of establishing a level of support for economy coach airfares that permit the traveler to choose fares that include seat assignment at the time of purchase and one checked bag. Tickets are to be non-refundable and do not include flex-fares. Fares should be based on travel directly to and from the BOG meeting, with arrival one day prior to the BOG meeting and departure the next day.
- b. Research indicates that the cheapest rates are available 45-60 days prior to travel. The office is requesting “mock” airline fares in advance with booking to be 45 days in advance.
- c. Per Diem is meant to include all incidentals, meals and ground travel. Is current rate of \$50/day sufficient?

Discussion: G. Chelune noted the complexities of current airline travel fares with some fares that do not include luggage or assigned seats. He noted that INS will reimburse typical nonrefundable coach fares that include fare with seat assignment and checked bag. The office has requested that BOG members obtain an example (“mock”) fare for their travel that includes travel to and from meeting. The office can also obtain these. If additional travel is included by the member, the mock fare will be used as a basis for reimbursement.

The BOG also discussed the issue of the per diem reimbursement. K. Yeates noted that most societies include ground transportation for invited speakers and he felt that speakers are often taken aback when told the INS does not reimburse this. J. Vasterling noted that the per diem has not changed, even in the context of expensive locations such as New York. G. Chelune noted that the per diem is expected to off-set costs, not cover all expenses. He also noted that meals are provided on the day of the BOG meeting which serves to lower costs. There was a discussion on the adequacy of the per diem rate. J. Vasterling noted that the VA reimburses at the US Government rate. The US State Department charts per diem reimbursement rates for cities outside of the US. The consensus among the BOG was that raising per diem stipend would make sense.

Motion 15: Move to raise the INS per diem rate to \$75.00 per day. This plan would go into effect beginning with the Rio 2019 meeting. Invited speakers will receive reimbursement for ground transportation as well as per diem.

Motion approved unanimously; all in favor, none opposed.

18. Naming conventions for the February and July meetings – Redux (Chelune)

A small task force is needed to work with Operations Committee and INS Office to review how well the current use of numbering for meetings works across varying

situations with recommendations to the BOG in Rio and a plan on how to advise and educate the INS membership of these changes.

K. Yeates reported that the issue of naming the meetings needs to be revisited. It has come to light that using the number of the meeting and year, as was approved by the BOG last year, is not practical for the June/July meeting given that these meetings are often combined with meetings of other collaborating societies. Therefore the number of the INS meeting does not coincide with the number of the collaborating society meeting. K. Yeates recommended that a committee study this issue and report back to the board with a considered recommendation. V. Anderson and M. Beauchamp will work with the committee members and identify two or three options. It was also suggested that this would be a good opportunity to engage outside consultation around revising the INS logo that needs to be revamped. We have excellent meeting logos created but the INS logo needs updating. This committee will also work on these issues as part of their charge.

19. Approval of New Budget Allocations (Hermann)

- a. Budget Addendum to the 2019 Executive Director's office of \$15,500 to cover salary support and travel costs associated with the transition plan for the Incoming Executive Director.
- b. Increase INS Office Advertising Budget to \$2500 to assist Membership Committee in identifying and purchasing advertising promotion INS membership strategically at regional conferences
- c. INS to provide an advance of up to 150,100 R\$ (@40,287.64 USD) to the Society of Brazilian Neuropsychology for rental of convention center.
- d. Allocate 8 individual travel grants at \$1500 each per year for trainees and early career meeting participants from underrepresented countries (4 for each meeting); registration and one CE course fee waived

20. Child Care Initiative

J. Vasterling described findings from the Child Care Survey that was undertaken. Different models of supporting child care during meetings were discussed. J. Vasterling, M. Norman and C. Marcks will work together to put a contract together with a child care service for the Denver meeting in February, 2020.

21. New Business (Yeates)

There was no new business.

22. Adjourn- K. Yeates thanked the BOG for its work and collaboration over the course of his presidency. He noted that it has been an honor to serve as the society's president this year as well as a rewarding and valuable professional experience. He noted that the Society is in good hands with V. Anderson moving forward.

K. Yeates adjourned the meeting at 4:20 pm.

[†]Due to technical issue, information related to which board members proposed motions is not available

Submitted by Celiane Rey-Casserly, INS Secretary