

**International Neuropsychological Society
Board of Directors Meeting
February 1, 2023, 8:30 AM – 5:00 PM
San Diego, California, USA**

Present:

Officers: Ida Sue Baron (President), Jonathan Evans (President Elect), Alberto Fernández (Secretary), Ozioma Okonkwo (Treasurer), Skye McDonald (Past President),
Members-at-large: Karen Blackmon, Sanne Schagen, Shawn McClintock, Sallie Baxendale, Tatia Lee, Nara Andrade, Fiona Kumfor

Executive Director: Marc Norman

Absent: Tatia Lee, Desyree Byrd

Guests: Rochele Paz Fonseca, David Loring, Melissa Lamar, Christian Salas, Lena Dobson, Ruchika Prakash, Julie Bobholz, Christine Mullen, Emma Rhodes, Edward de Haan, Stephen Rao, Kathleen Haaland, Gordon Chelune and Bruce Hermann, Joshua Fox-Fuller, Benjamin Hampstead, Austin Guo.

Welcome and Introductions

Ida Sue Baron welcomed the new members. She mentioned that the agenda should be adjusted in the afternoon program.

Secretary Report

Sanne Schagen said that she feels the minutes were not reflecting the whole discussions that were held during the last November meeting. Alberto Fernández expressed that he summarizes information and tries to convey information as faithful as possible.

The approval was deferred because Sanne Schagen proposed to make some amendments to the minutes.

Treasurer Report

Ozioma Okonkwo stated that there are \$1.9 million in the bank up to November 2022, including the figures from the checking and investment accounts. It was reported that \$200,000 was lost in these investments in the last two months, but Ozioma Okonkwo praised the work of the agents dealing with the investments. Although they expect further losses in the upcoming months due to the global economy, they anticipate a recovery in the latter part of the year. The dividends earned amounted to \$4,000, but in Ozioma Okonkwo's opinion, these dividends should not be used to support special projects at this time.

The conference held in Spain resulted in a profit of approximately \$2,000, which Ozioma Okonkwo considers acceptable, given that the mid-year conference usually results in losses. He also suggested that the UBS investments could be allocated differently in future budgets and praised the report of the Financial Task Force (FTF). Ida Sue Baron thanked the work of Ozioma Okonkwo, the FTF and Shalaun.

MOTION: Move to approve the Treasurer's report.

Motion by Glenn Smith

Seconded by Shawn McClintock.

Motion approved unanimously; all in favor, none opposed.

Executive Director Report

Marc Norman explained that the budget is designed in such a way in which the results can change according to how the numbers are presented.

Over 2,000 people registered for the San Diego Conference. The partnership with the International Cognition and Cancer Task Force (ICCTF) contributed with registrations. That meeting was budgeted for 120 attendants but finally 140 were registered. The INS meeting was budgeted for 1,500 attendants, thus with more than 2,000 registrations the expectations were exceeded.

He expressed his concern about the changes in the Bylaws related to the nominations. He called the attention about the unintentional changes in the bylaws regarding the nominations of the treasurer and secretary with regard to extended terms which were in the previous bylaws.

He talked about possible changes in the travel policy. One possibility is to hire a travel agency to reduce costs and office time.

NavNeuro. He asked if this contract should be continued passed May 2023, and if passed what the terms would be for the financial arrangement.

World Congress. Marc Norman would like to know if in principle the BOD would like to continue with these discussions.

Awards names. In the past the BOD voted to discontinue the names of the awards. He asked if the name in the Birch lecture should be discontinued. Jonathan Evans asked why Birch continued to be attached to a lecture. Marc Norman answered that it is not an award and the decision was made regarding awards.

Alberto Fernández asked for the Korkman award. Marc Norman answered that this award was removed because the fund that supported it has no money left.

He explained the reasons why they were removed: unknown names and some difficult behaviors with some of the people carrying those names.

Sanne Schagen was in favor of removing the names for coherence. Ida Sue Baron spoke in favor of the Birch lecture since this is a tradition and has a special meaning for INS.

Shawn McClintock said that the conferences could be given a new name. Karen Blackmon asked if the donation for lectures could have the name of the donors. Shawn McClintock disagreed based on the idea of inclusion and diversity. Glenn Smith suggested to be cautious in accepting money to support lectures.

MOTION: Move to remove the name of the Birch lecture and to replace it with a name that reflects the honor of it and should be proposed by the currently past president and decided by the BOD.

Motion by Shawn McClintock

Seconded by Sanne Schagen.

Motion approved by 10.

Abstentions: Glenn Smith and Ida Sue Baron.

SIGs. Marc Norman explained that some information is communicated through the office while other has its own distribution network. He asked if the communication should be directed through the INS office. Fiona Kumfor asked if this is difficult. Skye McDonald commented on the difficulty to access information regarding the SIG. Glenn Smith and Karen Blackmon were working on a document to organize the information across the SIGs.

Jonathan Evans supported the idea of including the communication in the office work to make it more consistent. Sanne Schagen asked about the procedure. Marc Norman answered that the information would go through a listserv. Skye McDonaI mentioned that she cannot include new members in the listserv.

Marc Norman explained that it is a question of how to control the information regarding the SIGs. Ida Sue Baron proposed that Ruchika Prakash participates in this decision.

Glenn Smith asked how the communication occurs across the committees. Marc Norman explained that it is variable, but the difference is in the number of members in the committees and the SIGs. He mentioned an example of a situation in which a SIG webinar was organized, and the office did not know about this.

Ozioma Okonkwo said that this could not solve the problem because the members could equally use other communication forms. Fiona Kumfor agreed but she supported the idea of a better integration of information between the SIGs and the office.

Glenn Smith advocated for more control of the SIGs by the BOD.

Ida Sue Baron said that that this situation happened because there are no Policies & Procedures policies directed to them. The situation has been improving in the last two years and they need more time to accommodate.

Sanne Schagen stated that many details in the reports from the SIG were missing.

MOTION: Move to have the SIGs distribution list coordinated through the central office.

Motion by Glenn Smith

Seconded by Shawn McClintock.

Motion approved unanimously; all in favor, none opposed.

Marc Norman tabled the other items.

Taiwan and New York Updates

Jonathan Evans said that there a few issues to be resolved. There are four keynote speakers, the CE sessions are still in development.

A theme has been proposed for the New York conference: “Culture and connectivity: neuropsychology without borders”. There is a potential list of keynote speakers.

President Report

Ida Sue Baron stated that there are two major issues that are not in compliance with the Bylaws. She asked to approve the organizational chart. Skye McDonald questioned that the officers were removed in that chart, and this topic was discussed before. She said that removing the officers is not reflecting what it is in the Bylaws and the officers’ meeting were very helpful when she was president. Sanne Schagen agreed with this.

Ida Sue Baron insisted that the committee chairs report to the president and through the president to the BOD. She said that some of the requests were to the ED and from the ED to the president. She noted that the chairs said that they do not understand the communication lines. She said that because there is a lack of communication some of their requests were not supported. She insisted that the chairs should communicate directly with the BOD.

Ozioma Okonkwo said that he does not understand how the lack of communication is related to the approval of the budget. He emphasized that the decisions regarding the budget were not made by one individual but by the BOD. The reductions in the budgets were due to the financial problems and not to a lack of support. Jonathan Evans supported this statement.

Glenn Smith spoke about the different organizational charts. He emphasized that there should be minutes of the meetings of the officers. Skye McDonald said that the officer’s meetings were very useful.

It was agreed that this issue requires further work.

San Diego Program Co-Chairs Report

Julie Bobholz and Sakina Butt entered to the room at this point. Sakina Butt reported that for this meeting there are 1056 abstracts, 18 symposia, 403 paper sessions submitted, 780 accepted posters, 133 committee members, 7 invited plenary talks, 3 invited symposia. 15 non-invited symposia.

They have worked to solve a problem with the lack of breakfast which is not offered by the hotel.

Membership Engagement Committee

Christine Mullen entered the room at this point. She explained that their committee was working on the TRY INS proposal. They were thinking about limiting the proposals regarding discounts offered to new members.

Emma Rhodes spoke about the INS Social Media committee. Their goal is to increase communication with members. They have seen a growth in communication since 2019. They have recruited new members. Most of the growth has been in the Twitter account. The Facebook account is also growing, and it was created to reach other regions in the world in which Twitter is not used so frequently. It is mainly used to post reminders.

A LinkedIn account was created in 2022. It is considered good for business news.

Next steps: they need to recruit new members, collaborate with newsletter and expand into Instagram. They plan to focus more on Spanish/foreign language posts.

Requests: waiving the dues of new members who are trainees or come from regions of not well-developed regions of the world. They asked for registration waivers for 3-4 members of the SMC to attend and provide coverage of the meetings.

David Loring asked if there is relationship between the committee and the JINS. Emma Rhodes said that there is communication.

Glenn Smith asked how they would identify the members who will be waived their registrations. These waivers would apply to 3-4 new members. Ozioma Okonkwo said that the question of the waivers should be considered together with other requests from waivers from different committees.

Ida Sue Baron thanked the work of the members of the committee.

Alberto Fernández suggested further consideration of the issue. Ozioma Okonkwo and Karen Blackmon agreed with him. Fiona Kumfor proposed to consider the time that social media takes and also suggested a donation program. Shawn McClintock supported this idea.

Ida Sue Baron proposed a task force to work on this issue. She also asked if it is possible that the office provides information on how much this committee contributes.

Karen Blackmon proposed that two waivers are given to any committee. Glenn Smith expressed that this is difficult to measure through the different committees.

It was agreed that 2-3 people form a group to work on this issue. Melissa Lamar, Ozioma Okonkwo, Marc Norman and Karen Blackmon volunteered for this group.

Publications Committee

Edward de Haan and Stephen Rao entered the room. Stephen Rao was the editor of JINS for 10 years. He has been working on the Editor-in-Chief transition. On January 1st, 2024, there will be a new editorial team in charge. The honorarium might be reduced.

He expressed his concern that the submissions have been decreasing in the last years. This is apparently a trend in different journals.

Edward de Haan is rotating off his position as chair of the committee. He focused on the renewal of the contract with Cambridge. In his opinion JINS is not producing loses although the situation is not very clear about the results. He suggested to hire an expert to solve this situation. He advocated promoting more students in the editorial process.

David Loring asked about the influence of this inclusion in the impact factor. Edward de Haan and Stephen Rao explained that there are different models. One possibility is to create a different journal. Other possibility is to produce several special issues organized by students.

Fiona Kumfor asked if creating a new journal could compete with the existing journal. Stephen Rao answered that he does not think that could happen.

Ozioma Okonkwo asked if a different journal would involve additional costs. Stephen Rao answered that the Editor-in-Chief could receive an additional amount, but the associate editors should not receive any payment. He also mentioned a model in which rejected papers could be transferred to sister journals which are open access.

Sanne Schagen asked about the decisions concerning the new Editor-in Chief. Skye McDonald was asked to leave the room because she is one of the candidates to Editor-in-Chief.

Ida Sue Baron explained that in the committee there is a discussion about having two or three editors. One of the editors refused to share the position. Marc Norman asked if the decision is by the BOD or the committee. Ida Sue Baron answered that the committee should make the recommendation and the BOD should decide about this topic.

Publications Chair Appointment

Sallie Baxendale was asked to leave the room as she was one of the candidates. Jonathan Evans said that there were three members interested in the position of chair of the committee.

Another five members expressed their interest in being members of the committee.

There were three candidates for Chair of the committee. He recommends appointing Sallie Baxendale. In his opinion the most important advantage is to have someone who has been involved recently in the BOD and also in the initiative related to publications endorsements.

Glenn Smith asked about the possibility of having a BOD member who is also chair of the committee. Fiona Kumfor raised the issue of potential conflict of interest. It was agreed that there is no conflict of interest.

MOTION: Move to approve Sallie Baxendale as chair of the Publications Committee.

Motion by Ida Sue Baron

Seconded by Shawn McClintock.

Motion approved unanimously; all in favor, none opposed.

Science Committee

Awards Committee

Lena Dobson asked about the approval of the survey designed by the committee and WINDS about neuropsychological resources across the world. She also asked about the \$6,000 budget for the next year conference awards. They also request the publication of the directory and a language search option.

The BOD discussed about the request to approve the survey.

MOTION: Move to approve that Lena Dobson moves forward with the survey.

Motion by Sallie Baxendale

Seconded by Jonathan Evans.

Motion approved unanimously; all in favor, none opposed.

The directory will be addressed by the office.

As regards the language search option Marc Norman explained that programming work needs to be done to make this possible.

Special Interest Groups (SIGs) Committee

Ruchika Prakash presented her written report and explained that there are 13 SIGs. She presented the organization of the SIG committee. Two representatives by SIG were nominated. The newly formed committee includes 7 members.

Goals of the committee:

- Developing a plan for SIG webinars.
- Updating the INS website and the SIG website.
- Continue working with the education committee for the continuing education seminars.

Requests:

- More programming at the annual and mid-year meeting.

- Finalize procedural documents.
- Standardize election procedures for the SIGs.

Sanne Shagen asked for more information on the activities of all SIGs.
Ida Sue Baron and Ozioma Okonkwo praised the work of Ruchika.

Policies and Procedures: SIGs

Marc Norman asked about the procedures regarding the election process in the SIGs.

MOTION: Move to approve the SIG policies and procedures document.

Motion by Glenn Smith

Seconded by Alberto Fernandez

Motion approved unanimously; all in favor, none opposed.

Ida Sue Baron highlighted the importance of this document and thanked the work of Glenn Smith and Karen Blackmon.

Global Engagement Committee Justice and Equity

Natalia Ojeda presented her written report explaining the process of the applications to the Matthews fund. The GEC has initiated a process to rethink about the election of representatives and duties. The increasing number of professionals involved is very enriching but increases some challenges in terms of meetings, time zones, communication, and roles.

The Book & Journal Depository program is exploring the option to include agreement with editorials and extend to online learning resources as well.

They previously identified that low-income countries have a challenge with accessing to neuropsychological assessment instruments due to costs and copyrights. At some previous Charles Matthews projects, this was a barrier. Some representatives are working on agreements with editorials to explore a potential reduction of the copyrights for neuropsychological assessment materials (tests) to be reduced in low-income countries who are awarded with the Charles Matthews Fund in order to prioritize the investment of the Funds in additional developmental issues.

The survey of neuropsychology clinical and academic resources in Africa has been completed and they are currently analyzing the data. Dr. Deborah Attix will present initial results during the Birch Lecture at the INS meeting in February.

Submitted grant to the NIH Fogarty Center to develop a doctoral program in Rwanda. The grant was not funded but received a midrange score. Criticisms from reviewers appear addressable. The plan is to revise the grant and resubmit to the Fogarty Center.

Jonathan Evans highlighted the contribution of Mary Spitznagel to the GEC and the award she will receive.

Education Committee
Continuing Education
Student Liaison Committee

Sarah MacPherson and Joshua Fox-Fuller entered the room. They have recruited trainee members. They will modify the project of the video archives.

Two new members onto the Education Committee have been recruited to represent the trainee INS members. Erica Howard from Ohio State University, Columbus and Leslie Esther Castellano Quiñones from Ponce, Puerto Rico have joined the Education Committee and will hold a full term.

They have also welcomed two new members on the Education Committee: Eliane Miotto from Brazil and Travis Wearne from Australia.

Future Actions

Video Archive Project: they will interview the most recent four INS presidents in person at the San Diego Annual meeting. However, now that they have interviewed most INS presidents, they need to consider additional formats for the educational content. One proposal is to have online interviews with individuals who have been influential neuropsychologists in different countries across the world, including low-income countries, to discuss their neuropsychology training. The INS members are likely to want to know how neuropsychologists are being trained in other countries and learn from these different methods of training.

Webinars

They will finalize the procedures for the webinars offered by the INS and coordinate their scheduling and content, in collaboration with the CE Committee and SIG Committee. This discussion will also determine the honorarium paid to webinar presenters, including SIG webinar presenters.

They have already organized several webinars for the current year. The presidential webinar will be organized in next December. They want to make the webinars advertised in the web. Aparna Dutt is planning to repeat the survey that Tony Stringer applied in Africa. Sarah MacPherson explained that there might be some costs associated with this initiative. This topic is under discussion.

Ozioma Okonkwo asked how a balance can be found between the webinars organized by the education committee and the SIGs webinars. Sara MacPherson answered that they are working on this difficult issue. Marc Norman explained the importance of not repeating topics and overlapping activities. He explained that the SIGs were limited in how many CE credits they can offer.

Benjamin Hampstead explained the importance of not organizing webinars that compete with the INS meetings.

Melissa Lamar asked about the possibility of webinars that are co-sponsored by the education committee and the SIGs. One of the difficulties is that the education committee offers CE credits and attendees should pay for that.

A discussion about the target of the CE activities followed (USA vs non-USA attendees). Sarah MacPherson explained that one option is that webinars offering CE credits are free if they are accessed live but they are paid if they accessed later.

Jonathan Evans highlighted the importance of these activities as benefits for members.

Taiwan Meeting

Austin Guo explained that the conference will be organized in the Taipei International Convention Center. She showed the facilities of the venue. She also explained the structure of the conference with keynotes, symposia and registrations costs.

Presidential Task Force on Finance

Kathleen Haaland explained the objectives of the task force: The panel will: 1) conduct a review of the financial policies and procedures, as well as budgetary decisions, with particular focus on the approved 2023 budget that has a significant projected deficit, 2) offer recommendations regarding current financial policies and procedures that would avoid fiscal shortfalls going forward, and 3) recommend initiatives that would enhance assets across the organizational structure or provide additional revenue streams.

They focused on the most urgent topics. They will provide additional recommendations for the July meeting.

Bruce Hermann expressed that there are very different perspectives about the INS finances depending on who they were speaking with. He presented the INS Fiscal Landscape.

Gordon Chelune explained the situation related to reserves. He emphasized the importance of having written procedures on how to use the reserves.

Glenn Smith asked if the proposal by the FTF (2nd motion) is new or a formalization of a practice that INS is already following.

Fiona Kumfor asked how this situation was managed in the past. There was a discussion on how to follow these policies considering the changing circumstances. Gordon Chelune proposed that the policies should be written in a way that allows flexibility.

Karen Blackmon asked about the cost of hiring a CPA. Gordon Chelune proposed the development of operational reserves.

Glenn Smith suggested to limit the cost of hiring a CPA and suggested a maximum of \$5,000.

MOTION: The INS BOD authorizes a) the strategic use of current reserve funds for the Treasurer and Executive Director to consult with its CPA at Bountiful Peaks to develop specific written financial policies concerning the future use and structure of the INS Reserve funds,

and b) to present these policies to the BOD at its next meeting for approval and immediate implementation. The cost of the service should not exceed 5,000 dollars.

Motion by Glenn Smith

Seconded by Shawn McClintock

Motion approved unanimously; all in favor, none opposed.

Marc Norman explained all the particular aspects of the Taiwan meeting.

Skye McDonald said that BOD travel expenses should not be considered expenses because is not part of the meeting. She emphasized the fact that the mid-year meetings are connected to the INS mission of promoting neuropsychology across the world. Ozioma Okonkwo expressed that BOD travels should be considered expenses associated with the meeting.

Marc Norman explained the difficulties of negotiating contracts one year in advance because of the COVID situation.

Karen Blackmon said that it is probably too late to re-negotiate the contract with these organizers.

There was agreement that there is not enough information regarding the expenses associated with the Taiwan meeting.

MOTION: The BOD directs the ED and the incoming president in consultation with the Treasurer to approach the co-sponsoring neuropsychological society for the 2023 Taiwan meeting to discuss options for defraying or paying for expenses incurred by INS in lieu of any revenue sharing. This approach should be done with cultural sensitivity.

Motion by Jonathan Evans.

Seconded by Glenn Smith.

Motion approved unanimously; all in favor, none opposed.

Jonathan Evans proposed to hear the information regarding the world congress before the BOD makes a decision about this motion.

MOTION: Move to table the following motion: The INS BOD will defer further consideration of participation in a 2024 World Congress until such time in the future that there is a specific proposal outlining INS's potential role, including financial details, in such a meeting.

Motion by Glenn Smith

Seconded by Shawn McClintock

Motion approved unanimously; all in favor, none opposed.

MOTION: Move to table the following motion: The BOD authorizes the INS ED to quickly move forward to secure potential organizational partnerships, sites and meeting specifics to be presented to the Site Selection Committee for consideration and presentation to the BOD for approval at the 2023 mid-year meeting.

Motion by Shawn McClintock

Seconded by Glenn Smith

Motion approved unanimously; all in favor, none opposed.

Kathleen Haaland explained the economic losses associated with JINS. Fiona Kumfor asked about the variations in the incomes coming from JINS. Gordon Chelune explained that some variations come from the changes in the paper and digital version. Marc Norman explained that Cambridge not always billed INS which caused the fluctuations in the incomes. Sallie Baxendale commented on her positive experience with other journals that hired a publishing expert.

MOTION: Move that the BOD approves the use of up to \$5,000 (or more if necessary for bids to be sought and evaluated from other publishing houses) from the Reserves to contract with a publishing expert to work with the interim Publication Subcommittee to first obtain a 1-year extension to the current CUP contract, to evaluate the CUP contract, to determine if bids from other publishing houses should be obtained, and to review bids from other publishing houses if they are deemed necessary. The publication committee in conjunction with the treasurer and the executive director will have authority to negotiate the publishing contract with CUP or an alternative publisher. This contract will be submitted to the BOD for final approval.

Motion by Sallie Baxendale

Seconded by Shawn McClintock.

Motion approved unanimously; all in favor, none opposed.

MOTION: Move that the BOD authorizes the immediate initiation of frequent communication between the Editor-In-Chief Selection Committee and the interim Publication Subcommittee. The final EIC candidates identified by the Search Committee will be reviewed from a financial perspective by the publication committee in conjunction with the treasurer and the executive director who, along with the search committee, will provide input to the BOD to facilitate the selection of the best candidate from the academic, experience and financial standpoints.

Motion by Jonathan Evans

Seconded by Glenn Smith.

Motion approved unanimously; all in favor, none opposed.

MOTION: Move that the publication committee in conjunction with the treasurer and the executive director will recommend to the BOD other financial decisions with regard to JINS and with the consultation of the publishing consultant, the EIC search committee, and the prospective candidates. These decisions would include the cost of the EIC and Associate Editor stipends and the possibility that the INS editorial assistant may be replaced by a publication management company that specializes in such editorial assistance.

Motion by Ozioma Okonkwo

Seconded by Alberto Fernández.

Motion approved unanimously; all in favor, none opposed.

Bruce Hermann explained the difficulties associated with costs of BOD travels expenses. It is a time-consuming process for the INS staff. He recommended a trial of one year with a travel agency.

There were questions about the cost of the service and the possibility of choosing airlines.

Ozioma Okonkwo asked if there will be a deadline for booking flights or a limit to the cost of the tickets.

MOTION: Move to immediately constitute and authorize an ad hoc Travel Policy Committee (ED, Treasurer, Finance Committee, Director of Operations) to evaluate, negotiate, and sign at least a one-year contract with a travel agency of choice. This should be completed in a time sensitive manner (no later than April 1) in order to manage travel and related expenses for the Taiwan meeting. An evaluation of the service should be performed after one year.

Motion by Shawn McClintock

Seconded by Karen Blackmon.

1 abstention

Motion approved by 12.

Marc Norman noted that the BOD previously voted that the NavNeuro initiative should not be cost neutral and that the progress of it is under observation by the BOD. Fiona Kumfor said that the risk of interrupting the contract is that NavNeuro could partner with other society. She also noted that the initiative costs very little money. Shawn McClintock agreed with this vision. Kathleen Haaland noted that INS should be prepared to re-negotiating contracts.

MOTION: Move to table the following motion: that the BOD authorizes the INS ED in collaboration with the Treasurer to pursue renegotiation of the financial arrangement with NavNeuro in a manner that guarantees NavNeuro a fixed stipend of \$7,500 and INS first access to 100% CE revenues until it achieves a cost-neutral position before engaging in any

revenue-sharing of CE income between the two parties with 70% going to NavNeuro and 30% going to INS.

Motion by Glenn Smith

Seconded by Shawn McClintock.

1 abstention

Motion approved by 11.

Gordon Chelune expressed that there was never a performance review of the Executive Director. Skye McDonald answered that there was a task force that worked on this topic and the BOD discussed this issue previously. Gordon Chelune suggested that the office staff should be evaluated in a regular fashion.

Ida Sue Baron expressed that not conducting a review is unhealthy for the society. Skye McDonald answered that the work was done.

BOD members asked the FTF to recommend new ways to generate revenues.

MOTION: Move to create a formal past chair role for the SLC.

Motion by Ida Sue Baron

Seconded by Sallie Baxendale

Motion approved unanimously; all in favor, none opposed.

Policy & Position Paper Endorsement

Sallie Baxendale presented her endorsement strategy in which pathways in and out are considered and two levels of endorsement are considered:

1. Criteria not met. No Endorsement

2. Affirmation of Value for Neuropsychologists (to be reviewed after 5 years). Possible extensions

include:

a. Working in Clinical Practice

b. Working in Research Settings

c. INS Practice Guidelines (evidence-based recommendations/ updates in terminology). This level of endorsement only relates to authoritative publications of practice guidelines. They may include updates to international terminology, diagnostic criteria or minimum standards for assessment/intervention. They will typically be authoritative consensus statements. Unless they represent a paradigm shift in our understanding, original research studies will not be eligible to be endorsed as a practice guideline. Practice guidelines may pertain to clinical or research practice.

MOTION: Move that the BOD agrees with both strategies set out by in the endorsement strategy briefing document. The BOD approves the publication committee to go ahead and set out operation criteria for the endorsement strategy.

Motion by Jonathan Evans

Seconded by Fiona Kumfor

1 abstention

11 in favour.

Executive Director Action Items

Marc Norman tabled the NavNeuro discussion.

The bylaws left out unintentionally the re-appointment of the treasurer and the secretary. Ida Sue Baron expressed that because the bylaws were simplified these issues should be included in the P&P. She noted that the Secretary should be nominated again and voted again. Marc Norman said that this procedure was not included in the previous bylaws.

Ozioma Okonkwo asked if the BOD should follow the previous bylaws or create a new regulation. Karen Blackmon suggested that because there are no new regulations they should probably follow the previous.

Marc Norman asked if this is a bylaw or a P&P decision. Skye McDonald noted that the BOD should make a decision. Jonathan Evans suggested that the treasurer and the secretary should be treated equally and have a performance review. Glenn Smith said that he hesitates that this is a P&P issue.

Skye McDonald suggested that this is considered as a P&P issue. Fiona Kumfor and Shawn McClintock supported the idea.

Nominations Policies & Procedures- Nominations procedure

This item was deferred.

MOTION: The BOD choses to extend the secretary's term for the position following a performance review.

Motion by Skye McDonald

Seconded by Karen Blackmon.

2 opposed.

Approved by 11.

Ida Sue Baron proposed to repeat the current cycles for the presidential election.

Jonathan Evans explained that the amendments to the bylaws were sent to the attorney and he suggested more specifications in the text.

There was an agreement to repeat the cycle proposed for last year.

Concluding Remarks, Farewells, Transitions

Ida Sue Baron and the whole BOD thanked the members that are rotating off: Skye McDonald, Desiree Byrd, Sanne Schagen and Glenn Smith.

Meeting was adjourned at 05:50 pm.

Respectfully submitted by: Alberto Luis Fernández, INS Secretary

Interim Report of the 2023 Presidential Financial Task Force

INS as a Nonprofit Business Entity: While INS was founded in 1967 as a multinational scientific and educational organization dedicated to promoting the interdisciplinary study of brain-behavioral relationships across the lifespan, it is also a nonprofit business entity incorporated in the US State of Massachusetts. One important function of the Board of Directors (BOD) as a governing body is to provide fiduciary policies and oversight to ensure the financial sustainability of INS as a nonprofit business entity.

INS Motion and Charge: To impanel a Presidential Task Force to evaluate the financial health and practices of INS that is authorized by the INS Board of Directors to review any documents related to INS finances. The panel will: 1) conduct a review of the financial policies and procedures, as well as budgetary decisions, with particular focus on the approved 2023 budget that has a significant projected deficit, 2) offer recommendations regarding current financial policies and procedures that would avoid fiscal shortfalls going forward, and 3) recommend initiatives that would enhance assets across the organizational structure or provide additional revenue streams.

Proposed Timeline: For the upcoming February 2023 INS BOD Meeting we are presenting an interim report of progress to date and the fiscal issues we feel need immediate BOD consideration. We will subsequently pursue several additional fiscal concerns for which a final report and recommendations will be presented for the July 2023 BOD meeting.

Activities to Date: Our work to date has involved the following: 1) review of current and past financial records including but not limited to external audits (Squire), consulting accounting records (Bountiful Peaks), IRS submissions, UBS reports, and INS approved budgets and relevant reporting from the past 5 years, 2) interviews with relevant officers, office staff, fiscal consultants, Executive Director, and committees heads whose work impacts INS finances currently and/or in the future. This has included review and discussion of interviewee responses to previously submitted written questions as well as more informal discussions. 3) Internal Task Force discussions to synthesize and integrate information. While we focus on fiscal stresses and problems facing INS, there have been several significant advances which we will conclude with at the end of this report.

The INS Fiscal Landscape

Background: In our interviews and review we heard very divergent opinions expressed regarding the state of INS finances. Based on our review, we believe INS financial health is at an important inflection point for the following reasons: First, consider the annual gross margins and related dollars (Table 1).

Table 1a	2022b	2021	2020	2019
Gross margin USD ^c	73,293	269,356	102,256	20,779
Gross margin % ^d	8.7%	28%	9%	2%

^a Financial data provided by Bountiful Peaks ^b Through November 2022

^c Gross Margin = Revenue-Expenses

^d Gross margin% = Gross Margin/Revenue

In the last full typical pre-pandemic year (2019) with two in-person meetings, the gross margin was unacceptably thin (2%, 21K). In 2020, with one in-person meeting (Denver) and decreased expenses for the virtual mid-year meeting, the margin (9%) was similarly below what our CPA

reports is an optimal target for INS (18% or higher). The pandemic was kind to INS in some ways with decreased meeting costs and higher annual net profits (28% in 2021), although declining at present (8.7% as of November 2022). But now INS turns back to a traditional year like 2019 but with the burden of new annual expenses accrued over the intervening years, inflationary pressures, flat to decreasing revenues (Table 2), and no mid-year meeting revenue for the next two years.

Table 2ab	2021	2020	2019
Membership	351,747	397,323	427,777
JINS	-14,701	-17,714	-18,367
Meeting	472,735	630,198	653,054

^a Financial data provided by Bountiful Peaks

^b Complete 2022 data not yet available

Second, as noted, there has been an unhelpful trend across the major INS annual revenue streams including persisting fiscal underperformance by JINS. Yearend numbers through 2022 are not yet available. The approximately 50K deficit in the approved 2023 budget is likely among the clear indications of the fiscal stress to be experienced by the organization. Also pertinent is that in 2018 and 2019 INS needed to supplement its general operating accounts with available cash from the Reserves late in those fiscal years (\$80,000 in 2018, \$50,000 in 2019), another harbinger of financial stress. So it appears that a problematic trend has been building over time.

Third and finally, the perception of unproblematic INS finances is most likely the unintended result of considering the INS Reserves (which are to be used for strategic purposes) when in point of fact the annual budget is the central issue. As will be discussed in greater length below, the reserves are an unacceptable solution for problematic annual financial management and as we hope is clear, when they are appropriately “taken off the table”, the fiscal challenges facing INS come into focus.

To address these challenges, we provide several very specific solutions, some of which mandate immediate consideration and action by the BOD. We have taken the liberty of proposing draft motions for the February 2023 meeting which we hope will be well received and advance the decision-making process.

INS Reserve Funds: Problems and Solutions

Background: As part of best practices as a nonprofit financial entity, the INS BOD established a Reserve Fund (savings) that currently is managed by UBS with monies invested in a variety of securities, the value of which increases or decreases with the financial markets; they also yield periodic dividends. These reserve funds are meant to cover two types of emergencies when: 1) expected operational revenues fall short of expenses (e.g., operating budget overruns or cashflow shortages), and 2) unexpected major expenses (e.g., cancellation of the 2022 contract with the New Orleans Marriott hotel due to the COVID pandemic, funding for the Minneapolis Conference, hiring of outside consultants such as lawyers, etc.). The Council of Nonprofits (<https://www.councilofnonprofits.org/tools-resources/operating-reserves-nonprofits>) strongly recommends that nonprofits develop written policies regarding reserve funds that include guidance on:

- (i) how much money the nonprofit will set aside at all times, (ii) defining the types of circumstances that will result in assets in reserve being used, (iii) the process the nonprofit will go through to make the determination whether or not to dip into reserves, (iv) the process and timeframe for repayment into the reserve account, and (v) whether there should be any directions, restrictions, or limitations on what the money held in reserve may be used for.

Review of the 2023 Operational Budget in consultation with the INS CPA indicates that INS does not have a coherent written policy in place regarding the use of its Reserves and the restrictions on how these monies can be used. Thus, the entire Reserve fund currently appears as unrestricted funds in the 2023 operating budget and is subject to “unrealized losses” during down markets (<\$83,500 investment losses> in the 2023 Budget). While this “loss” is not an actual expenditure, it is still reflected in bottom line of the budget.

There is an immediate need for a comprehensive written policy concerning both the operational and restricted use of the INS Reserve Funds. An “Operational Reserves Account” using a specially designated (new or existing) interest-bearing money market checking account (e.g., Fidelity Government Money Market, SPAXX, 3.87% yield) in which annual profits and dividends from the investment accounts could be deposited and used to cover operational emergencies and short-term strategic needs (hiring of outside consultants or lawyers for specific tasks). The primary Reserve funds could remain in investment accounts to generate interest and dividends for the operational reserves and only be used for specified “restricted” purposes and not included in the annual operating budget.

Proposed Motion: *The INS BOD authorizes a) the strategic use of current reserve funds for the Treasurer and Executive Director to consult with its CPA at Bountiful Peaks to develop specific written financial policies concerning the future use and structure of the INS Reserve funds, and b) to present these policies to the BOD at its next meeting for approval and immediate implementation.*

INS Meetings

Background: The INS Annual and Mid-year Meetings have traditionally been a major source of revenue for the Society but they are also associated with both direct and indirect expenses. Thus, careful financial consideration and oversight are needed with site selection and entering into contractual agreements with Hotels, Professional Conference Organizers (PCO), and co-sponsoring neuropsychological societies.

Proposed Site Selection Process: INS has established and delineated the membership of a Site Selection Committee consisting of the Executive Director (ED), Officers and several committee representatives to review proposals and their desirability. However, it is the fiduciary responsibility of the BOD to provide financial oversight. While the ED traditionally performs site visits and solicits contract proposals, these proposals should be discussed with the Treasurer and other Officers before being presented to the BOD for formal approval.

Specific Task Force Concerns regarding Upcoming Meetings:

1. 2023 Taiwan Meeting: It is not clear to this Financial Task Force (FTF) whether there is a written contract in place with the co-sponsoring Taiwanese Neuropsychological Society outlining the role and responsibilities of the INS. It is the general understanding of this FTF that the Taiwanese Society has hired a PCO and has assumed all financial responsibility for the meeting and that INS will receive no revenues. If so, this is unfortunate as INS will have some real costs associated with co-sponsoring this

meeting; i.e., 1) cost of any INS Awards; 2) stipends and possible travel expenses for the INS Program and CE Chairs, 3) cost of CE-certifications for North American attendees; 4) office staff time to develop an INS webpage to advertise the meeting, etc. Besides the loss of meeting revenue from this mid-year meeting, these financial expenses should be considered and presented to the Taiwanese Society for possible payment.

Proposed Motion: *The BOD directs the ED in consultation with the Treasurer to approach the co-sponsoring neuropsychological society for the 2023 Taiwan meeting to discuss options for defraying or paying for expenses incurred by INS in lieu of any revenue sharing.*

2. *Proposed 2024 World Congress:* It is the understanding of this FTF that there has been discussion of an independent World Congress to be held in approximately 18 months (mid-year 2024) and that INS would defer hosting its annual mid-year meeting in lieu of this Congress, resulting in a second year in which INS has no income from a mid-year meeting. *This FTF has grave concerns regarding this proposed World Congress within the proposed timeframe as it is our understanding that the responsible individuals/organizations have not yet been specified, nor has a formal proposal been presented to the INS BOD delineating an agreement/contract that specifies the specific financial liabilities and costs for this meeting or apportionment of income from the meeting among the responsible parties. As the INS BOD has a fiduciary responsibility to its members, this proposal requires very serious scrutiny and immediate action as there is now limited time for INS to plan its own mid-year meeting should the World Congress remain “in concept” only.*

Given the short timeframe for planning a multinational meeting and the apparent lack of specific information regarding the role of INS in such a meeting, *immediate INS BOD action is needed regarding the 2024 World Congress.*

Proposed Motions:

- a) The INS BOD will defer further consideration of participation in a 2024 World Congress until such time in the future that there is a specific proposal outlining INS’s potential role, including financial details, in such a meeting.*
- b) The BOD authorizes the INS ED to quickly move forward to secure potential organizational partnerships, sites and meeting specifics to be presented to the Site Selection Committee for consideration and presentation to the BOD for approval at the 2023 mid-year meeting.*

JINS

Background: JINS has lost money for 5 of the last 7 years, including this year. In the past JINS generated a positive revenue stream for INS (\$70K+ in 2013 and 2014). It is this task force’s view that JINS should be a positive revenue stream for INS. As such, its revenue and expense streams must be closely monitored. This is an opportune time to increase JINS revenue and decrease expenses as the contract with Cambridge University Press (CUP) will expire on 12/31/2023, and a new Editor-in-Chief (EIC) will be selected in 2023. Both of these changes require *immediate* action since the financial status of JINS will be set for 5 years when both of these contracts are finalized.

We suggest that the BOD appoint an interim publication subcommittee to work on the publishing contract keeping the EIC Search Committee informed about these issues as they progress. This committee would ideally include the new Publication Chair as the chair of the subcommittee, Treasurer, and ED as an ex officio member.

CUP Contract: There is not enough time to critically evaluate and negotiate the CUP contract renewal. So, based upon consultation with an expert in academic publishing, this task force recommends that the publication subcommittee hire an expert in academic publishing to first ask CUP for a 1-year extension. This will provide enough time to evaluate the contract in the context of the significant changes and shifting revenues in the publishing world. Second, this expert will also help negotiate the contract with CUP, including examining the budget in the context of knowledge about journal publishing for non-profits, determining if bids should be obtained from other publishing houses, and if the CUP contract is retained, negotiating with CUP for the best possible revenue/expense profile. This consultant should also be able to provide industry information on best journal practices for nonprofits with small journals (stipends/editorial asst/cost containment) which will be important in developing the most efficient and cost effective way of running JINS. The Financial Task Force talked with and can recommend such an expert (Morna Conway, mornaconway@gmail.com) as she has a wealth of experience and information about the publishing industry with suggestions of how INS might proceed.

Proposed Motion: *The BOD approves the use of up to \$5,000 (or more if necessary for bids to be sought and evaluated from other publishing houses) from the Reserves to contract with a publishing expert to work with the interim Publication Subcommittee to first obtain a 1-year extension to the current CUP contract, to evaluate the CUP contract, to determine if bids from other publishing houses should be obtained, and to review bids from other publishing houses if they are deemed necessary.*

Proposed Motion: *The interim Publication Subcommittee will have authority to negotiate the publishing contract with CUP or an alternative publisher. This contract will be submitted to the BOD for final approval. .*

EIC Selection Issues: The EIC Search Committee has been selected and is hard at work. While their focus is to find the best possible EIC, they must also consider the financial implications of the transition to a new EIC and editorial team as part of their process and recommendations. All expenses (stipends for the EIC and associate editors and editorial assistant) should be critically examined in light of INS finances with the input of the publishing consultant. This might best be accomplished through direct and frequent communication between the EIC Selection Committee and the interim Publication Subcommittee because such financial considerations are likely to be very important in the negotiations and review of all candidates.

Proposed Motion: *Initiate frequent communication between the EIC Selection Committee and the interim Publication Subcommittee immediately. The final EIC candidates identified by the Search Committee will be reviewed from a financial perspective by the interim Publication Subcommittee who, along with the search committee, will provide input to the BOD to facilitate the selection of the best candidate from the academic, experience and financial standpoints.*

Proposed Motion: *The interim Publication Subcommittee will have the authority to make other financial decisions with regard to JINS and with the consultation of the publishing consultant, the EIC search committee, and the prospective candidates. These decisions would include the cost*

of the EIC and Associate Editor stipends and the possibility that the INS editorial assistant may be replaced by a publication management company that specializes in such editorial assistance.

Travel Costs

Background: Costs for travel have been a long running concern for INS, a concern that has only increased during the post-pandemic era with the attendant volatile swings in ticket prices, the varying ability of the airlines to manage the increasing volume of travelers, and related issues. In addition to the travel costs themselves, this issue has long consumed considerable staff, Treasurer and ED time not only in planning but also in untangling post-travel reimbursement issues. While the Policy & Procedures (P&Ps) for travel are well articulated they are at times inconsistently followed. Throughout our discussions there has been near unanimous opinion that the time has come to consider securing the services of a professional travel agency. Two potential agencies have been identified, one with whom INS had prior detailed discussions (Fox World Travel, <https://www.foxworldtravel.com/>), the other long retained by another national group with international travelers (Frosch Global Travel, <https://www.frosch.com/>). The selected agency would adhere tightly to established INS travel P&Ps. INS would pay at point of scheduling so travelers would no longer need to carry charges on their personal accounts for long periods of times; any flight upgrades or other requests not part of INS standard P&Ps policy, non-INS linked travel or booking for spouses/partners would be charged to the traveler's personal credit card. Many other benefits can accrue with alignment with an internationally experienced professional travel agency.

Proposed motion: *Immediately* constitute and authorize an ad hoc Travel Policy Committee (ED, Treasurer, Finance Committee, Director of Operations) to evaluate, negotiate, and sign at least a one-year contract with a travel agency of choice. This should be completed in a time sensitive manner (no later than April 1) in order to manage travel and related expenses for the Taiwan meeting.

NavNeuro

Background: NavNeuro is great in concept but it should be cost-neutral if not a positive source of Revenue for INS. Currently, INS pays NavNeuro personnel \$7500 per year and splits revenues from CE 30% INS and 70% NavNeuro. Thus, INS has a major financial liability in that CE revenue must exceed \$25,000 for INS to simply break even without consideration of any INS costs associated with office time to promote the podcast or obtain CE certification. A more cost-neutral arrangement would be that NavNeuro is paid \$7,500 dollars upfront and that the first 7,500 in CE revenue be paid to INS along with additional CE revenues split 30/70%. In this manner NavNeuro has a guaranteed income and INS can become cost neutral before entering into a revenue sharing plan with NavNeuro. Since access to NavNeuro podcasts is openly available to interested parties, CE credits, which we believe are offered via INS, could be structured so that INS Members receive a small discount (member benefit that could be promoted) and non-members pay a slightly higher fee akin to how meeting registrations are structured.

Proposed Motion: *BOD authorizes the INS ED in collaboration with the Treasurer to pursue renegotiation of the financial arrangement with NavNeuro in a manner that guarantees NavNeuro a fixed stipend of \$7500 and INS first access to 100% CE revenues until it achieves a cost-neutral position before engaging in any revenue-sharing of CE income between the two parties with 70% going to NavNeuro and 30% going to INS.*

Executive Director

Background: A very major INS financial investment is the office of the Executive Director. The current ED's contract will expire at the end of 2023. Assuming the ED will pursue another 5-year term, BOD due diligence clearly requires discussion of performance over the current contract, negotiation of any contractual fiscal changes if the contract is to be renewed, and most importantly for the purposes of our task force, clear BOD articulation of expected direction and outcomes regarding the BOD approved motions resulting from this and the July Financial Task Force reports. Because the timeframe is short before contract negotiations must occur, if the BOD is unconvinced it can conduct the necessary review in a timely fashion, it should consider asking USCD, the ED's current employer, for a one-year extension. If upon evaluation, the ED does not intend to renew his contract, then the BOD needs to constitute a search committee immediately, which further emphasizes the need for more time.

Proposed Motion: *Create an ad hoc Personnel Committee composed of the INS Officers to review ED's performance, propose goals and performance standards for the contract renewal period, and negotiate any changes to the ED contract.*

Future Directions

For the July addendum to this report, which will effectively close out the activities of the FTF, we will address several other issues with implications for the fiscal health of INS including but not limited to declining membership revenues, budgetary processes, the importance of finalizing relevant policies and procedures, and additional paths to reducing expenses and enhancing revenues.

While INS along with many other non-profits continue to face a complicated fiscal future, we would be remiss if we did not point out several important fiscal advances that INS has made during a difficult time including a revised budgetary timeline, payment of \$130,000 to the (UBS) Reserves during a profitable pandemic year (2021) that effectively restored previously borrowed funds, retention of Bountiful Peaks which has greatly advanced internal INS fiscal procedures and provides sound financial advice, and reorganization of the INS operating cash accounts to insure all deposits are fully FDIC protected—a long overdue move.

Lastly, we appreciate the confidence the INS BOD placed in our ability to address the financial concerns of the organization and to work to strengthen INS's future. Thank you for this opportunity.

Respectfully submitted,

Gordon Chelune, Past INS Treasurer and Executive Director Kathleen Haaland, Past INS President and JINS Editor-in-Chief Bruce Hermann, Past INS Treasurer

January 13, 2023