

**INS Business Meeting  
February 5, 2020  
Denver, CO**

**MINUTES**

Vicki Anderson, INS President, opened the meeting and welcomed attendees at 12:10 pm local time.

- *Welcome and Introductions: V. Anderson highlighted new appointments to the board and committees. M. Norman started his role as Executive Director in August. The newly elected board members are Ida Sue Baron (President-Elect, US), Ozioma Okonkwo (Treasurer, US and current Program co-chair of this meeting), Desiree Byrd (Member at Large, US), Sanne Schagen (Member at Large, NL) and Glenn Smith (Member at Large, US). Board members departing are Bruce Hermann, Robin Morris, Erik Hessen and Jennifer Vasterling. V. Anderson reviewed committee and subcommittee new appointments. Edward de Haan has replaced Jennifer Manley (Publications and Communication); Lena Dobson will be taking over from Holly Miskey (Science) following the Vienna mid-year meeting; Fiona Kumfor has replaced Peter Arnett (Conflict of Interest); Taylor Grief will be taking over from Jillian Tessier (Student Liaison). Yana Suchy is completing her term as Chair of the Membership Committee and a new Chair needs to be appointed.*
- *President's Report: V. Anderson reported that we have been working through various initiatives.*
  - *By-Laws Revision: A draft of the new by-laws was approved by the INS Board and will go back to the attorneys for review and then to the membership for a vote.*
  - *Organizational Structure: The boards and committees and their reporting lines have been restructured.*
  - *INS Branding and Logo: V. Anderson reported that members will have seen a call for feedback on the proposed logos. Some people loved the new logos, others wanted to keep the existing logo. At this meeting, a survey will be sent out and members will have an opportunity to vote on preferences by Friday at lunchtime. The new logo will be unveiled at the closing ceremony.*
  - *New INS Code of Conduct: A policy to deal systematically with conduct issues in meetings has been approved and will be included in meeting materials in the future.*
  - *International Engagement: International engagement has picked up at INS over recent years. We have agreements with FESN and ALAN as well as other neuropsychology societies and we will be signing an MOU with ILAE at this conference. Our new committee structure has increased the profile of international engagement. We are working to increase our international outreach and profile. We have instituted travel scholarships to meetings to facilitate attendance from less resourced countries.*

*Later this meeting we will have reports on international mentoring, finances, awards, and options for numbering meetings.*

- **Executive Director's Report:**

*M. Norman noted that we have had an adventurous five months and that it is an honor to work with the INS leadership and office. He expressed appreciation for the entire staff.*

- *INS Office: The INS office provides a tremendous amount of work to support activities and goals that advance the strategic vision of organization. The structure of committees has changed and office staff will be assigned to committees to facilitate smoother communication. Our newly formatted newsletter will be coming out soon and is fantastic and interactive.*
- *Elections: M. Norman noted that he is very happy to work with new members of governance.*
- *Membership Statistics: Membership has increased slightly over last few years and we are working on strategies to help retain members.*
- *INS Projects: INS will be collaborating with NavNeuro that produces neuropsychology podcasts and has 1400 subscribers. The plan is for INS to offer CE for these episodes. This will allow for more global outreach and opportunity to educate others broadly. The INS Education Committee is also involved in developing educational webinars for members.*
- *INS Incorporation: INS is incorporated in Massachusetts and INS procedures are being updated to be in concordance with requirements.*
- *Communication: We have been expanding communication and using other modalities to communicate with the membership and within governance to make things transparent and coordinated.*
- *Policies & Procedures Manual: The INS Policies and Procedures Manual is being compiled and will include specifics of how the organization works.*

- **Treasurer's Report**

*Bruce Hermann noted that 2019 was a good year for INS and finished with about \$84,000. Our return on investments with USB has been up. We had two financially successful meetings in New York and Rio de Janeiro. The 2020 approved budget is a little over one million. We expect tight budgeting going forward. We would like to establish a reserve account that can be used as rainy-day fund and as a way to energize new initiatives/programs. INS will be getting advice from consultants around creating written guidelines for the reserve fund. It will be important for the organization to monitor expenses and align these with the strategic plan. A task force from the board chaired by Ozioma Okonkwo will work on developing and prioritizing programmatic activities. B. Hermann noted that it has been an honor to serve as Treasurer of INS and expressed gratitude to Chantal Marcks and all the office staff.*

- *INS Committee Structure Changes: V. Anderson noted that as the Society has grown there has been a growing need to change the structure of INS committees to improve communication, coordinate efforts and clarify roles. V. Anderson presented the new committee structure which is relatively similar to what we had before. Science Committee and associated subcommittees*

*have remained similar. Publications and Communications was changed to the Journals Committee led by Edward de Haan so that the focus on journals (JINS) stands alone. The management of JINS and contract is fairly time consuming and the publishing world is changing dramatically. A new committee, Global Engagement, will focus on INS external links and international outreach. Education remains the same with D. Cobia as Chair. Membership is now Membership Engagement and will include communications activities (social media, website). Finance and Operations also remain the same. Committee chairs will be appointed by the President and approved by the board. Terms will be three years and broad representation will be encouraged on the committees. All appointees will go through Conflict of Interest procedures.*

- *By-Laws Revision: C. Rey-Casserly reviewed the work of the by-laws task force chaired by Keith Yeates that has built on the work of the 2016 By-Laws Committee. The goal of the revision is for the by-laws to reflect a road map for governance and the underlying scaffolding of the organization. Essential elements include governance structure, membership classes, and annual meeting of members. Specific INS procedures will be included in the Policies and Procedures Manual. Revisions also need to conform to Massachusetts regulations. The Task Force has been working with legal counsel on the draft by-laws and the Board of Governors reviewed the proposed draft and approved the draft with some changes. Next steps will be to review the draft with legal counsel and then send the revised by-laws to the membership for a vote.*
- *Denver Program:*
  - *Miriam Beauchamp reviewed the general make-up of the program. The conference received the second highest number of abstracts and registrants. The meeting was scheduled jointly with ICCTF. Registrants are from 36 countries. Program highlights include the Welcome Ceremony and Presidential Address this afternoon.*
  - *CE program- V. Anderson provided a brief summary of the CE program. She highlighted the SLC programming in the conference.*
- *Vienna meeting 2020: Sandra Lettner offered congratulations to Miriam Beauchamp and the program team for the excellent Denver program. She noted that Austria is a country of lakes and music and this year, of neuropsychology. The Vienna meeting has been four years in the planning. The theme is "The Neuropsychology of Pleasure, Dreaming and Memories" and will include topics in basic science and clinical neuropsychology. She encouraged sending in abstracts until February 20.*
- *Upcoming Meetings: V. Anderson reviewed upcoming meetings that include San Diego, Melbourne, New Orleans, World Congress partnership meeting in Porto, June 2<sup>nd</sup> 2022, then Washington, D.C. The Board is looking into 2023 in Taiwan, and then INS returns to New York.*
- *Awards: V. Anderson updated the membership on the Board decision to phase out individual names on named awards. She encouraged all to attend the awards ceremony*
- *Education: D. Cobia reported on Education Committee activities and two main initiatives: the Video Archives Project and the Webinar Project. He noted that Margaret O'Connor has done fantastic work contributing to the INS archive. He reviewed newest additions to the archive and*

*anticipated new interviews. He will be soliciting the membership to recommend influential leaders or mentors, particularly outside of North America. He also reviewed the number of views of the video archives. D. Cobia described the proposed webinar series whose aim is to have quarterly webinars with experts. The program will be piloted in 2020.*

- *Membership: Y. Suchy highlighted initiatives of the Membership Committee including implementing an early career dues category to avoid having a big jump in dues early in members' careers. Initiatives to make the society more attractive to members include implementing an Early Career Committee to support involvement of early career members in governance and to develop initiatives to support early career members' needs and interests. Bonnie Sachs has been chairing a task force to work on this.*
- *International Liaison Committee- V. Anderson reported that a Matthews Fund workshop was held in Lithuania in October and was very successful; the next one is planned in Thailand in April.*
- *Science: We are now up to seven Special Interest Groups and registrants will have ribbons to identify them as SIG members. Those interested in leading a SIG should contact the Science Committee; groups should have one non-North American co-chair.*
- *International Mentoring- R. Green will be leading a new initiative for connecting mentors and mentees internationally.*
- *Questions from the audience were requested—M. Kopelman asked about the naming of meetings. V. Anderson reviewed the issue of changing the name of the mid-year meeting. The Board of Governors voted yesterday to keep the naming convention as it has been. M. Kopelman noted that it has taken 4 board meetings to address this issue and that feelings among non-North Americans is that the Mid-Year Meeting is seen as minor compared to the Annual Meeting and that the name change was an effort to upgrade the status so that both meetings look like important meetings.*
- *New Business: there was no new business.*

Adjourn: V. Anderson adjourned the meeting at 12:58 pm local time.

Respectfully submitted by Celiane Rey-Casserly, INS Secretary