

**2019 INS Board of Governors Meeting Minutes**  
**Guaratiba Room, 12th Floor**  
**Rio Othon Palace Hotel**  
**Rio de Janeiro, Brazil**  
**09:30 – 16:00 July 9, 2019**

Present:

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

Members at Large: Juan Carlos Arango Lasprilla, Miriam Beauchamp, Robin Green, Ashok Jansari, Sarah MacPherson, Robin Morris, Jennifer Vasterling, Mieke Verfaellie

Committee Chairs: Melissa Lamar\* (Continuing Education Chair), Alberto Fernandez\* (Program Co-Chair), Roy Kessels\* (Awards Chair), Edward de Haan\* (Publications Chair), Anouk Smits (Student Liaison Committee Co-Chair), Yana Suchy\* (Membership Committee Chair)

Partial attendance via teleconference: Derin Cobia (Education Committee), Jonathan Evans (International Liaison Committee Chair), Holly Miskey (Science Committee Chair), Jennifer Manly (outgoing Publications and Communications Chair), Cady Block (Newsletter Editor), Emilia Lojek (Social Media Editor), Steve Rao (JINS Editor)

INS Office: Chantal Marcks\*

\*partial attendance

1. **Presidential Welcome** and Call to Order by INS President, Vicki Anderson.

*Vicki Anderson opened the meeting at 9:40 am and welcomed board members with special welcome to Skye McDonald, President-Elect and the new board Members at Large for 2019-2021: Juan Carlos Arango Lasprilla, Robin Green, and Sarah MacPherson. Edward de Haan, incoming Chair of the Publications and Communications Committee was welcomed and will join the meeting in the afternoon.*

2. **Call for New Business** items for Agenda (Anderson)

*V. Anderson opened the floor to new business. S. McDonald raised the issue of the presidential term structure. R. Green participated in discussion about the idea of a mentoring program which goes across several committees who will work together on developing the initiative.*

3. **BOG Orientation** (Chelune)

- A. Voting BOG in the morning and other committee chairs to join in the afternoon.
- B. Motions involving new budgetary allocations to be totaled by the Treasurer and finalized at the end of the meeting.
- C. Assent Agenda reports to be voted upon by assent.

*G. Chelune oriented board members to the structure of meeting. Committee Chairs will join the meeting in the afternoon. He discussed travel reimbursement policies regarding airfare. Board members were advised to turn in actual airfare costs and reimbursement will be based on a mock itinerary having the traveler flying the day before the BOG meeting and flying out day after meeting based on economy fare with one free bag and assigned seat. He noted that the per diem reimbursement has increased from \$50 to \$75. Final allocation of any budget items is to be*

*reviewed at the end of the meeting. V. Anderson reminded the board that G. Chelune's term ends July 31, 2019 and that Marc Norman will be beginning his position on August 1.*

**4. Assent Agenda Reports: Review, Comments, Edits (Anderson)**

*V. Anderson noted that the Assent Agenda is structured so that everyone reads it in detail before meeting. Board members have the opportunity to discuss any item. In the afternoon, committee chairs will have opportunity to raise or highlight any particular issue. Discussion: M. O'Connor had a question about Cape Town conference funding which included a government grant. She noted that it would be important to seek such grants in future. G. Chelune noted that at times INS can obtain a grant from the meeting city and that the applications can be submitted through the conference planning agency. These government grants often are based on attracting a certain minimum number of participants. J. C. Arango raised questions about the MOU to be signed with ALAN. He described issues related to the structure of ALAN and how it is organized.*

**Motion 1: Move to approve the Assent Agenda**

**Motion by B. Hermann**

**Seconded by J. Vasterling**

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

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

A. General Comments from the Treasurer (Hermann)

B. The Treasurer and Finance Committee propose a change in the INS investment plan with UBS. Specifically, the proposal is to separate our reserves into two funds. Fund 1 will include 75% of our current reserve fund with no change in this conservative plan (35% equities, 62% fixed income, 3% other securities). Fund 2 is new and more aggressive and will include the remaining 25% of our reserves and will be aggressively positioned (80-100% equities, 0-20 fixed income). The goal is to maintain and preserve the vast majority of our reserves with slow growth (Fund 1) while dedicating some of our assets to a more aggressive plan that will yield new income to be dedicated to targeted program activities in line with the INS Strategic Plan. Copies of the two Investment Policy Statements are attached.

*B. Hermann oriented the board members to the tables set out in the Treasurer's Report in the Assent Agenda. He noted that cash reserves are down slightly due to increased operating expenses. He expects the situation to change as renewals and registrations for February 2020 meeting revive the funding stream.*

*B. Hermann also summarized INS strategies to increase investment reserves. Historically reserves were in CD's with very low yield and the BOG began looking into more traditional investment opportunities and a task force looked into this. UBS, a multinational Swiss company, was selected and INS began working with them in 2015. UBS has worked very closely with INS over time with a very conservative investment philosophy that targeted 3% return but generally obtaining 6%. As the market changed, INS decided to modify the investment strategy. A new proposal is being developed that splits reserves such that 25% of the funds invested are entirely equity-based to generate new income that BOG could use to fund certain activities. The other 75% would be invested more conservatively. B. Hermann reported that this year with UBS (January to June 2019), INS reserves are now back to where they were in Dec 2017. UBS thinks that this plan will work well for INS, targeting 7 to 8 % return, but the society could be in a position to lose money. The fund will be actively managed.*

Board discussion: *It was noted that this was a good proportion to allocate to a more risky portfolio. The issue of how much the society should have in reserves was brought up and it was*

*decided to address this at the next meeting. B. Hermann noted that UBS is very familiar with INS and its history and has encouraged INS to do something with their money to increase returns. The ebb and flow of expenses for the society was discussed. V. Anderson noted that it would be important to identify which additional operating expenses are stable and which are only allocated for one-time need (such as Executive Director transition).*

**Motion 2: Move to approve the proposed INS investment plan with UBS that will divide reserve funds into 2 Funds, one invested conservatively (75% of reserve) and the other in more aggressive investments (25%).**

**Motion by B. Hermann**

**Seconded by M. Verfaellie**

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

## **6. Executive Director Report (Chelune)**

**A. Nominating Committee:** Keith Yeates (Chair), Monica Rivera-Mindt, William Barr, H. Gerry Taylor, Fiona Kumfor, Gordon Chelune (ex-officio), Marc Norman (observer).

### **Proposed 2020 Election Slate**

#### **President**

Ida Sue Baron (US)

Paula Shear (US)

#### **Treasurer**

Laura Lacritz (US)

Ozioma Okonkwo (US)

#### **Members-at-Large**

Sallie Baxendale (UK)

Desiree Byrd (US)

Lucette Cysique (AU)

Maria Marquine (US)

Sanne Schagen (NL)

Glenn Smith (US)

All candidates have submitted COI forms for review to the COI Committee and all have been cleared to run for election.

*G. Chelune presented the nominees selected by the Nominating Committee; all have been cleared to be considered by the BOG for the 2020 election slate.*

*Discussion M. Beauchamp inquired about the issue of including early career candidates as the board had discussed in the past. M. Norman noted that all of the current nominees are mid-career and beyond. G. Chelune noted that the board had proposed and approved having early career board members but the structure and mechanisms to do this have not been developed. He reviewed how the Nominating Committee functions and attends to issues of geography and other considerations. Typically, candidates for president alternate between North American and non-North American candidates. J.C. Arango wondered if the system for identifying non-North American nominees could be expanded such that members from underrepresented countries would have the opportunity to send in names. He added that possible participation in governance could encourage non-North American neuropsychologists to join INS. M. O'Connor noted that there should be two spots for early career candidates, hopefully one North American and one non-North American. M. Norman noted that the mechanism to do this has not been established and the by-laws would need to be consulted and perhaps changed on this point. Different options were discussed. C. Rey-Cassery noted that a by-laws change is not required to have an early career slate unless the size of the BOG is expanded. Further discussion ensued related to the definition of early career, ideas on how to involve more*

non-North American members in participating in governance, and nominating procedures. V. Anderson summarized that the BOG was in favor of reviewing nominating procedures and making changes to the by-laws regarding nominations if needed. Mechanisms for developing an early career slate need to be developed. J. Vasterling noted that communication with the membership would be important in conveying to members the goals of having a more inclusive and international board. This issue could be highlighted on the website and newsletter. M. O'Connor recommended revisiting the topic of establishing an early career slate when the Chair of the Membership Committee joins the meeting later in the day.

**Motion 3: Move to approve the 2020 INS Election Slate**

**Motion by V. Anderson**

**Seconded by S. McDonald**

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

**B. Interorganizational Relations: (Chelune & Norman)**

- i. Asociación Latinoamericana de Neuropsicología (ALAN): MOU pending and possibly to be signed in Rio de Janeiro at the INS-SBNp conference in July (see document in Assent Agenda)

G. Chelune reviewed the current status of international relationships and noted that INS is considering an MOU from ALAN at this meeting which is included in assent agenda materials.

Discussion: M. Beauchamp inquired about the overall strategy regarding relationships with other groups. V. Anderson summarized how relationships are first built up with a society over time and many conversations take place before agreements are signed. Background work related to international groups is done by the office. G. Chelune summarized the development of relationships with ALAN and SLAN. M. O'Connor inquired about building relationships with interdisciplinary societies. The relationship with American Speech-Language-Hearing Association (ASHA) and changes in participation in INS by speech-language pathologists were described. J. Vasterling asked whether the collaboration with ASHA could be reignited. S. McDonald will look into re-establishing relationship with ASHA. M. O'Connor noted that collaborations with other neurology organizations might be fruitful such as the Society for Cognitive and Behavioral Neurology. J.C. Arango noted the importance of having a procedure to review organizations and their membership structure. B. Hermann noted that the International League Against Epilepsy, which has a strong neuropsychology component, would be an appropriate organization with which to consider an MOU. He was asked to initiate discussion with appropriate representatives from the ILAE about this possibility.

**Motion 4: Move to approve establishing the MOU presented in the Assent Agenda with ALAN.**

**Motion by V. Anderson**

**Seconded by S. McDonald**

**Motion approved; 9 approve, 1 against, 3 abstentions, and 1 absent**

- ii. International Cognition in Cancer Task Force (ICCTF): Will be conjoining their biennial meeting with INS in Denver 2020 (Norman)
- iii. Hispanic Neuropsychological Society (HNS) conjoined its annual meeting at the end of the INS meeting in NYC.
- iv. Sociedad Latinoamericana de Neuropsicología (SLAN): Invited INS to organize a symposium for their biennial meeting in Lima, Peru, October 25-27, 2019. G. Chelune submitted the following on behalf of INS as a sponsored symposium *Integrating Neuropsychological Theory, Research and Practice for Individual Patients* with M. Kopelman, B. Wilson, Y. Suchy and G. Chelune as participants.

SLAN is providing airfare and lodging for Keynotes (Kopelman, Wilson, Suchy), without indication of per diem. Should INS offer INS symposium participants financial support similar to previous INS-sponsored symposia?

*G. Chelune reported on the invited INS symposium that will take place at the SLAN meeting in Peru in October 2019. He noted that in the past, INS has provided some financial support for symposia sponsored by INS at other society meetings. The board was asked to discuss the level of support that could be provided for these types of meetings.*

*Discussion: V. Anderson reported that INS has provided some support in the past for INS-sponsored symposia at international meetings (FESN, Iberoamerican meeting) and that it would be good to do this in future, particularly the first time INS is invited. Board members discussed questions related to this such as how invitations are made, who gets invited, and the overall strategy related to enhancing collaborations with other societies. It was decided that two days per diem and airfare for two presenters would be covered for this instance. Such invitations received should be reviewed annually and perhaps a yearly cap or budget for this should be established.*

**Motion 5: Move to provide funding not to exceed \$2500 to cover travel and 2 days per diem of the participants in the invited INS-sponsored symposium for the 2019 SLAN meeting in Lima, Peru.**

**Motion by M. Verfaellie**

**Seconded by S. McDonald**

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

**7. INS Executive Director Transition.** (Norman)

- A. Adjunct Appointment with UU for HR purposes with office staff
- B. Consulting Services Agreement
- C. Banking update
- D. Visits to SLC
- E. Presentation & Comments (Chelune)

**8. Operations Committee Report** (Norman)

- A. Website Update
- B. New Abstraction Submission service – CVENT
- C. In-house Conference App

*M. Norman reported that website functioning has improved and there are still many things to be done. The INS office is lucky to have Davis Schoenfeld and his expertise in managing the website. Commemorations are planned of prominent members who have passed. There will be a new vendor for abstract submissions. M. Norman also reported on an initiative to develop an in-house web-based conference application and described the advantages of this to the society (eliminate need for separate vendor, save money, perhaps use as platform to offer to other societies). The web app would not be operational until after the Denver meeting. Work on the web app is estimated to take 4 hours per week of D. Schoenfeld's time that would need to be covered by additional office staff hours. The board will need to consider whether or not to invest in doing this. M. Norman is also looking into investing in CE event scanning equipment and app to streamline CE monitoring and reporting at conferences.*

*Discussion: M. Verfaellie wondered if time for conference application was a realistic estimate of work and funding required. C. Marcks thinks it's realistic.*

**Motion 6: Move to allocate funding (approximately \$20,000) for general website work for six months as conference app is being developed.**

**Motion by J. Vasterling**

**Seconded by S. McDonald**

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

D. Marketing committee update

*V. Anderson reported that M. Beauchamp, V. Anderson and M. Norman have been looking into marketing issues which include revising the logo. V. Anderson proposed that before the next meeting, the office could identify some options regarding the logo that could be disseminated through the newsletter for comment and input from the membership. The membership could be offered opportunity to provide input and ideas. M. Beauchamp noted that a “branding company” could be engaged but the work would need to be very narrowly defined and circumscribed. The office is asked to identify a branding group in the next month or so that INS could work with for review at Denver meeting.*

**9. Committee Chair Appointments (Anderson)**

A. Appointment of Edward de Haan as Chair of the Publications and Communications Committee – approved by electronic vote.

B. Appointment of Chair of Conflict of Interest Committee.

*V. Anderson noted that P. Arnett is now President-Elect of another neuropsychological society and is stepping down as Chair of the Conflict of Interest Committee. Michael Kirkwood has been identified as a possible candidate for this position and will be invited to serve.*

**Motion 7: Move to invite M. Kirkwood to serve as Chair of the Conflict of Interest Committee and appoint him if he agrees to serve.**

**Motion by V. Anderson**

**Seconded by B. Hermann**

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

**10. Update on status of the proposed 2022 World Congress (Anderson)**

*V. Anderson noted that there are ongoing discussions about the World Congress*

**11. BOG Discussion Topics (Anderson)**

A. Code of Conduct (see assent agenda for SfN example)

*V. Anderson opened discussion about INS having an official code of conduct. G. Chelune noted that there is a notice in meeting program materials about conduct but this is not well elaborated and does not describe how issues are to be addressed formally. It was decided to create a working group to review such codes used by other organizations and develop a template for discussion at the next board meeting. M. Verfaellie, M. O'Connor and A. Jansari will work together on this group.*

B. Liaison Responsibilities (*not discussed*)

C. Process for nominating chairs for committees and ad hoc positions

*V. Anderson wished to review the process for nominating and confirming Chair positions in committees. She noted that committee chairs need to be appointed by the president and approved by the board. The positions that involve presidential appointment need to be defined.*

Discussion: *G. Chelune questioned whether presidential appointment also includes assignment of functions. He also noted that INS has more than doubled the number of committees over recent years. It would be important to clarify who reports to whom and how committees fit in the overall operational structure. C. Rey-Casserly noted that specific language could be included in*

*terms of reference related to each committee's portfolio and reporting structure. M. Norman noted that enhancing diversity in committees needs to be kept in mind in nominations. C. Marcks noted that D. Schoenfeld is now keeping track of committees and their chairs. A password protected site for INS governance needs to be set up to post committee membership and changes as well as other relevant information for board and committee members. The Policies and Procedures Manual update can also include reporting structure for committees.*

#### **D. Podcast NeuroNav (Norman)**

*M. Norman described a podcast called Navigating Neuropsychology that seeks to present current scientific findings, discuss important topics and interview experts in brain-behavior related fields. The creators of NeuroNav, John Bellone and Ryan VanPatten, approached INS to sponsor with them. The podcasts vary--some are for lay public and some are more educational and aimed at professional audience. Over the past 6 months, subscribers have been from all around the world. They are planning to do some mini-series on important topics. INS could potentially build continuing education credits through this avenue. The request for financial support needs to be examined further with respect to specific agreements, copyright and liability issues. If used for CE, NeuroNav is requesting 50% of revenues.*

*Discussion:* *M. Lamar noted that she has spoken with the NeuroNav creators and with D. Cobia and M. Norman. She communicated the requirement for CE vis-à-vis APA sponsorship. She also spoke with the Office of Continuing Education at APA and since we have home study capability for JINS journal articles, this would likely fall in that category. She stated that she had listened to some of the podcasts that seem to be organized as interviews with experts. M. Verfaellie questioned who would have control over content and whether this would be an exclusive arrangement with INS. R. Green had questions about the financial agreement and possible advertising by NavNeuro that could be interpreted as sponsored by INS. M. Norman noted that the agreement with NavNeuro would be related to all podcasts, but only some would meet requirements for CE. The board was very interested in this proposal. M. Norman was asked to look further into a possible agreement and bring back a firm proposal to the next BOG meeting. A. Jansari will also help with this initiative.*

**E. Policy toward supporting invited INS sponsored symposia at meetings of other Societies (FESN, SLAN, etc.) with whom INS has MOUs.**

*Discussion covered under Executive Director's Report, item 6.B.iv.*

## **12. Child Care Survey results and provision of services for 2020 Denver meeting (Vasterling)**

*Based on survey results, there is interest by the membership in having child care offered through INS at conferences. The most commonly identified days of the conference in which services were desired were Thursday and Friday. Survey results further suggest that, although members are willing to pay for such services, taking into account member-identified price points and projected use during the first year of this initiative, INS will need to subsidize the initiative. Chantal Marcks is in the process of obtaining a new bid from Kiddie Corp based on location and 2 days of services.*

*J. Vasterling reviewed the background around the issue of providing child care services at INS February meetings. A survey was disseminated and there was a lot of interest. If INS undertakes this initiative in stepwise manner, providing support where the greatest need is without spending too much resources, it seemed like Thursday and Friday are the days during which child care is most needed. There was a price point after which there was a sudden drop off in interest (\$10 to \$12 per hour). INS members would have to register directly with the child care organization. C. Marcks stated that she had talked to different child care organizations identified. Providing child care for two days would require approximately \$6,000 from INS which could be*

lower taking into account the parents' contributions.

Discussion: Board members had questions around the caregiver-child ratio. C. Marcks noted that there would be a CAN on site. INS would also have to plan for ancillary meeting space for child care that would need to be set up for that purpose. The Comparative Biology Association has been a leader in this area and could help advise INS around advertising and communications. They will have an event in Utah and C. Marcks is planning to visit. J. Vasterling noted that the number of registrants needed to make providing child care financially viable would need to be determined. There would need to be a deadline and ability for INS to cancel the services without additional cost.

**Motion 8: Move to allocate up to \$4,000 to subsidize child care services for the 2020 Denver conference**

**Motion by J. Vasterling**

**Seconded by S. MacPherson**

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

### 13. Status of Upcoming Meetings

#### A. Rio de Janeiro (Anderson, Chelune, Fernandez)

*Program Committee Report- Rio Meeting:* Alberto Fernandez reported that there were 896 registrations so far for the Rio meeting. The event is paid off and has covered costs. There might even be some profits. A. Fernandez noted that not everything has been straight forward and it is difficult to estimate what has been collected in registration since the fees varied. There were promotions made to attract more people with lowered fees. The meeting has a packed program with 13 paper sessions and 35 symposia scheduled. The program committee needed to make some changes in the structure of the meeting since Brazilian participants like having more speakers than paper sessions. We will need to discuss such local preferences in the future when organizing meetings with other societies. INS needs to understand the model they use and come up with something that coincides with both traditions. In contrast, the INS meeting in Buenos Aires was structured similarly to a typical INS meeting but it was felt that this model would not work well in Brazil. A. Fernandez described that Brazilian participants have a great deal of respect for accomplished people and more invited speakers were needed. The company that is going to do the translation of sessions reportedly wants to charge more because they were hired for 500 people and there will be more. There will not be translation services after 6 pm. There will be translation for keynotes, symposia and standard paper sessions. Most of the audience is Brazilian.

A. Fernandez and Rochele Paz Fonseca, were thanked for their wonderful work in helping to organize the Rio meeting.

#### B. Denver 2020 (Anderson, Beauchamp; Norman regarding ICCTF)

M. Beauchamp reported that planning for the conference is going well. The keynote speakers are set (Nim Tottenham, affective neuroscience; Dana Small, neuropsychology of delicious, Tomas Paus, big data population neuroscience; Nick Allen, digital health applications). There will be invited symposia with Jon Evans (methodology) and Glenn Smith (exercise and brain health). A symposium of past INS presidents is being planned.

#### C. Vienna 2020 (O'Connor, Norman)

M. O'Connor noted that there has been great debate about the title of the conference which is now *The Neuropsychology of Pleasure, Dreaming and Sleep*. There are three great co-chairs who are very organized. Plenary speakers have been selected.

#### D. San Diego 2021 (O'Connor, Norman)

Amy Jak and Molly Zimmerman are the program co-chairs. Symposia in honor of Nelson Butters are planned.



E. Melbourne 2021 (Anderson, Norman)  
INS, ASSBI, and CCN to sign Meeting Memo of Understanding and to hire local PCO, Margaret Eagers Research Solutions (MERS), to provide conference services. MERS has requested a \$10,000 advance from each organization to begin providing services and arranging rental services. This advance will be repaid to each organization as funds begin to be received from registration and sponsorship fees.

*V. Anderson reported that the meeting will entail a collaboration among ASSBI, College of Neuropsychology, and INS. There will be 3 co-chairs, one from each of the participating organizations. The conference organizer has requested an advance of \$10, 000 to cover up front costs. Discussion: G. Chelune participated in a site visit last October. He noted that there are grants that will help to support the conference. The three organizations have decided to hire MERS for conference planning. The groups will forgo their usual meetings. Each group would be equal partners with respect to liability. INS will receive a progressive percentage of meeting income and the INS will receive an increased percentage if the income is higher. M. Norman noted that since MERS is not a large organization, it is asking for all three organizations to advance some money to support up-front costs. INS would be paid back as soon as possible. V. Anderson expects that there will be high interest and a lot of attendees since Melbourne is the home of Australian neuropsychology.*

**Motion 9: Move to approve allocation of \$10,000 as an advance payment to MERS in support of the Melbourne 2021 INS-ASSBI-CCN July meeting with the understanding that this advance is a loan which MERS will repay as funds from registration and sponsorship fees are received.**

**Motion by V. Anderson**

**Seconded by J. Vasterling**

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

#### **14. Science Committee (Miskey)**

A. Terms of Reference (Miskey, Norman)

*H. Miskey reported that the Science Committee has completed and submitted terms of reference. A chair-elect will be identified. There has been some turnover on the Committee and Nathan Hantke and Lenka Krámská have joined.*

B. Rio Program Committee Update (Fernandez and Paz Fonseca)

*Back to the roots of Neuropsychology: Tradition and Technology to the Future*

Final Program Includes:

6 Keynote speakers (Ostrosky, Anderson, Haase, Kessels, Paz Fonseca, Zelazo)

23 symposia including some organized by invited neuropsychological associations such as SLAN, ALAN and the HNS, and 3 invited by the SBNp

75 papers organized into 12 paper sessions

247 posters organized into 2 poster sessions

4 CE workshops (Mattos, Vasterling, McDonald, O'Connor)

*Rio conference covered in item 13A.*

C. Request the BOG discuss adding a check box to the conference registration form AND/OR to the yearly membership renewal form permitting monetary donations specifically to fund the Travel Grants. Request G. Chelune present the action item.

*H. Miskey discussed logistics around the travel grants. There would be a link to the application on the meeting abstract submission page. Completed applications would be emailed to INS and the Science Committee for review. The BOG approved the plan for 4 awards of \$1500 each at a prior meeting. The plan is for 4 awards of \$1500 USD and a one-time additional bonus award.*

D. At the NYC meeting, SIG members were given colored ribbons to affix to their badges. This contributed to SIG exposure and recruitment of new members, and allowed SIG members to easily identify each other to meet. We request the board discuss extending this practice to all meetings.

E. Status of SIGs

H. Miskey reported that there are now five special interest groups; social cognition and traumatic brain injury were approved. Science Committee hopes to continue to advertise activities and SIGs and will work with C. Block on newsletter items. V. Anderson noted that it would be great to have information on SIGs on the website and on social media.

F. Awards (Anderson, Kessels, Norman). Status of named awards – both INS (Benton, Satz-PAR Mentor) and Program awards (Rennick, Butters, Cermak, Korkman)

R. Kessels reviewed the awards to be awarded at the Rio meeting. Student awards are being managed by the SLC and will be featured on Friday. Nominations are open for 2020 awards.

V. Anderson raised the issue of the current named awards. There are concerns around how to provide background on the named awards, whether individuals honored in the past continue to be relevant, etc. Discussion: R. Kessels noted that he would like to receive input and suggestions regarding the named awards. A. Jansari noted that an award in a nontraditional area might be considered to recognize the work of international members who are making regional impact. J.C. Arango noted that there are people doing amazing things in other countries who would not come to the notice of the awards committee. V. Anderson suggested that key people from international groups work with the ILC around this issue. With respect to naming the awards, G. Chelune noted that the names associated could be changed each year to recognize people from around the world. M. Norman wondered if there could be another mechanism or a specific award for someone developing neuropsychology in an under-represented country. R. Green noted that financial support would need to be provided to support attendance at meetings for these awards. It was decided that R. Kessels would discuss these issues with the Awards Committee and come up with initiatives to discuss at the Denver meeting.

15. Education Committee (Cobia)

A. Update on web-based educational materials

B. INS Video library

D. Cobia reported that the Education Committee has added a new member and is seeking an additional non-North American member. M. O'Connor reported that the video library is growing and has added two more videos. Issues around budgeting for filming were discussed. G. Chelune noted that a certain amount of funding was appropriated per year for five years for the video library project and would have to be renewed in 2020. M. Lamar noted that individuals interviewed in the NavNeuro podcasts might be potential leaders for the video library.

C. Status of Education Committee Survey of members for future interviewees

D. Cobia reported that a survey to INS members has been prepared asking for input regarding leaders who have been influential in neuropsychology and why; he asked for ideas on how to distribute the survey. V. Anderson noted that it is important to coordinate the number of surveys disseminated to INS members. D. Cobia will coordinate with the INS office and M. Norman around dissemination of the survey.

D. Cobia also discussed the idea of providing educational materials on the website for members. In addition, he talked about working with senior INS members and getting them involved in mentoring and reconnecting with the society. He reached out to certain individuals to do web-based lectures on topics of interest such as how to conduct longitudinal research, neuropathology, and other topics. There was strong support for this initiative. Other ideas were mentioned such as the capability of submitting questions and receiving responses from experts

*(“Ask me anything” approach). This could also be a way to engage international members.*

D. Status of “core competencies” project led by C. Scott

E. Continuing Education (Lamar) update

i. Status of 5-yr renewal of APA CE Sponsorship

*M. Lamar reported that the renewal application for APA sponsorship was submitted. Members of the office staff participated in putting these documents together.*

ii. Comments regarding podcasts for CE –*discussed in item 11D*

F. International Liaison Committee: Matthews Fund Events (Evans)

i. One funded program since February 2019 (see Membership Committee section for more details): Mar del Plata, Argentina, 7-11th March 2019

ii. Currently evaluating 3 new applications for 2019 Matthew Funding workshops

iii. Use of roll-over funds – office input regarding financial implications

*J. Evans reported that a Matthews Fund workshop took place in Argentina which was very successful. Three applications (from Lithuania, Thailand, and Kenya) were received for funding and S. McDonald coordinated the reviewing process. Committee decided to fund the Lithuania and Thailand projects. Roll-over funds will be used this year and next year the funding will be back to the typical \$7,500 amount.*

*International Mentorship Program:* *R. Green discussed developing an international mentorship program. The idea would be for mentors to provide mentoring to individuals in developing countries who have limited access to this type of professional guidance and support. Mentees would be INS members at any stage of their career and mentors would volunteer to participate. J. C. Arango noted that an international survey found that the main obstacle identified to advancement in neuropsychology was lack of mentoring. Y. Suchy noted that this initiative would fit in with the Early Career Committee and under the Membership Committee. R. Green was invited to join the Committee and continue to move forward with this. D. Cobia would also be involved. V. Anderson noted that this initiative crosses over several committees and it would be important to collaborate and not work in silos. R. Green was asked to develop the idea in more detail and consult with Y. Suchy and D. Cobia and figure out where this would fit in with committee portfolios.*

#### **16. Membership Committee (Suchy)**

Action item: Seeking feedback and/or approval for the description of the Terms of Reference for the Membership Committee to be used in the revised bylaws.

Background: The Membership Committee is a new standing committee that emerged from the Membership Task Force originally appointed in February 2016. During the February 2019 meeting in New York, it was recognized that clear “terms of reference” are needed with respect to the committee responsibilities. In response to that discussion, the following description of the Membership Committee is proposed:

#### *Proposed Terms of Reference:*

*The Membership Committee (MC) has two principal roles: (1) Facilitating communication with INS members and (2) facilitating member recruitment and retention.*

*With respect to communication with INS members, the MC is responsible for the following:*

*A. Coordination of major communications (e.g., surveys) between INS leadership (i.e., Board of Governor and various INS committees) and the INS members, with the goal of avoiding redundancies and minimizing member survey burden.*

*B. Review and refinement of terminology employed by INS in communication with members, with*

*the goal of ensuring that such terminology respects the international nature of INS membership. Ongoing refinement of terminology is needed to ensure that, for example, member categories capture professional standing of members in all world regions and thus afford equitable access to member benefits (e.g., reduced dues for students, eligibility for awards, etc.).*

*With respect to retention and recruitment, the MC is responsible for the following:*

- A. Coordination with the INS office and assistance with specific activities aimed at member retention and recruitment. Such activities may include personalized emails to members who are late paying their dues, or members who are transitioning from associate to full membership.*
- B. Coordination with the INS office in tracking of INS membership statistics, including examination of various demographic and professional trends.*

*Discussion: Y. Suchy provided some historical background on the Membership Committee and mentioned that because it is a relatively new committee, there is overlap with other INS activities. She reviewed the newly developed terms of reference and the work of the committee in facilitating communication among members and clarifying terminology and definitions of membership categories to be consistent with international education and training. The committee also works on member retention and recruitment and collaborates on implementation of member benefits. V. Anderson noted that the terms of reference need to be shared across committees. It was suggested that terms of reference may benefit from having a consistent template or structure to describe the charge and activities of individual committees.*

*Early career slate on BOG: Y. Suchy reviewed discussions from last board meeting related to having an early career slate. The board was in agreement around establishing a mechanism to assure that an early career member is elected every year and alternates between North American and non-North American candidates yearly.*

**Motion 10: Move to create an early career slate for one Member at Large position each nomination cycle with early career defined as less than 10 years from terminal professional degree. The slate would be comprised in alternate years of North American and non-North American candidates and will be implemented for the next nominating cycle.**

**Motion by M. Verfaellie**

**Seconded by M. O'Connor**

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

#### **17. Student Liaison Committee (A. Smits)**

A. We propose that the SLC Co-Chair position openings alternate yearly, so that there is one new Co-Chair per year, rather than two new Co-Chairs every two years. To establish this, we propose that Anouk Smits' current 2-year Co-Chair position (2018-2020) be extended by 1 year (2020-2021). This will allow for a new alternating structure (i.e., new North American Co-Chair (2020-2022), new non-North American Co-Chair (2021-2023), and so on).

B. We propose that the SLC Mid-Year Meeting Representative should be a 1-year position, and should be held by a student or trainee that is local to the meeting location. This way, the representative will be able to easily communicate and plan the social event locally. We propose that a local student is appointed to this position yearly as part of the Program Committee.

C. Discussion of communications between BOG Liaisons SLC Co-Chairs and Program Committee Representatives.

*A. Smits described rationale for SLC proposal to extend her term as co-chair such that both*

*committee chairs positions are not turning over simultaneously. This would ensure that an experienced co-chair is involved when a new co-chair begins. She reported that the SLC is working on initiatives to enhance student participation and input into INS activities and committees. It was suggested that there should be a local student Program Committee member on each Program Committee. There could be a call for applications for the program committee targeted to local students and the Local Arrangements Program Committee member could help identify potential students. V. Anderson noted that it will be important to communicate to program chairs that there needs to be a local student on the Program Committee. A. Smits also noted a Google group can also be used to communicate with students.*

**Motion 11: Move to extend term of SLC co-chair for one time**

**Motion by M. Verfaellie**

**Seconded by M. Beauchamp**

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

**18. Publications and Communications (Manly, de Haan)**

A. JINS Review and the new 2018 Impact Factor of 3.098 (an increase of 12% vs 2017 IF of 2.777).

B. INS Newsletter Update: Discussion of funding for a new newsletter ezine format (no details on “ezine format”).

C. Social Media – Emilia Lojek to head

D. Cambridge’s proposed contract extension with INS for JINS.

This new contract would supersede their current agreement and the INS would begin to see the benefit with the 2019 account in April 2020 (see attachments).

i. A five-year contract term, retroactive to January 1, 2019, in which the INS continues to retain full ownership of the title, copyright in articles, and traditional subscriber lists.

ii. A move to e-only fulfillment of member subscriptions (in 2020) at a flat rate of \$20,000 annually.

iii. A royalty arrangement under which Cambridge will cover all up-front costs and bear the financial risk of publishing the journal, returning an increased royalty and editorial stipend to the INS estimated at over \$450,000 over term (less e-only member fees).

*J. Manly summarized the new JINS contract which on the face of it is very enticing because it shifts from a per member fee to a flat fee. This could potentially save INS quite a bit of money and INS could begin to receive increased royalties from JINS. For the flat fee INS would give up the possibility of printing paper copies. The current contract expires in 2021 and the new contract would be retroactive to Jan 2019. There has been no effort to get bids from other publishers, and there have not been any other offers from Cambridge Press. BOG options are to accept, reject, or accept for certain time frame pursue further negotiations and look into other possibilities.*

*Discussion: E. de Haan discussed his prior experience as a journal editor and noted that negotiations require time to complete. The issue of the number of members who request a print copy was discussed and G. Chelune noted that print copies would still be available directly through Cambridge. Board members noted that the overall cost to members of print copies is not determined and it is unclear if this change would affect membership. B. Hermann asked if there were any other areas of dissatisfaction with the publisher. J. Manly noted that work with Cambridge has gone smoothly. S. Rao noted some initial issues when he first became editor but when these were worked out, Cambridge personnel have been very responsive and the relationship with the editorial office is very good. New initiatives have been identified and Cambridge has been very receptive to these. J. Manly mentioned that recommendations from JINS editor review could be helpful to implement in collaboration with the publisher. It was noted that in upcoming years, journal subscription will no longer be a member benefit since articles will*

*be readily accessible. Board members were in agreement that E. de Haan would need to investigate options for INS and the contract would not be approved at this time.*

**Motion 12: Move to postpone decision on the new proposed contract with Cambridge to publish JINS on behalf of INS to allow Edward de Haan to investigate the issue more fully and report back to board in Denver.**

**Motion by B. Hermann**

**Seconded by J. Vasterling**

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

*S. Rao discussed changes in the JINS impact factor that got up to 3.1. It was at a low point a couple years ago at 2.2. Projections for this year show that it may go a bit higher to 3.3. There has been a very positive response to special issues and JINS will continue with one or two per year.*

*C. Block reported as the new editor of the INS Newsletter. Her goal is to expand the newsletter team and add more content. She has been in touch with NavNeuro creators. She proposes switching to a new electronic magazine format for the newsletter to boost member interaction. This would require a one-time fee for software. This software has many features, is optimized for digital platforms, and can provide analytics.*

**Motion 13: Move to approve a one-time expenditure of approximately \$95.00 for new software for the newsletter.**

**Motion by S. McDonald**

**Seconded by S. MacPherson**

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

*E. Lojek reported briefly on social media. She noted that she has the goal of posting on Twitter daily messages on INS activities, neuroscientific topics, and international issues, with less formal postings at the end of the week. She collaborated with students and the Program Committee around the Rio meetings and the number of followers has increased. She identified some social media needs for the Society. She reviewed the penetrance and market share of different social media platforms and noted that Facebook has the most worldwide presence. She also noted that it is difficult to know what is going on in the Society and to disseminate information about INS activities. She proposed that each committee identify one or two members who could take responsibility for sending E. Lojek information about activities of the committees. J. Manly noted that to have more international reach, INS needs to have a Facebook page and a procedure for managing it. A proposal will be developed for the Denver meeting.*

**19. Status of Marketing Working Committee (Anderson / Norman);**

A. 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.

*V. Anderson and M. Beauchamp are looking into options for numbering meetings.*

B. Discussion of "rebranding INS" and updating INS Logo.

*Discussed in item 8D*

**20. Update on the strategy for revising the INS Bylaws (Norman).**

*Board members discussed the need to revise the INS Bylaws to update them and make them consistent with current procedures. The goal is to have the Bylaws provide the overall*

scaffolding for Society functions and for the Policies and Procedures Manual to provide more specific information. The need for obtaining expert consultation for the Bylaws revision was endorsed.

**Motion 14: Motion to allocate up to 5K to consult with a Bylaws attorney around bylaws changes**

**Motion by V. Anderson**

**Seconded by B. Hermann**

**21. New Business** (Anderson, Hermann)

A. Student Support for 3rd International League Against Epilepsy (ILAE) Neuropsychology of Epilepsy Program (Hermann)

Propose to support 2 student INS members from middle to low income countries to attend the 3rd International League Against Epilepsy (ILAE) Neuropsychology of Epilepsy. We have supported 2 students at each of the two prior meetings. Cost is 1500 Euros per student (\$1678 US) x2 = 3356. The ILAE currently will waive registration fees for INS students at a regional or primary international meeting.

*B. Hermann described the Neuropsychology of Epilepsy summer program sponsored by the International League Against Epilepsy. INS has supported students to attend this meeting in the past and supporting another two students for the 2020 program is proposed. This would help develop relationships with international organizations and students in neuropsychology.*

**Motion 14: Move to allocate approximately \$3356 USD to fund two INS students from middle or low-income countries to attend the 3rd ILAE summer program.**

**Motion by B. Hermann**

**Seconded by S. McDonald**

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

B. Pursue a Memorandum of Understanding with the Diagnostic Commission of the ILAE (Home of the Neuropsychology of Epilepsy Task Force) to advance international practice and research in epilepsy (Hermann).

*B. Hermann noted the strong focus on neuropsychology of the ILAE. The board was supportive of furthering relationships with interdisciplinary societies and of considering an MOU with the ILAE. As noted above, Bruce Hermann was asked to initiate discussions in this regard.*

C. Presidential term structure

*V. Anderson suggested that S. McDonald look into different models for structure of the presidential term and bring a proposal including fiscal implications to the next board meeting.*

**22. Approval of New Budget Allocations** (Hermann)

V. Anderson adjourned the meeting at 4:06 pm

*Submitted by Celiane Rey-Casserly, PhD, INS Secretary*