



AGENDA
INTERNATIONAL NEUROPSYCHOLOGICAL SOCIETY
BOARD OF DIRECTORS MEETING
JULY 5TH 2023
9AM – 5PM
TAIPEI, TAIWAN

10pm – July 4 (Argentina)
9pm – July 4 (Santiago)
9pm EST – July 4 (New York)
7pm MST – July 4 (Salt Lake City)
2am BST (London)
3am CEST (Bilbao)
11am AEST (Australia)

Present:

Officers: Jonathan Evans (President), David Loring (President-Elect), Ida Sue Baron (Past President), Alberto Fernández (Secretary). Ozioma Okonkwo
Members-at-large: Karen Blackmon, Shawn McClintock, Tatia Lee, Nara Andrade, Fiona Kumfor, Cady Block, Rochele Paz Fonseca, Melissa Lamar

Executive Director: Marc Norman

Absent: Sallie Baxendale

Guests: Robin Green, Christian Salas, Ben Hampstead, Ingram Wright, Lena Dobson, Sarah McPherson, Ruchika Prakash, Vicki Anderson, Christine Mullen, Natalia Ojeda, Taylor Jenkin, Austin Guo, Maiko Sakamoto.

Welcome

Jonathan Evans welcomed all those present. Sallie Baxendale apologized for not been able to attend. The committee chairs will be present during the meeting.

Approval of previous minutes

Ida Sue said that she did not received copies of the minutes. Alberto noted that he did not introduce any changes to the same minutes that were previously submitted to the BOD.

MOTION: Move to approve the minutes from November 3-4, 17-18 and May 4th.
Motion by Alberto Fernández

Seconded by Jonathan Evans.

Approved 12, Abstained 1.

Science Committee

Lena Dobson asked for travel grant support for both meetings each year for a total of \$12,000 per year (\$6,000 for each meeting).

Jonathan Evans proposed coordinated work among GEC, SIGS, CE and Science committee. He also suggested to defer all expense related requests to the end of the meeting as there will be multiple requests for funding related proposals. It was proposed to have a meeting to find mechanisms to work on this. Karen Blackmon recommended that the Financial Committee lead this effort and Shawn McClintock agreed with her as did Jonathan Evans. Lena Dobson proposed a marketing approach. Ozioma Okonkwo said that INS is at an inflection point to now have a need to create new revenue streams. Have a new change to grow INS financially as INS can't just rely on membership dues and meeting registrations and CEs. Rushika Prakash added to even go beyond the INS members so that there could be public outreach and charge non-INS members. Cady Block proposed to create tangibles (e.g., t-shirts, etc.) that members can buy.

Jonathan Evans said that it is necessary to organize a separate meeting focused only on revenue generating and that this meeting could be led by the Finance Committee and invite certain committee chairs and the Financial Task Force. He asked if this could be done by September. David Loring said that he could lead this meeting and organize it. Ozioma Okonkwo asked if the executive director plays a role in this task. Marc Norman noted that the ED should implement the decisions made by the board.

Action point: David Loring will organize / lead the meeting.

Awards Committee

Christian Salas noted that it was difficult to get nominations for this meeting, only 5 nominations came in from across the globe. He said they are still awaiting about the JINS Awards initiative.

Awards Task Force

Shawn McClintock thanked Ida Sue Baron and Jonathan Evans for creating/extending the Awards Task Force. He said that the task force will have recommendations provided by September/October. They will have some decision made for the New York meeting.

Mentoring

Shawn McClintock and Robin Green mentioned the prior mentoring events and prospective plans. They said it was time to make mentoring more formal in INS given this foundation. Rushika Prakash said it would be important to involve the SIGs in the

mentoring task force and Melissa Lamar said it would be important to have involvement from the GEC as both mentors and mentees. Shawn McClintock and Robin Green agreed. Ruchika Prakash expressed the will that SIGS are involved with the mentoring task force. Robin Green proposed to have a mentoring liaison with the GEC as well.

MOTION: Move to create a Mentoring Subcommittee housed under the Education Committee.

Motion by Shawn McClintock

Seconded by Karen Blackmon.

Motion approved unanimously.

Robin Green left the meeting at this point.

Membership Engagement Committee

Christine Mullen described the TRY INS initiative that has been discussed briefly at previous BOD meetings but not yet implemented. They proposed offering discounts and free membership to new members, update membership benefits page, retention efforts and renewal efforts. She noted that the INS website doesn't have all the events listed on the website calendar and that it is necessary a better marketing of all of the events of the organization (e.g., the CEs and the SIG events). She mentioned that there is a need to update the website information focused on membership benefits and that there are different initiatives among different INS Committees. She advocated emails/automatic emails focused to the individual membership interest. She would like to generate automatic emails for renewal or lack of renewal and focus on why members stay members or why they leave.

Marc Norman explained the seasonal characteristics of the membership numbers and how they impact on the data available to the BOD. There was a discussion about the cut-off to count the number of paid and unpaid members. There was also a discussion about including unpaid members or just including paid members.

There was a discussion about the contradiction between the numbers presented, which are positive in relation to numbers of paid members, and the idea that INS is losing members.

It was proposed to re-organize the information between Christine Mullen and the office. She explained some proposals for recruitment efforts. She also described the potential gains and losses of making some discounts to new members for two years. This program would be applicable to individuals who have never been members before. Nara Andrade proposed a new schedule in which new members could pay two years for the price of one year. Shawn McClintock suggested a tiered access program. Christine Mullen asked for a vote to approve the initiative. Marc Norman noted that this could impact on the way in which the numbers will appear in the budget because of free registrations and/or waivers.

MOTION: Move to implement the Try INS initiative as documented in the proposal from Christine Mullen as Chair of the Membership Engagement Committee.

Motion by Jonathan Evans

Seconded by Cady Block.

Motion approved unanimously.

MOTION: Move to implement a policy for those members who renew by December 31 that they will be eligible for 2 free CE credits for INS webinars.

Motion by Jonathan Evans

Seconded by Cady Block.

Motion approved unanimously.

Treasurer's Report

Ozioma Okonkwo gave a summary of the financial report presented in the Agenda Packet. Accounts and balances have been redone, so money for specific initiatives is separated from operations and reserves. What is shown in the report is the current state of finances as of 30 April.

There is around \$199,000 in the operations account. Around \$11,000 come from donations, therefore there are \$188,000 for INS business. There are some funds that belong to the ICCTF. There is \$27,000 in the Matthews endowment fund. Investments are holding. UBS investment doesn't have cash access. Most is in equities and bonds. Current numbers from office show San Diego meeting produced \$72,000 profit. This is much higher than what the accountant projected. Marc Norman clarified that this is because of how the accounts are completed. For example, 2023 dues are credited forward to 2023, regardless of paid in 2022. Costs and expenses are revised as invoices are reconciled. Jonathan Evans asked whether there was information on what is still outstanding and how certain this number should be. Marc Norman explained this is difficult to finalize because of challenges in how quickly invoices are completed. The investments with UBS have increased a little bit. They have received a proposal from the bookkeeper (Bountiful Peaks) for investments. They have an initial draft for investments policies from them. The NavNeuro contract was renewed (details are provided later in the Executive Director's report).

The budget predicted income is about \$1,270,425 and the projected expenses are about \$1,314,217. The projected deficit is \$43,792 dollars. This is without including the requests from committees. These requests are around \$33,135.

Fiona Kumfor asked about the accuracy of previously projected budgets. Marc Norman noted that this new way, following, Generally Accepted Accounting Procedures (GAAP) to show numbers and make clearer the expenses and the income than in the past.

Ozioma Okonkwo noted that BOD travel is one of the areas in which INS spends a significant amount of money. There was a discussion about including this cost in the organization of every meeting or not. Ozioma Okonkwo highlighted the fact that during the pandemic years because there were not in person BOD meetings there were

benefits. A discussion followed about PCO and the possibility of hybrid conferences. Marc Norman noted that this model is very expensive to implement. Jonathan Evans noted that the requests of the committees are voted when the budget is reviewed and discussed at the September 2023 budget BOD meeting. There was a discussion about a proposal by the Financial Task Force suggesting an increase in the membership dues. Last dues membership increase was in 2018. Over the time period of the fee raise, there was an increase in membership.

MOTION: Move to increase the current membership dues to \$180 (this is in line with inflation changes over the prior years).

Motion by Ozioma Okonkwo

Seconded by Cady Block.

Motion approved unanimously.

Ida Sue Baron left the room at this point.

Executive Director Report

Travel policy

The travel policy has been implemented. The majority of Board used the travel agency. BOD members reported different experiences with the AMEX company. Some were positive and some negative. Marc Norman explained that Amex Travel charged a one-off \$500 flat fee for their service. A discussion followed about the possibility of combining the purchase of tickets for family and board members. There were questions about board members booking their own flights after getting the cost estimates from Amex. Marc Norman suggested to take screen shots of the flight information and check with the INS Office as needed for travel costs.

Nav Neuro

Marc Norman explained the new contract with NavNeuro. NavNeuro update contract talk went well. The new contract goes through 2024. The terms for the contract were amended. NavNeuro will receive a fixed stipend of \$3,500 every year paid in two instalments of \$1,750 each and the CE income will be split at 10% for INS and 90% for NavNeuro.

Bylaw change – self nomination

Marc Norman explained that some difficulties had arisen with the voting on the proposed bylaws change relating to self-nomination. The vote had been set to close at midnight on July 4th GMT, but information had gone out to members that it was midnight EST. This meant that there were a few hours on July 4th where members may

have intended to vote but were not able to do so Some members had asked for an extension for voting. The board will extend the voting to July 7 at 11:59pm GMT.

Minnesota Conference Update

Ingram Wright joined the meeting virtually and presented the results of the survey of INS members about the Minnesota conference. The guidelines were specific to the training and practice of clinical neuropsychology in North America and amendments are proposed but the voting has been deferred.

The survey was run between 26 May 2023 and 19 June 2023. Most of the respondents were from the USA. They also had some respondents from Canada and the UK. There are polarized responses to proposed guidelines relating to equity, justice, culture and respect and inclusion. In terms of technology and innovation there was some support. He asked about how the INS would like to be represented regarding the outcome of these guidelines. There will be a new meeting on July 19th, but it is uncertain the dynamics of it.

Marc Norman expressed that some information that was included in the document was not discussed during the meeting by the delegates which caused that the document could neither be voted nor approved.

It was agreed that more definitions are needed from the next meeting in July.

Ingram Wright left the meeting.

San Diego meeting

The San Diego meeting was successful in terms of registrants and attendance (approximately 2,200 people attended).

2024 New York City meeting

The New York meeting is in progress. Cady Block noted that most of the talks are confirmed. One of the speakers is one of the authors of the new World Health Organization (WHO) book on brain health. Abstract portal opens up July/August.

2024 Global Neuropsychology Congress

Vicki Anderson joined the meeting and explained that the initiative started in 2017 and was initially projected for 2022 and was suspended because of the pandemic. Planning is now underway for the meeting to be held in Porto in 2024. Vicki Anderson, Marc Norman and Sara Cavaco made a site visit. They played a short promotional video of the congress.

The leading societies involved are INS, FESN, AASBI, and SLAN. The Portuguese Behavioral Neurology and Neuropsychology groups are also on board. South African and South American societies are also on board. There is an organizing and a scientific committee. The presidents of the leading societies or a representative will be giving a keynote address.

They are planning to include translations into Spanish and Portuguese.

Rochele Paz Fonseca expressed the support of the Brazilian Neuropsychological Society for this event.

Vicki Anderson left the meeting.

Digital Services Update

Marc Norman explained the difficulties with the website. Digital aspects of INS are in a transition phase and there will be some renovation to help make efficiency for the INS Office personnel for their operations at the meetings and for other administrative operations. There will be a saving of approximately \$30,000 with the staffing changes made.

Board actions

Approval of election ballot

Nominations Ballot for the 4 positions: President and 3 Members-at-Large.

David Loring raised a point on behalf Ida Sue Baron relating to the position of Secretary not being on nominations committee ballot. Jonathan Evans noted that the position of the Secretary would be addressed later in the agenda.

MOTION: Move to approve the election ballot (President, 3 Members-at-Large) from the Nominations Committee

Motion by Melissa Lamar.

Seconded by Fiona Kumfor.

Motion approved unanimously.

Future Meetings/Site Selection

2025 Mid-year

There is a proposal to organize the 2025 Mid-year meeting in Australia. Marc Norman asked the board to discuss about the idea of organizing the meeting in Australia. David Loring said that historically those meetings tend to lose money, but overall bottom line how much will it lose, a little or a lot, as that would sway his vote. Marc Norman provided information about prior meetings back to 2010. Prior to 2020, only 2 mid-year in person meetings made money (Oslo, Amsterdam), all the others have lost money. The idea of Australia was supported.

Marc Norman said that INS is trying to swing back post Covid and book future meetings well in advance. Work is in progress with a company called Prestige to look at places for

meetings. Some information has been sent to the Site Selection Committee. Marc Norman noted that there has been a lot of new interest in conference planning that is merged with aspects of family friendly places (e.g., combining conference and family vacation). He explained that certain hotels have some financial benefits if booking for three consecutive years (e.g., get a rebate back, etc.) and that certain hotels track information about certain things like food in order to be cost efficient and help with sustainability. The Board appreciated Marc Norman's proactiveness.

Future priorities

INS Policies and Procedures Manual

Jonathan Evans stated that although a draft of the INS Policies and Procedures Manual has now been prepared, which includes the SIG P&P, volunteers are needed to edit and finalize it. David Loring volunteered to work on this with Marc Norman. David Loring clarified that the final version will be posted on the website. Sarah McPherson also volunteered to assist.

Taiwan Program Chairs Report

Austin Guo and Maiko Sakamoto (Program co-chairs) entered the room. They described the process of the meeting organization. Twenty-four countries are participating. For CE, there were 4 costs: A, B, C, D. There were multiple co-organizers and sponsors. The Program includes 6 keynote speakers from mainly Asian countries, 3 CE sessions, and 6 invited symposia, 7 special symposia. There are many sessions on diversity issues all over the world.

There were 212 abstract submissions for poster and oral presentations. There were 10 paper sessions and 4 poster sessions.

The INS Awards includes 2 major awardees. The Early Career Awardee is unable to make it to meeting, but their talk will be recorded and played.

There were 291 paid registrations.

Education committee

Sarah McPherson said that there were two students in the committee (North American and non-North American), but they will have to call for a new member since one of them resigned. They proposed to send emails to the members informing about webinars.

Communications about webinars raised, e.g., monthly email about upcoming webinars. Update of website so that events are indexed and can be searched according to content. Currently organised by date rather than topic.

Sarah McPherson spoke about the survey by Tony Stringer and Deborah Koltai about neuropsychology in Africa. They are proposing to extend that survey in a collaboration between Education, GEC and the cross-cultural SIG to get more data internationally, but with a focus on Asia. Melissa Lamar queried whether the survey would be also sent

to non-INS conference attendees. Sarah McPherson said that would be ideal. Rochelle Paz Fonseca also suggested country specific organizations.

The virtual video archive of INS presidents is almost finished. It is necessary to decide how this project will continue. One possibility is to organize debates about particular topics. It could be organized virtually or during an INS meeting. Marc Norman suggested to take opportunity of interviewing people during the global congress next year. Not necessarily INS members. The cost should be similar to the cost of paying a CE speaker. There may be an honorarium if there are CE being offered (\$250 per event). The board was also in support of this proposal.

Discussion about whether INS should consider providing translated transcripts for NavNeuro podcasts. Melissa Lamar asked whether there would be any cost associated with this, or whether it could be done internally by bilingual INS members. Currently there would be over 100 podcasts to be translated. David suggested an automatised system that could be refined by an INS member. Jonathan Evans suggested this would be good to see if people would be willing to donate their time to work on this. The Board was also in support of this.

Continuing Education

Benjamin Hampstead said that there has been a call for the New York meeting for SIG CE submissions with $\frac{3}{4}$ being appropriate – TBI concussion assessments; neuro-oncology treatments; intervention. Initially there are up to 6 spots set aside in the program for this. This is part of a bigger plan to create a cohesive CE program.

The relationship with NavNeuro CE is going well, but currently there is no topic or content control. He expressed that it may be good to consider that in the future there is less competition between NavNeuro topics and INS. Sarah McPherson clarified that NavNeuro are keen to collaborate, but they have planned presenters months in advance. They are generally open to suggestions for topics. Marc Norman added that there have previously been board liaisons with NavNeuro and student liaisons that they would be open to. Sarah McPherson will continue these discussions with NavNeuro.

It was considered that it would be good to have recurring themes for CE – e.g., reconsidering, revisiting training topics. This may be in collaboration with a JINS special issue. Benjamin Hampstead proposed to optimize the revenue from CE by working with the financial committee.

Ozioma Okonkwo asked why uptake for webinars has been historically low. Sarah McPherson suggested this is because of poor advertising/marketing. The communications task force is aware of these issues, and they are working with Sarah McPherson and the office to improve marketing and communication of webinars. Current attendance between 100 and 120 per webinar.

Student Liaison Committee

Taylor Jenkin thanked the speakers that are in the room contributing to the SLC. Some members are pulling back from responsibilities. A way to consider is what can be done

to keep members engaged. She asked if it is possible to set up an SLC Slack account as a student-centered platform where students can connect and have a more dynamic exchange.

Fiona Kumfor asked who would monitor the context and moderate that information. They have identified a person to monitor messages. To join the Slack account, they must be INS members.

Special Interest Groups

Ruchika Prakash noted that this committee created a process for Dec 1/Mar 1 deadlines for webinars to be approved; some feedback suggests it's not a well-received change and makes planning difficult; working with the SIGS to see what is problematic. From the main office and education committee perspective this process does help with advertising and CE approval, etc. Submissions are going up now despite an initial lull. They think they need to continue with the process for a few more years and evaluate the results in the long-term.

SIG sponsored CE seminars were extremely well received, and the SIGS are excited about it.

Election procedures for SIGS are complicated and trying to collect data on how/when they are happening and how (e.g., REDCap, GoogleForm, etc) and they ideally want to standardize the procedures so that a plan is in place for all. They might have some proposal for a discussion at the NYC board meeting in February 2024.

There are currently 13 SIGS. There is a moratorium for new SIGs. Ruchika Prakash said that she would like to know if they should accept new proposal or think of accepting SIGs in specific areas that INS wants to develop. It was discussed the option of having someone to help the SIG chair. Because of the already high number of SIGs it was agreed it would be better to keep the moratorium until the New York meeting. Marc Norman highlighted the fact that the discussion shows how many people are involved with sustaining the SIGS including who is a member. A platform is currently being developed to assist with this.

The SIGs committee would like to create a SIG spotlights for best poster and paper presentation to get SIG members excited and highlight those 'winners' at their individual business meetings. There was a proposal for an award, but Shawn McClintock suggested to postpone the discussion of this issue until there is a final report from the awards task force.

Bylaws Section IV/V update proposal

Jonathan Evans explained the proposed changes in the wording of these sections that deal with situations of vacancies in the BOD positions. Changes were provided in the agenda pack.

Karen Blackmon asked why there are differences in the process for the secretary and treasurer. Jonathan Evans explained this is because the treasurer term is 5 years, but the secretary term is for 3 years so a different process needs to apply.

Marc Norman added that this bylaws change needed to be made due to inconsistencies in the bylaws. Karen Blackmon asked about other places where there are differences for secretary and treasurer. Ozioma Okonkwo explained this is referring just if someone leaves mid-term, not at the end of the term. Karen Blackmon asked what happens if the treasurer needs to be replaced. Ozioma Okonkwo explained that this is specified in a different section.

MOTION: Move to accept the proposed changes in the bylaws Section IV/V.

Motion by Jonathan Evans

Seconded by Melissa Lamar

Approved 12, abstention, 1.

Global Engagement Committee

Natalia Ojeda joined the call and described the actions of the GEC. There are 31 representatives from across the globe, 9 new ones in the last 2 years. 7 new regions will be starting soon (i.e., Greece, Croatia).

They will have a permanent contribution to the INS Newsletter with contributions rotated among the different regions.

They have started to create a policy and procedure manual including creating a policy on election.

Book deposit inventory – There are contacts with 1 institute in the Philippines and 3 institutions in India.

The research editing program has had lower use than typical, may be related to the Covid pandemic.

The web site and the links were updated with additional resources received from researchers and contributors.

The Justice and Equity subcommittee, led by Dr. Anthony Stringer, is working on an article to JINS and a grant submission to NIH.

They are working with the Science Committee on creating a Map of the World Resources. They are also working with the Membership Engagement Committee

Approval of Matthews Funding

Melissa Lamar explained the results of the Charles Matthews funds they received 11 applications, 1 was excluded because it was from the same person, and both were for research, thus 10 applications were reviewed. The recommended applications to be funded include four submissions.

The Educational Training Awardee (4 applications submitted for review)

- Name of awardee Maria Melinda Tan, MA, RPsy
- Awardee's institution/organization University of the Philippines
- Country of awardee Philippines
- Title of project Post Graduate Continuing Education in Clinical Neuropsychology
- Amount awarded \$3,000.00

The Research Funding Awardee (5 applications submitted for review)

- Name of awardee Beatriz Elena Munoz Ospina
- Awardee's institution/organization Universidad Icesi, Cali Colombia
- Country of awardee Colombia
- Title of project Afrodescendant living with Parkinson's disease: a sociodemographic characterization and factors related to quality of life in the Colombian pacific region
- Amount awarded \$2,500.00

The Clinical Funding Awardee (2 applications submitted for review, 1 excluded)

- Name of awardee Dr. Temgoua Michael
- Awardee's institution/organization Institute of Applied Neurosciences and Functional Rehabilitation
- Country of awardee Cameroon
- Title of project ADDIC Program (Alzheimer Disease and Dementia Issues in Cameroon)
- Amount awarded \$2,464.28

Here is the 2nd Education Award to be funded if possible:

The Educational Training Awardee* (4 applications submitted for review)

- Name of awardee Rachel Maina
- Awardee's institution/organization Brain and Mind Institute, Aga Khan University
- Country of awardee Kenya
- Title of project Neuropsychology and Brain Health in Nairobi Kenya
- Amount awarded \$5,000.00

Marc Norman highlighted that a lot of support it provided to the applicants by the GEC members. Natalia Ojeda agreed. Alberto Fernández asked if it is possible to organize a paper session or something at the INS meetings to show the research that has been supported by the Matthews Fund. Ozioma Okonkwo followed up to what Alberto Fernández mentioned about having a talk at INS about the Matthews Fund by GEC to showcase the impact that this fund is making across the globe. Melissa Lamar agreed and discussed ways that this could also be highlighted in other ways. Benjamin Hampstead suggested to play 2–3-minute videos prior to sessions.

Motion: Move to accept the recommendation of the GEC Matthews Fund review committee to award the 4 awards with the provision that the funds are available by modifying the budget of one of the awards.

Motion by Jonathan Evans.

Seconded by Tatia Lee.

Motion approved unanimously.

Publications

This item was deferred because Sallie Baxendale unable to attend.

Approval of INS NOLA 2025 Program Chair

MOTION: Move to approve Vonetta Dotson as suitable program chair for NOLA 2025.

Motion by Jonathan Evans.

Seconded by David Loring.

Approved 12, abstention, 1.

Process for review of Secretary for extension

Alberto Fernández left the meeting for this portion of the meeting, and Shawn McClintock took minutes, with minor edits from the Secretary.

It was suggested that made in San Diego were revisited. A BOD member made suggestions about content in the minutes regarding the extension process voted on by the board, and this was included in the Agenda Book.

It was mentioned at the San Diego meeting that the extension of the term of the Secretary procedures should be the same as the Treasurer. In San Diego the BOD recommended that the same procedure for the Treasurer in the Bylaws be applied to the Secretary.

The Board discussed a review and extension procedure consistent with the vote in San Diego. Issues of how this may be or not be consistent with the Bylaws and was considered.

One member noted that the Board wasn't voting against the existing Bylaws.

The 2018 Bylaws section about the Treasurer and Secretary were read. One member then mentioned the way to harmonize the 2018 Bylaws was to ensure that there was information about Treasurer and Secretary.

There was clarification that the motion in the San Diego meeting was mainly about harmonization of the Treasurer and Secretary and there was no motion to reappoint or extend specifically Alberto Fernández's term.

There was a discussion on who would perform the review of the Secretary. There is no formal INS procedure for doing this type of review and this would need to be discussed by the Board.

One member said that it may be useful for an Officer and a Member-at-Large to do the review, and another member said that it would need to be three BOD members to do the review. One member noted that those three need to be members who have worked with Alberto Fernández.

Motion: Move to harmonize the procedures, when they are eventually written, for the extension of the term of office for Secretary and Treasurer, which follows the procedure documented in the 2018 Bylaws.

Motion by Jonathan Evans.

Seconded by Rochelle Fonseca.

Approved 11, against, 1.

Alberto Fernández has expressed an interest in continuing as Secretary of INS. One member asked if the BOD needs to vote on his expressed interest and another member said that it is not necessary.

It was discussed that it is necessary to have a formal policy and procedure in place for these reviews.

One member mentioned that Alberto Fernández needs to provide a formal request to the Board for an extension.

Motion: Move to hold a review of the Secretary and/or Treasurer, should that person in that position request an extension, and that the review be conducted by a review committee that will include 3 Board members which will include 2 Officers and 1 Member-at-Large or 1 Officer and 2 Members-at-Large, who have worked with the person in that position.

Motion by Shawn McClintock.

Seconded by Melissa Lamar

Approved 11, Abstained 1

The BOD members for consideration for this review at this current time include Fiona Kumfor, Shawn McClintock and Ozioma Okonkwo. All three of these members agreed. It was decided that information should be provided to the Board by September 2023 meeting. That information can be provided to the Nominations Committee in case there is a need to elect a new Secretary and/or Treasurer. It may be helpful to have a parallel process where the Review Committee can do the review and the Nominations Committee can generate names for the role of Secretary.

Process for renewal of ED contract

Marc Norman stepped out of the room for this conversation and Shawn McClintock took minutes.

Marc Norman's contract comes to an end soon and it is necessary to discuss about renewing the contract. At the Barcelona meeting and prior to that an Executive Director (ED) Task Force put together recommendations for the ED review.

Prior EDs were never reviewed, so this will be the first review. As such, it was necessary to develop performance indicators and review process.

Options currently for Marc Norman's position as ED is that the BOD decides to renew the contract, deny the renewal of the contract, or do a light touch review. It was suggested to ask prior INS Presidents to do the review. Jennie Ponsford was suggested since she was involved in the process of appointing an Executive Director. It was said that one BOD member also recommended that Mike Kopelman also be a reviewer. One other member said that Gordon Chelune should be the reviewer, but a different member disagreed with that recommendation. The Board members agreed that including Gordon Chelune could pose a conflict.

A different member asked if someone from the INS Office should also be a part of the review but noted that that could be problematic given that the people in the INS Office report to the ED as there is a power differential. However, the reviewers could interview the members of the INS office to get qualitative feedback.

One member asked if prior Eds could provide feedback about performance indicators, and someone noted that the performance indicators are in the process of being created. Another member asked if the Board needs to become aware of the performance indicators before they become formal indicators. He was said that all of this information would come to the Board and that this light touch review helps to establish the performance indicators.

Motion: Move to proceed with a light touch review of the current Executive Director's performance and that this review be conducted by two past INS Presidents

Motion by Jonathan Evans.

Seconded by Fiona Kumfor.

Approved 11, against, 1.

The recommended two past INS Presidents to do this light touch review of the current Executive Director are Jennie Ponsford and Michael Kopelman.

Conflict of Interest Committee

Replacement for Dr. Honan.

Cynthia Honan will be stepping down as chair. Kaitlin Casaletto, who is a previous member of the COI committee, was proposed as new chair. Her CV was circulated to the board.

MOTION: Move to approve Kaitlin Casaletto to be new COI chair.

Motion by Jonathan Evans.

Seconded by David Loring.

Approved 12, abstention, 1.

Meeting was adjourned.

Respectfully submitted by Alberto Luis Fernández, INS Secretary.