

INS Board of Governors Meeting Minutes

February 4, 2020

Denver, Colorado

Hyatt Regency Convention Center

Present:

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

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

Committee Chairs: Melissa Lamar* (Continuing Education Chair), Ozioma Okonkwo* (Program Co-Chair), Roy Kessels* (Awards Chair), Edward de Haan* (Publications Chair), Jillian Tessier (Student Liaison Committee Co-Chair), Yana Suchy* (Membership Committee Chair) Derin Cobia (Education Committee), Holly Miskey (Science Committee Chair), Cady Block (Newsletter Editor), Emilia Lojek (Social Media Editor), Steve Rao (JINS Editor); Sandra Lettner* (Program Co-Chair, Vienna meeting); Taylor Greif (Student Liaison Program Chair)*

Visitors:

Glenn Smith*, Ida Sue Baron

1. Presidential Welcome and Call to Order by INS President, Vicki Anderson *V. Anderson opened the meeting at 8:56 am and welcomed board members with a special welcome to Ida Sue Baron who will begin her term as President-Elect at the end of this meeting. V. Anderson reviewed the newly elected board members [Ida Sue Baron (President-elect, US); Ozioma Okonkwo, (Treasurer, US); Desiree Byrd (MAL - US); Glenn Smith (MAL - US); Sanne Schagen (MAL - NL) and recognized departing board members (Bruce Hermann, Robin Morris, Erik Hessen, Jennifer Vasterling). She also reviewed the plan for the meeting with voting Board of Governors members only in the morning session and Committee Chairs attending the afternoon session. The meeting procedures are different with no assent agenda. BOG members and committee chairs are expected to summarize their recommendations to the Board. Financial implications of potential decisions need to be included. Major policy issues to be addressed in this meeting include the by-laws revision, the organizational structure of committees, and office structure issues. V. Anderson also welcomed Marc Norman to his first meeting as Executive Director of the INS.*
2. Action Items from Rio *V. Anderson reviewed the progress on action items from the New York and Rio BOG meetings.*

- a. How much should society have in reserves? *B. Hermann will cover this later in the meeting.*
- b. Reviving INS-ASHA relationship: *Skye McDonald has been in touch with ASHA and a phone meeting is planned.*
- c. Strategy/procedures for providing support for INS symposia invited by other societies: *V. Anderson noted that this issue was discussed in the last BOG meeting in the context of a meeting in Peru. A group from INS was invited to present and requested funding. The BOG agreed that providing funding the first time an MOU partner invites INS to present would be reasonable but the issue needs to be revisited. It is likely that INS will have more partners with MOUs. An overall strategy and budget for this need to be developed.*
- d. Branding and logo: *A new logo is being developed; this issue will be discussed later in the meeting.*
- e. Code of conduct for INS: *The Draft of Code of Conduct Policy is in the agenda to be discussed later in the meeting.*
- f. INS support for NavNeuro: *Proposals are described in the agenda; M. Norman will discuss these in the Executive Director's Report.*
- g. Named awards: *R. Kessels will discuss this issue this afternoon.*
- h. Survey to membership regarding influential leaders: *M. Norman noted that the survey developed by D. Cobia and the Education Committee around members' views on influential leaders in neuropsychology is ready to go out.*
- i. International Mentoring Initiative: *R. Green will discuss this initiative later in the meeting.*
- j. Social Media Facebook Page- *a strategy for developing and maintaining an INS facebook page is being developed*
- k. Media Communications- *Strategies are being developed to enhance communication among committees and to provide material to social media.*
- l. Options for numbering meetings: *V. Anderson noted that a number of options for numbering INS meetings have been considered and none of them have worked. Numbering the meetings sequentially was tried but did not coincide with conference partners who may have different numbering systems. The recommendation is that we stick with what we have.*
- m. Revision of Nomination Procedures: *V. Anderson reported that this initiative remains on the agenda.*
- n. Early Career Slate: *A procedure is yet to be developed to establish an early career slate and that would come into play for this year's nomination process. The BOG discussed how this could be implemented.*
- o. Defining Positions Requiring Presidential Appointment: *V. Anderson clarified that Committee and Subcommittee chairs require presidential appointment and board approval.*
- p. Consultation for By-laws: *Progress on the by-laws revision will be discussed later in the meeting.*
- q. Travel scholarships: *Option for donations will be included on dues forms for next time.*
- r. Child Care: *J. Vasterling reported on the child care initiative. The response has been*

positive with 7 confirmations and sign-ups for child care time. M. Norman noted that we had anticipated only 2-4 participants. J. Vasterling noted that participants should be surveyed regarding their experience and that funding needs to be included in the budget for next year's meeting. The issue of providing childcare at mid-year meetings was discussed. E. Hessen noted that there are fewer younger participants (students, early career) at European meetings. J. Vasterling noted that there was less support/endorsement of need for childcare at mid-year meetings in the prior survey of members.

V. Anderson summarized INS activities for the Board. Important changes and initiatives include the transition in Executive Director. She noted that a code of conduct has been developed, the logo has been revised and a new committee structure has been developed to improve communication and better reflect the areas of work that are most critical for INS and its goals, including science and education. V. Anderson reported that the Rio meeting was a big success with 880 delegates. The conference did a lot to build relationships between INS and the Brazilian Neuropsychological Society. She acknowledged Alberto Fernandez's important contributions to the meeting. The issue of translation was discussed. At the Rio meeting, translation was only available for plenaries and invited symposia and there were some initial difficulties with the translation system that were ultimately resolved. The larger question of offering translation services and possibly attracting more international participants was discussed. E. Hessen noted that lack of translation is a big problem in Germany and France. A. Jansari will get in touch with neuropsychology societies and survey their members to find out if they would be more likely to attend international meetings if translation were offered.

In the area of science, V. Anderson noted that the SIG's have expanded to include TBI, Dementia, and Social as well as Neuro-oncology, Culture, and Epilepsy. At last year's past presidents' lunch, interest was expressed in the past-presidents being more involved in meetings. This year there will be a past presidents' symposium. Educational resources are being developed for members and the website has become more user-friendly. Davis Schoenfeld (webmaster) is very receptive to new ideas. V. Anderson and M. Norman initiated a meeting with committee chairs which was met with great enthusiasm. This meeting was helpful in improving communication and productive in generating new ideas. Disseminating information across committees and to members is improving. A distribution list has been created (social@the-INS.org) that goes out to all the social media for distribution. On the international front, INS signed an MOU with ALAN in Rio and at this meeting will sign an MOU with the ILAE. B. Hermann has been instrumental in this initiative. The MOU will be signed after the president's address by V. Anderson and Sarah Wilson. V. Anderson also noted that there has been a great deal of activity sponsored by the ILC which is enhancing the global reach of the INS.

3. Secretary's Report –informational (Minutes from the New York and Rio meetings were previously approved by the BOG)
Board of Governor's Meeting Minutes-Rio 2019
Business Meeting Minutes-New York 2019

4. Executive Director's Report

- a. **Office issues:** *M. Norman noted that INS is fortunate to have wonderful staff in the office, ¾ of them are here at the Denver meeting. This is a very dedicated group that is committed to making sure that things get done. M. Norman noted that he makes periodic visits to the office. He outlined issues that we need to work on including the recent rapid growth in the number of employees. Priorities for the Society need to be developed and specific issues addressed. M. Norman noted that, unlike many other societies, INS uses office staff as meeting planners instead of contracting with an outside entity. He suggested that there may be more efficient ways to plan meetings and deal with the ebb and flow of work over the course of the year. He will be looking into the cost-benefit of using a separate conference planner. M. Norman has also met with office staff to ask about their experience regarding work to be completed and office communication. The office staff recommended that each staff member be assigned to a particular portfolio to help with clearly delineating responsibilities. M. Beauchamp mentioned that Stephanie Card has been amazing in her work with the Denver program and meeting arrangements. She noted that if an outside meeting planner is used, there still needs to be office staff to provide administrative support to the program chairs. M. Norman noted that INS used a new company for abstract submissions this year and there were some issues related to the type of output that could be generated. M. O'Connor noted that at times it is hard to know to whom to direct specific questions. M. Norman suggested emailing Chantal Marcks and him with inquiries and they can serve as pivot persons.*
- b. **Membership statistics:** *M. Norman noted that membership numbers are stable and growing slightly. V. Anderson asked about the number of emeritus numbers and M. Norman noted that the numbers have fluctuated a bit in that category. M. O'Connor commented on the apparent drop in members between 2018 and 2020. M. Norman noted that the membership numbers for the current year are very dynamic.*
- c. **Navigating Neuropsychology:** *M. Norman reported on the request for INS support for NavNeuro, a podcast created by John Bellone and Ryan Van Patten. The podcast is very popular and has listeners around the world. At the Rio meeting, the BOG approved M. Norman working with NavNeuro to develop a mutually beneficial arrangement. A detailed description of 4 possible options is provided in the agenda supplementary materials. M. Norman noted that Option 1 would be full sponsorship with INS paying for podcasts which cost approximately \$1500 per episode with a yearly cost of \$36,000. The cost would likely not be offset by CE revenue for the podcasts because not all episodes would qualify for CE; approximately 75% of the episodes would likely qualify. M. Norman described Option 2 which would be a profit sharing arrangement in which NavNeuro receives a portion of CE revenues. They were not interested in this option. Option 3 would be a hybrid model. INS would provide some support (\$15,000) and have the potential to recuperate some of those funds through CE fees which would be split between NavNeuro and INS. Option 4 would entail INS fully funding a limited series of targeted episodes. Option 5 would be a hybrid model with only a limited series.*

Board discussion: The BOG discussed the various options and had concerns (control of content, haphazard curriculum of topics, not having a track record with NavNeuro). A. Jansari noted that we need to evaluate how this participation fits in with INS goals. C. Rey-Casserly mentioned that the BOG needs to look at this collaboration more broadly and not just consider financial return, which may not materialize. M. Norman noted that this initiative could expand membership and attendance at meetings. It was noted that this outcome would be difficult to evaluate and monitor. S. MacPherson questioned whether INS could engage in a lower risk option and then reconsider participation. M. Norman noted that there are benefits for INS that are not necessarily financial and that INS would have a branded product with international reach. B. Hermann noted that INS needs to continue to have dialogue with this group. M. O'Connor inquired whether the podcasts were available in different languages and if we have information regarding the demographics of the listeners. Overlap with INS initiatives was discussed because D. Cobia is working on a creative webinar series. M. Norman noted that the outreach and content of NavNeuro is different. He also mentioned the need to have a comprehensive media platform for INS to promote these types of initiatives. NavNeuro's marketing plan was discussed. It was mentioned that the owners were not interested in commercial sponsorship or corporate advertising at this time. They do not have a comprehensive marketing plan and are reportedly very open to discussing how they would communicate INS sponsorship. A straw vote on proceeding with formalizing a relationship was taken. The BOG then proceeded to vote on a motion.

Motion 1: Move to approve option 3 in principle in which INS would provide some support (\$15,000) and have the potential to recuperate some of those funds through CE fees which would be split between NavNeuro and INS. A subcommittee will be formed to work on outlining specific plan.

Motion by S. McDonald

Seconded by J. Vasterling

Motion approved; 12 in favor, one opposed

- d. **Election results:** Election results are provided in the agenda.
- e. **Massachusetts incorporation:** M. Norman updated the group regarding recent developments regarding reporting requirements in Massachusetts that have emerged in the context of legal consultation on the by-laws revision. Apparently, non-profit organizations need to file yearly with the Attorney General's office as well as the Office of the Secretary and INS has omitted to file with the AG office. M. Norman noted that he is looking into ways to rectify this and INS may require additional legal consultation/representation. The auditors have been very helpful in this regard. An additional question raised was whether INS should choose to remain incorporated in Massachusetts which requires that a resident agent and resident address be maintained in the Commonwealth.
- f. **Office staffing and efficiency:** M. Norman reported that communication has improved by the establishment of centralized email distribution lists. He will come back to the

Board after completing a review of office efficiency and provide more information regarding options for meeting organization/planning.

- g. **Travel policy:** M. Norman reminded the BOG of the INS travel policy that reimburses economy air travel with one bag covered. The BOG discussed the issue of long flights. V. Anderson noted that it is difficult to travel on a long flight and then be ready to attend the BOG meeting. The possibility of covering an additional night of hotel was discussed. M. Norman noted that expenses for board travel are about \$60,000. A working group (M. O'Connor, S. MacPherson, M. Verfaellie and M. Norman) will address this issue and benchmark with other societies regarding travel policies.*

5. Conflict of Interest Report- informational, in agenda

6. Treasurer's Report

B. Hermann presented highlights from the Treasurer's Report. He reminded the Board about INS revenue cycle. He noted that this year revenue fell lower than ever before in August. It is now picking up with membership and conference registrations. He noted that INS needs to have a short and long term response and a procedure for dealing with revenue cycle issues. He reported that the INS reserve account is positive this year (up 11%) and has been tracking quite nicely. The New York meeting was highly successful (\$164,000). The Rio meeting was also positive. B. Hermann noted that C. Marcks, M. Norman, and the office staff were very helpful in pulling together materials for the treasurer. The yearly audit has been completed and the auditors have made some recommendations related to basic accounting principles.

New Business:

- a. **Reaffirming new plan for investments:** B. Hermann noted that the plan is on hold for the time being.*
- b. **Reserves:** B. Hermann reported that he has been looking into how large the reserves should be for INS. A reserve account is expected to serve as a cushion for unexpected expenses and a common goal is 3 to 6 months of expenses. The reserve fund has always been a rainy day fund but INS does not have a written policy. B. Hermann recommends developing a written operating reserve policy that details the goals of reserve fund and who authorizes expenditures. Written guidelines can be developed in consultation with the auditors. He suggested that the BOG consider this in two parts including traditional reserves and a special projects fund to support society activities. It would be helpful to have a task force delineate a short list of projects important to the society and to prioritize them. The benefits and disadvantages of breaking up the reserve fund into two components needs to be evaluated as well. B. Hermann noted that a prioritized list of initiatives and associated expenses needs to be developed. A task force was appointed to work on this with O. Okonkwo (Chair), S. McDonald, A. Jansari, M. O'Connor and M. Norman.*
- c. **Budget:** B. Hermann reported that the budget includes an increase relative to the prior year, largely due to expenses that were not accounted for in prior budgets. The budget now accounts for processing fees for credit cards, increase in staff, and other fees. M. Norman noted that this budget reflects actual spending and includes costs that have been left out of the budget in the past. He noted that we need to work on developing a*

program budget and going forward we will have a better picture of expenses. This budget also reflects costs from requests from committees.

Motion 2: Move to approve the composed budget for 2020

Motion by B. Hermann

Seconded by S. McDonald

Motion approved unanimously; all in favor, none opposed

- d. **Dues:** *B. Hermann noted that it is expected that the total budget will be going up from year to year. Meeting fees and dues are the main sources of income for INS. He suggested that we need to model the anticipated increased spending and take appropriate action. The last time we had a dues increase it took three years to implement it. Modeling will help anticipate and prepare possible actions. The Finance Committee will undertake to model the budget for the next five years, make projections and see how they can be anticipated and planned for. O. Okonkwo will prepare a working report for the Vienna meeting.*

7. Committee Structure

V. Anderson reported that the revision of the INS committee structure has been discussed in the Officers' meetings, with committee chairs and with the office. Feedback on the proposed structure was obtained. V. Anderson reviewed the proposed organizational structure. Some of the committees remain unchanged. The International Liaison Committee has been changed to Global Engagement Committee reporting to the BOG. Membership has been changed to Member Engagement. Publications and Communications has been restructured with communications activities moved to Member Engagement.

Discussion: The BOG members discussed the organizational structure changes. J. Vasterling noted that a major focus of the Student Liaison Committee is the program so this committee might be better situated under Education. The group also discussed where to place the Past Presidents Group. The Early Career Committee is still under development and it will be important to understand its mission and goals. It was proposed that chairs of committees and subcommittees be appointed for three-year terms, renewable once. M. Norman noted that the committees used a consistent model for their reports that included listing all the members of the committees and subcommittees. V. Anderson noted that in our current committees and subcommittees, the make-up is very North American heavy and we need to strive for more global representation. The BOG also discussed the name of the governing body of INS and decided to change it to Board of Directors to conform to other societies and recommend this change in the by-laws revision.

Motion 3: Move to accept the new committee structure

Motion by S. McDonald

Seconded by M. Beauchamp

Motion approved unanimously; all in favor, none opposed

Motion 4: Move to change Board of Governors to Board of Directors in the by-laws revision.

Motion by S. McDonald

Seconded by M. Verfaellie

Motion approved unanimously; all in favor, none opposed

8. Code of Conduct

M. O'Connor summarized the INS Code of Conduct and the work of the working group (M. Verfaellie, M. O'Connor, and A. Jansari). The Code of Conduct is conceived of as pertaining to INS meetings. The issue of the specific steps to follow if an incident occurs was discussed, including how to respond to an allegation of misconduct. Changes in the wording were recommended.

Motion 5: Move to approve the code of conduct as amended

Motion by J. Vasterling

Seconded by E. Hessen

Motion approved unanimously; all in favor, none opposed

9. Branding/Logo

The options for logos were presented. M. Beauchamp and O. Okonkwo will inform conference attendees that a survey will be sent to members so that they can vote on their preferences. The survey will close at noon on Friday and the decision will be announced at the closing ceremony. All logos will include legend "founded 1967".

Naming of meetings: The BOG discussed the naming of meetings and acknowledged the difficulties trying to number all meetings sequentially as was approved by the BOG in the Prague meeting. The BOG decided to rescind that decision and return to the prior naming convention that keeps numbering for the February annual meeting and refers to the June/July meeting as "mid-year meeting".

Motion 6: Move to retain the existing naming convention for meetings (annual meeting and mid-year meeting), keeping numbering for annual meeting.

Motion by V. Anderson

Seconded by S. McDonald

Motion approved; 12 in favor, one abstention

10. Future meeting in Taiwan

M. Norman noted that the location for the INS Mid-year meeting for 2023 needs to be selected. Typically, INS would typically select a location outside of Europe. Neuropsychology colleagues from Taiwan made a presentation regarding having the INS meeting in Taiwan. Dr. Guo (Kuo), a neuropsychologist and president of the Taiwan Association of Clinical Psychologists discussed the number of professional organizations in clinical psychology, neuropsychology and rehabilitation that could work together to collaborate on this meeting. She noted that Taiwan has a strong tradition of interdisciplinary collaborations. M. Norman expressed gratitude to the delegation from Taiwan for visiting with the Board of Governors and for hosting his visit to

Taiwan.

11. Vienna Meeting:

Sandra Lettner, Program Co-Chair for the Vienna meeting, joined the meeting to update the BOG on developments. The meeting has been in planning for the past four years and is a collaboration between INS and the Society for Neuropsychology Austria (Gesellschaft für Neuropsychologie Österreich-GNPÖ) with Sandra Lettner, Laura Hokkanen and Martine Van Zandvoort as Program Chairs. S. Lettner reviewed the highlights of the Vienna meeting which will take place at the Austria Center Vienna, July 1-3, 2020. Guarant is the conference organizer. The scientific program has five keynotes and the Presidential Address. There has been good involvement of the student committee with Lena Fichtinger and Anouk Smits. So far, 410 abstracts have been received. Workshops will be on July 1 followed by the opening ceremony and welcome reception. Erik Hessen will present a symposium on international recommendations for education and training in clinical neuropsychology. The conference dinner will be on a boat on the Danube. M. O'Connor thanked S. Lettner for all her work and wonderful progress on the conference.

12. Program Committee-Denver

M. Beauchamp and Oziama Okonkwo, Program Co-Chairs for the Denver conference reported that 1153 abstracts were received and as of now there are 2103 registered attendees (with 156 also attending the ICCTF conference). Participants come from 36 countries. M. Beauchamp noted that the conference was a joint effort with O. Okonkwo, M. Lamar and T. Greif (SLC). She also acknowledged Stephanie Card for the amazing amount of work she had done on the conference. M. Beauchamp reviewed the highlights of the conference including plenaries and invited/special sessions. New this year are environmentally friendly materials, the mentoring brainstorming session, daycare facility, and meditation/quiet room. M. Lamar noted there were 5 distinct topic areas for CE offerings with 16 speakers from 6 different countries. A new scanning procedure is being introduced for the conference for registering attendance for CE. Evaluations have been updated based on attendee and APA Continuing Education Committee feedback. INS has approval as a CE sponsor for 5 years as well as for home study. T. Greif reported that there will be 4 different student events as well as off-site social events.

13. Education

Darin Cobia provided an update on the Video Archives Project. Ongoing funding for the Video Archives Project (\$10,000) was included in the budget approved by the BOG. The most recent interview was with Alan Baddeley. He is anticipating interviews with Daniel Schacter and Marsel Mesulam in the near future and noted that more suggestions are needed. He has prepared a survey asking members to identify other important figures in neuropsychology. A. Jansari suggested canvassing different international neuropsychology organizations asking them to contribute names. D. Cobia also went over data regarding viewing of the video archives.

D. Cobia also led a discussion related to educational programming to benefit INS members. The Webinar Project would include quarterly webinars with experts of specific topics. To accomplish this requires significant resources including costs for honoraria and close captioning. Zoom was

suggested as a platform capable of hosting large webinars. M. Beauchamp noted that this is a draw for members and is something INS needs to invest in. M. Norman noted that INS could work with low income countries so that the webinars can be used for teaching. It was suggested to have a different CE cost structure for members and non-members. V. Anderson also suggested that multidisciplinary offerings could be considered. D. Cobia was charged with putting together a plan and budget for review by the BOG.

14. Meetings with Committee Chairs V. Anderson noted that meetings with the Committee Chairs have been very successful and will continue. The meetings help with communication and coordination of initiatives as well as solicit new ideas. She noted that the following issues need to be considered. It has been agreed that terms for committee chairs will be three years, with an option to renew. It will be important to be mindful of international and gender mix of committees. Committee and subcommittee chairs will report conflicts of interest. Committee and subcommittee chairs will be appointed by the President and approved by the BOG. A CV will need to be submitted. It will also be important to post minutes for Committee Chairs Meetings and communicate initiatives and activities with the social media team.

15. Continuing Education Committee

M. Lamar reviewed Continuing Education Committee activities. She discussed the difficulties that have emerged with scheduling over the past several years with sessions overlapping the CE workshops. This problem occurs for the February meetings only and changes needed to be made due to conflicts. M. Norman noted that the conferences have grown and that this year there was limited space for the number of posters accepted and an additional poster session needed to be added. M. Lamar suggested working collaboratively with the office to come up with a plan to address this problem.

16. Membership Committee

- a. **Early Career Committee:** Y. Suchy discussed the activities of the Membership Committee which is now the Membership Engagement Committee. She reported that the role of the Membership Engagement Committee and coordination with other committees needs to be determined. She noted that there has not been much progress with the development of the Early Career Committee. Bonnie Sachs has taken a leadership role on this and is working to come up with an agenda for the Early Career Committee. Issues that need to be resolved include coordination with the proposed mentoring program that has been proposed by R. Green. M. O'Connor noted that she will follow up with Y. Suchy regarding next steps related to implementing an Early Career Committee.
- b. **Delinquent dues:** Y. Suchy led a discussion related to what to do about delinquent dues. Some members will eventually pay but others will have gaps. The office sends email reminders but we still have a problem. The Membership Committee tried contacting members personally and 60 were contacted. Y. Suchy noted that the results of this initiative need to be considered in light of the return on this effort to determine whether this is a reasonable strategy. M. O'Connor noted that contacting members individually is a lot of work and it is not clear if it is worth it. Y. Suchy mentioned that INS does not have a penalty for missing dues and in other societies, lapsed members need to re-apply.

M. Norman noted that if members have not paid for two years they are no longer considered members. He also mentioned that there are specific rules in Europe related to contacting members. M. Norman also mentioned that INS does have a late fee but if that is waived, more people renew. It was decided to send an automated email to all members who have not paid for two years; M. Norman will work on this initiative once renewal data is more reliable.

17. International Liaison Committee/Global Engagement Committee

V. Anderson noted the detailed report provided by Jon Evans regarding ILC activities. The Lithuania workshop was very successful.

18. Student Liaison Committee

J. Tessier reported on SLC strategies to stagger the co-chair positions. A. Smits will be staying on for one year, and T. Greif will stay for two years. New members are being sought for the SLC. The SLC received an APA award to fund students to attend the Rio meeting. SLC is also working on incorporating more interactive programming for students and will have an informal lunch with students and program chairs. The SLC proposal for supplements for Vienna and San Diego meetings to support activities was approved in the 2020 budget by the BOG. Unused funds would be returned to the INS budget each year.

19. Science Committee

- a. **Special Interest Groups:** H. Miskey reported that there has been growth in the SIGs. The travel awards were initiated for this meeting. There were not a huge number of applications and we need to be clearer on who can apply. Awards were given to students from India, Zambia and China. Lena Dobson has been serving as SIG liaison and will take over as Science Committee Chair. Ruchika Prakash will serve as SIG liaison. H. Miskey discussed disseminating information about the SIGs to members. SIG members will have colored ribbons at registration and M. Beauchamp will highlight the SIGs and their meetings at the welcome ceremony. There is good information about the SIGs in the newsletter and the website. M. Lamar noted that the SIGs could be contacted regarding programming and recommendations for speakers. V. Anderson noted that the SIGs have been a great success. H. Miskey will send out a survey to the SIG leaders regarding what happened in their meetings. An option discussed was whether SIGs should have a budget or have their members pay an additional fee to support SIG activities. H. Miskey will come back to the board with recommendations regarding what the committee wishes to do in this regard.*
- b. **Travel grants:** H. Miskey discussed strategies to increase the engagement of travel grant winners in INS. All of the awardees were invited to the mentoring meeting. Past presidents could also get involved in mentoring these awardees. A. Jansari described a program that asks awardees to provide feedback on their experience. H. Miskey will ask awardees to provide feedback on the meeting and what they got out of it. Funding for travel grants for the Vienna meeting was included in the 2020 budget approved by the BOG.*

20. Awards Committee

- a. **Awards update:** *R. Kessels reported that the Awards Committee had more nominations and that awards have been announced. New this year, the early and mid-career awards will be awarded at the time of the awardees' presentations. The Awards Committee is currently accepting nominations for Vienna. V. Anderson noted that she will sign the MOU with ILAE at the beginning of the Awards ceremony. Student and travel awards will be announced then as well.*
- b. **Named awards:** *R. Kessels led a discussion around the issue of named awards and the question of whether the awards' names should be changed. The awards differ in that some are linked to funds/grants and others are not. The Awards Committee also does not want to be insensitive to INS legacy. The Committee is requesting input from the BOG on this issue and on increasing the globalization of the awards. Should the awards be expanded or new awards established and how should members be involved in suggesting named awards? E. Hessen noted that these are complex questions that need time to be considered. V. Anderson noted that there has been some discussion around named awards and how we can insure we know enough about a person before naming an award. This becomes problematic and we have had some complaints about people for whom awards have been named. M. O'Connor noted that this is a very small list. V. Anderson suggested that the awards be topic based. A. Jansari noted that the funding needs to be considered. It was discussed that awards with associated funding should keep names until the funding is depleted. M. Lamar suggested keeping the names of the awards but not the individual's names.*

Motion 7: Move to drop the names from the awards and that we make awards based on topic starting in Vienna

Motion by S. McDonald

Seconded by S. MacPherson

Motion approved unanimously; all in favor, none opposed

- c. **Eligibility for conference awards:** *Y. Suchy discussed the definition of terms used for conference submission awards (early career, postdoctoral fellow, graduate student, student/trainee). She noted that these terms can have different meanings in North American and non-North American settings given different educational models. Postdoctoral fellow is well understood in the USA but perhaps not in other countries. She reviewed possible definitions that would assist with clarifying. It was suggested that additional information could be provided to candidates who had questions about eligibility for awards. R. Kessels noted that early career is defined as up to 10 years after the terminal degree; midcareer is 11 to 24 years; lifetime is over 25 years and senior awards don't have a number of years in the definition. Y. Suchy discussed the difficulties with the term student because of variability internationally. The BOG discussed options for clarification including asking for documentation of student status at submission. It is important to come up with some kind of policy that works for the majority but has some flexibility to accommodate different training trajectories. Y. Suchy noted that more detailed definitions of the award categories need to be available when people are*

registering or submitting abstracts.

21. Publications and Communications Committee

- a. **JINS:** *Edward de Haan took over from J. Manly as Chair of the Publications and Communications. He suggested having a separate committee to run social media initiatives. He reported that he spent two days in Cambridge meeting with the publishers. He noted that he has learned a lot and will have further discussion with Steve Rao and Jennifer Manly. The complex issues related to open access were discussed and the INS needs to think about how it wishes to support dissemination of knowledge globally. S. Rao discussed ideas related to selecting the next JINS editor to assure that there is overlap and transition time to be fair to the authors. He suggested that a selection committee be appointed in two years to recruit the next editor. A formal announcement can be disseminated internationally for people to apply. Usually 5 or 6 candidates are asked to send vision statements and letters. The appointment should occur a minimum of 6 months before the changeover. The new person would begin to take new manuscripts and the exiting editor would complete work on already submitted manuscripts. The honorarium would be split for those 6 months. This procedure would be much less chaotic. S. Rao brought up the issue to the BOG so that the process can be put in place at the appropriate time. The BOG noted that this is a great idea and should work well.*

M. Norman noted that INS is moving away from printed publications which results in saving some money. E. de Haan noted that there has been minimal resistance to doing away with the printed journal. E. Hessen questioned whether the BOG should discuss issues related to open access options. E. de Haan noted that 2025 has been set for introducing new systems and all international journals need to review what will happen. More information is needed. Cambridge is talking about a limited open access. S. Rao noted that he has an editorial coming out related to the open science initiative. The whole publishing industry is in flux.

E. de Haan noted that Cambridge is launching “engage preprints” in which authors can obtain comments from the field and then submit their manuscripts automatically to JINS. There is a community of people working on this to improve manuscripts so they are at the appropriate level. This is a way of getting feedback before submitting to a journal and preprints will get assigned a DOI. S. Rao noted that this raises issues related to which manuscript becomes the article of reference.

22. By-laws

C. Rey-Casserly reviewed progress related to the revision of the by-laws. The goal of the revision is for the by-laws to reflect a road map for governance, to make the revisions conform to Massachusetts statutes and to update models of communication. The By-laws Task Force was appointed (K. Yeates, M. Norman, C. Rey-Casserly) and has worked with a law firm in Massachusetts to update the by-laws. M. Norman noted that a Policies and Procedures Manual will be compiled to describe the procedures of the Society including the organizational structure, specifics of committees, membership procedures, specific duties of officers and members of the BOG, specific election

procedures, the duties of the Executive Director, and policies adopted by the INS. The by-laws draft in the agenda has several issues that need to be addressed by the BOG.

- a. *Presidential terms:*** *M. O'Connor introduced the issue of the term of the president to facilitate continuity. The current structure with an incoming president and president-elect seems less efficient than that of other organizations. The BOG discussed implications of making changes to the presidential trajectory including having two year presidential terms, eliminating the incoming president office, and adding a past-president office. J. Vasterling suggested hearing from past-presidents about their experience. The question of institutional memory was raised, particularly when the Society changes Executive Director. It was noted that it would be important for the president to continue to contribute to initiatives after their term is completed. V. Anderson suggested having a straw poll to assess what model is preferred. A motion was then proposed.*

Motion 8: Move to change presidential term to President-Elect, President, & Past-President with each term being one year; this change will be included in the by-laws revision that will be sent out for vote of the membership

Motion by M. O'Connor

Seconded by E. Hessen

Motion approved unanimously; all in favor, none opposed

The issue of inviting the past president to the BOG meetings for one year until the by-laws are changed was discussed. The financial implications were raised.

Motion 9: Move to invite the Past-President to BOG meetings for one year.

Motion by M. Beauchamp

Seconded by R. Green

Motion approved unanimously; all in favor, none opposed

- b. *Other by-laws issues discussed:*** *It was agreed that the term of the Treasurer should remain 5 years. B. Hermann noted that this is a reasonable term because it takes a while to master this role. With respect to removal of a board member, it was agreed that 2/3 majority would be needed to approve the decision. The by-laws will state that the INS will collect dues from members but specifics related to the amount of dues will be determined by the BOG. The revised by-laws will be sent to the membership for a vote that can be completed electronically.*

23. ILAE MOU and MOU Policy *The MOU with the ILAE is provided in the agenda and will be signed at the Denver meeting. Specific policies related to the development of MOU's with other societies remain to be outlined. M. O'Connor will work on developing a policy.*

24. International Mentorship Program *R. Green discussed the proposed international mentorship program which seeks to expand opportunities around the world for trainees to connect with*

mentors. A brainstorming meeting will take place on Friday and subsequent meetings are planned before the Vienna meeting.

25. New Business *There was no new business.*

26. Approval of New Budget Allocations (Hermann)

Several initiatives were included in the 2020 approved budget. Additional allocations include funding for child care for the San Diego meeting at the same level as the Denver meeting. In addition, it is expected that there may be more legal consultation costs.

V. Anderson adjourned the meeting at 4 pm

Submitted by Celiane Rey-Casserly, PhD, INS Secretary