

International Neuropsychological Society

Board of Directors Meeting

June 22nd/29th, 2021

Present:

Officers: Skye McDonald (President), Ida Sue Baron (Incoming President), Jonathan Evans (President-Elect), Ozioma Okonkwo (Treasurer), Alberto Luis Fernandez (Secretary), Marc Norman (Executive Director – Ex Officio)

Members at Large: Juan Carlos Arango Lasprilla, Glenn Smith, Desiree Byrd, Robin Green, Fiona Kumfor, Sallie Baxendale, Sanne Schagen

Visitors: Margaret O'Connor (partial attendance)

1. Apologies

Apologies from Sarah McPherson because she cannot be present.

2. Welcome

President Skye McDonald welcomed the presents and asked everyone to introduced themselves.

3. Acceptance of previous minutes

Skye McDonald asked if someone wanted to add an item to the agenda. Marc Norman asked the members to reflect about their fiduciary responsibility as INS leaders and try to vote and not avoid their responsibility for voting unless they have a conflict of interest.

The minutes from the previous meeting were approved with the vote of Juan Carlos Arango.

4. Financial update- Ozioma

Ozioma Okonkwo noted that the finances are in great shape, there are two million dollars across all accounts. Investments with UBS are profitable. For the first time in many years INS has been able to deposit money in these accounts rather than drawing funds to sustain the regular operations of the organization. The office deposited new funds in the UBS account (\$130,000).

He asked for the BOD opinion about several issues with the audits. INS has been working with a good company of auditors, but the fees are going higher (\$12,000 at this point), so he asked if it is necessary to pay that amount. He asked for the board input on the question if INS should switch to a different auditor that was referred for the current auditors. The other

thing to consider was if INS could do a review instead of an audit which is cheaper (\$3,000 to \$4,000). Since not all states in the US require an audit, the office might be moved to a different state because of this issue. If a review instead of an audit was decided it would also be necessary to change the bylaws because they require an audit.

Jonathan Evans asked if a review is sufficient. Ozioma Okonkwo said it might be enough. On the one hand, the audit gives a positive assurance since it confirms that the finances are fine; on the other hand, the review gives a negative assurance by stating that there is no evidence of material misstatements. Jonathan Evans asked about the usefulness of the audits for the management of the finances. Ozioma Okonkwo said that they were helpful. He also suggested that there is an option of doing a review one year and an audit the next year.

Sallie Baxendale said that the audits might be done every four or five years. Ozioma Okonkwo said that is a reasonable option.

Glenn Smith said that since INS is a non-profit organization it is necessary an audit and the cost is comparatively very low; it is also important to dignify the work of the treasurer.

Sanne Schagen asked if changing the company will result in diminished costs. Ozioma Okonkwo answered that working with a new company should diminish the costs. Having a professional bookkeeper would help in this process.

Ida Sue Baron agreed with the opinion of Glenn Smith. She also asked how much the cost is increasing by year and if the contract is a yearly contract. Ozioma Okonkwo said there is no contract and that this company has been doing this work for INS for many years. The increase has been roughly \$1,000 a year. He noted that the intention of this question is not to eliminate the audit but to determine how to spend the money wisely.

Marc Norman said that INS bylaws require an audit at least every two years. The bookkeeping is complicated by staff issues. There will be changes in the staff responsibilities which will probably improve the bookkeeping. He highlighted the importance of audits in warning about possible problems.

Among the causes of the increase, he mentioned a) cleaning the books and b) an increase in the bookkeeping. The new company works almost exclusively with non-profit organizations and charges much less. It is highly recommended.

Alberto Fernandez asked about the possibility of negotiating the fees with the company.

Ozioma Okonkwo answered that he tried to negotiate, but their answer was negative.

Skye McDonald introduced the issue that some money from the investments should be allocated for special projects. Ozioma Okonkwo asked about what percentage of these profits would be allocated.

5. Executive Director's report

Marc Norman spoke about different issues:

- The cultural neuropsychology council. He noted that INS is participating in the role of observers to see how this work progresses.
- Office: the office is going well. The staff will probably go back to the office soon, probably with a hybrid model. There might be a change in the staff because Jamie will be moving to a new job in September.

- Update on meeting sites: the New Orleans will be an in-person meeting. There is work to organize the next meeting in Spain. The 2023 annual meeting will probably be in San Diego. The Taiwan meeting is progressing well. New York was selected for the annual 2024 meeting.
- Work is in progress as regards the candidates for members-at-large. There will not be a president election this year. Margaret O' Connor suggested to collect the CVs of the candidates, which was done this year.
- To consider the addition of a teleneuropsychology SIG. He asked if the new SIGs should be approved by the BOD of the SIGs committee is enough.

MOTION: Glenn Smith. To approve the new teleneuropsychology SIG

SECOND: Ozioma Okonkwo

All in favor.

Sanne Schagen suggested the inclusion of more non- North American members in the SIGs. Desiree Byrd suggested that the inclusion of non-North American should be a strong suggestion.

- Reconsideration of the reinstatement of the stipend for the treasurer (\$4000). The BOD suggested to reinstate this stipend. Marc Norman said there should be a vote.

MOTION: Ida Sue Baron. Move to reinstate the stipend.

SECOND: Desiree Byrd

All in favor.

Ozioma Okonkwo did not vote on this issue because of a conflict of interest.

- Discussion of the nomination procedure for elections: up to date the immediate past president was chairing the nomination committee. That is not in the bylaws anymore, therefore the BOD should decide who chairs the nomination committee, for the next year and for the long range.

Skye McDonald noted that the past system worked very adequately.

Robin Green asked if there are any problems with the current system. The answer was that the procedure was removed from the bylaws by a suggestion of the lawyers to become them more flexible.

It was decided to continue with the same system. Marc Norman suggested to include this decision in the Policies and Procedures Manual. Margaret O'Connor offered to help in the writing of this procedure for the Policies and Procedures Manual. Fiona Kumfor offered to help in this task.

- Election for early career. There are currently three sets of members-at-large: North American, non-North American and early career. In the past were all put in one pool and elected candidate was that one with the highest votes in each category, However, the bylaws might be challenged because it says that the candidates with the highest votes are elected. To avoid this potential problem Marc Norman suggested to separate candidates into categories. It will also remove the potential problem of a candidate being a North American candidate and at the same time an early career candidate. An operational definition of early career should be provided.
- INS should be registered as an official business in Utah, but there is no registry. The office is working on this topic.
- Taylor is rotating off as a co-chair of the SLC. She suggested a new co-chair Joshua Fox Fuller

MOTION: Shawn McClintock. Move to approve the Joshua Fox Fuller as the new SLC co-chair.

SECOND: Robin Green

All in favor.

Sanne Schagen asked about the possible complication with the contracts with hotels because of the covid situation. Marc Norman explained the different complications. There might be new wording in next contracts in the future because of this.

Robin Green left the room at this point.

6. Mentoring update- Robin

This item was differed for next week.

7. Publication task force- Ida Sue and Skye

Ida Sue Baron had a meeting with Edward De Haan about the endorsements of INS to the SIGs production. The conclusion was that it was not possible to do endorsements under the current situation because there is no system for that. There are not enough resources for this. That is the recommendation of the task force.

All publications should be directed to the publications chair and inform that the INS SIG is going to publish this paper. This is only to make sure that the authors are not affirming that INS is endorsing the publication.

Skye McDonald said that there might be cases in which the BOD decides to endorse a specific publication. Jonathan Evans noted that there should be a procedure for that situation. Margaret O'Connor and Sanne Schagen expressed their concern about how many members from the SIG need to agree in order to make this publication representative of that SIG. Fiona Kumfor said that an article represents only the opinion of the authors and not necessarily the opinion of all SIG members.

Glenn Smith expressed his concern that these publications might express that it is on behalf of the SIG, and there is no procedure for that.

Alberto Fernandez proposed to define a standard disclaimer. Ida Sue Baron said that there is not consensus about it yet. One of the major concerns is about how many people should endorse it in order to approve the disclaimer. SIGs are still working on this disclaimer.

Shawn McClintock and Sallie Baxendale asked about some guidelines about what should be endorsed or not.

- MOTION: Skye McDonald. 1. INS does not endorse SIG publications at this time
2. Publications should represent the views of the authors alone
3. The publication may refer to the INS SIG as the process by which the authors came together/communicated. If so:
- a. the disclaimer needs to be included,
 - b. the publication needs to be checked by the publication committee to ensure it does not make broader claims about INS endorsement.

SECOND: Shawn McClintock

All in favor.

9. President's ballot

Skye McDonald noted that the election process should give more opportunities to the non-North American members. She also raised the issue about what should be done with the candidate to president who was not elected.

She suggested a solution: to ask for nominees from specific regions of the world and the BOD should decide which region should be elected. She suggested to ask local neuropsychological organizations to propose candidates. A North American president should be elected every second year and a non-North American candidate every other year.

Fiona Kumfor suggested that the differences between non-North American vs North American can be equalized by checking the number of members in each region. Skye McDonald said that non-North American candidates should only run against candidates from the same region and not against North American candidates because of the large representation of North American members.

Alberto Fernandez said he is in favor of this proposal, but it might be difficult to find candidates from some regions. It might be necessary to select candidates from different non-North American regions.

Glenn Smith said that he is not convinced with this proposal because he thinks it might force the members to vote for candidates that do not represent them.

Ozioma Okonkwo said that this procedure should also be implemented at the member at-large-level. Sallie Baxendale asked about a possible cycle between North America/Europe vs the rest of the world. Juan Carlos Arango did not agree with the lack of candidates. He said that there are many neuropsychologists in non-North American regions, but they do not participate in INS.

Shawn McClintock asked about the definition of “region”. Alberto Fernandez suggested dividing the regions not solely based on continents. Ida Sue Baron asked if the bylaws state that the president must be a member. Alberto Fernandez said that candidates for president should be INS members in order to become candidates.

Desiree Byrd suggested to ask the INS members. Skye McDonald agreed on organizing a poll to ask members about this issue. Marc Norman indicated that probably less than 300 people vote during elections. Skye McDonald called the attention on the potential participation of the GEC and the cultural SIG. Ida Sue Baron said that the low participation in elections has to do with poor emailing from the organization. Marc Norman said that multiple emails were sent during the election.

Ozioma Okonkwo suggested a path in which non-North American candidates should be first members-at-large and then become president candidates to give them more visibility.

Skye McDonald suggested a task force to work on this. Shawn McClintock and Desiree Byrd volunteered.

Desiree Byrd left at this point (10:30)

10. Report on the Houston Guidelines or the Cultural Neuropsychology Council.

Skye McDonald asked if there were questions about the report on the Houston Guidelines or the Cultural Neuropsychology Council. There were no questions about this point.

11. Committee actions

The committee chairs will be attending the BOD meeting next week.

- Student Liaison Committee

CE free to people in response to review activities for INS. Marc Norman said this will be managed by the Student Liaison Committee (SLC).

Skye McDonald asked for another liaison with the SLC. Sallie Baxendale offered herself to be a liaison.

Skye McDonald opened the discussion on the following question: can non-member students be part of SIGs?

Shawn McClintock considered the issue that the membership dues might be a barrier for some people to become an INS member. Sanne Schagen proposed that they should be members, but some activities could be opened. Ozioma Okonkwo noted that there is no actual mechanism to decide if the current members are INS members. It was decided that non-members cannot be part of SIGs.

- Global Engagement Committee

Natalia Ojeda from the GEC proposed a Global Engagement Award for best program (clinical service, local research, specialized society) in low-to-middle income countries. This award is different from the Matthews Fund (which is for training programs). Three awards are proposed. Juan Carlos Arango said it is difficult to come up with guidelines that do not discriminate some countries that could not participate. Glenn Smith raised doubts about how the funds will be reinvested. Skye McDonald suggested to ask Natalia for more information.

- Publications

Ozioma Okonkwo asked about the remuneration for review topic. Marc Norman explained that it is related to how much the editors and associate editors are paid. The publication committee is running a review and how much they are paid in other journals.

Skye McDonald will send an email on the INS dictionary for the BOD to consider.

Meeting adjourned at this point by Skye McDonald.

Tuesday, June 29, 2021

Present:

Officers: Skye McDonald (President), Ida Sue Baron (Incoming President), Jonathan Evans (President-Elect), Ozioma Okonkwo (Treasurer), Alberto Luis Fernandez (Secretary), Marc Norman (Executive Director – Ex Officio)

Members at Large: Juan Carlos Arango Lasprilla, Glenn Smith, Robin Green, Fiona Kumfor, Sarah MacPherson, Sallie Baxendale, Sanne Schagen

Visitors: Margaret O'Connor

1-Introductions

Skye McDonald started the meeting. Introductions: Julie Bobholz engagement committee chair, Derin Cobia, Education Committee, Taylor Greif SLC, Taylor Jenkin SCL, Travis Wearne program chair Melbourne conference, Christian Salas Awards committee, Lena Dobson, Science committee.

2- Committee actions

- Melbourne meeting

Travis Wearne expressed that there have been many changes in the INS Melbourne conference program since February. The conference moved to online format 9 days ago because of a recent Covid 19 outbreak. There will not be financial losses. There are over 200 speakers and over 700 registrations. Presentations will all be recorded and available to registered colleagues.

- Education

Derin Cobia said that the video archives and webinars are the main projects. There are webinars organized for the rest of the year. The committee is considering the results of a survey to see which people they should interview for future archives projects. In the future they might be organizing in-person interviews. He also mentioned that they are also working in re-designing the education page on the website. Their idea is to improve this webpage. Sanne Schagen asked if there are CEs available for the archives project. Derin Cobia answered that there are no CEs for this project as it is more a historical project rather than an educational one. The CEs are for the webinars.

Sanne Schagen also asked about how often members are viewing the archives. Derin Cobia answered that there are some statistics that were not available at that moment. Sanne Schagen suggested to boost the views.

Christian Salas suggested subtitling the videos. Marc Norman explained that the office is working on this issue and investigating on a special software developed by the US military that would allow subtitling in a rather easy way.

- Student Liaison Committee

Taylor Jenkin noted that the representatives have been very active. They recruited Claudia as new representative from the UK, Josh is replacing Taylor as chair. A SLC symposium was organized for the Melbourne meeting. They also organized a mini-webinar which is available on the website. They are also working on the collection of documents and resources about neuropsychology training in different countries. Sanne Schagen and Sallie Baxendale were introduced as the two BOD members who will work as liaisons with the SLC.

The SLC asked about free SIG memberships. Skye McDonald answered that the SIG members need to be INS members because of the bureaucratic complications of having so many different members categories but they can organize some public activities.

Julie Bobholz suggested to announce the public events through the social media and Marc Norman suggested the use of the INS public calendar on the website.

Taylor Jenkin asked about the idea of involving students in the edition process of JINS.

Edward de Haan said that it is a good way to involve SLC members in society. The SLC members think that having a special issue of the JINS that is organized by the SLC might be a way to participate. The idea of Edward de Haan is that INS students learn about publishing. However, there might be complications with the extension of the issue. He asked for a specific proposal to be discussed. He also noted that it is very important to plan a long-term plan. Robin Green asked about the contents including and the training process. Skye McDonald suggested that an open access model is usually expensive for contributors. Edward de Haan said that costs might be cut with the support from many universities. Fiona Kumfor asked about the possibility of having interns for students. Ozioma Okonkwo expressed his concern about the open-access model because of the cost of publishing in these journals. He was also concerned about the issue that JINS is not probably in the position of organizing a spin-off journal.

Skye McDonald said that it is necessary to give more time to this issue and a concrete proposal to discuss.

- Publications

Edward de Haan explained that there is a proposal for the election of the incoming editor of JINS. The first proposal is to have more than one editor. This might increase the cost of publishing, but it would also make the workload more manageable. He is awaiting from some information from Cambridge as regards the finances. Marc Norman explained that INS is losing about \$20,000 a year, however the journal is worth it. Edward de Haan noted that JINS makes a profit and Cambridge is getting the profits but there are two back offices one from Cambridge and the other supported by the INS. This issue should be discussed in the future.

Having an editor that is from outside the US could increase the submissions from other regions of the world. He also suggested that INS as an international journal should look for more international submissions.

Edward de Haan raised the issue that the operational costs are too high. Alberto Fernandez mentioned the difficulty of international members to publish in JINS because their submissions were frequently not accepted. Juan Carlos Arango supported this idea saying that the information in the manuscripts from other countries is probably not relevant to the readers of the journal.

Edward de Haan noted that it is necessary to put together a search committee. He asked for a decision of the BOD on who should be the chair of that committee.

Skye McDonald said that more information should be collected and more discussion about these topics and a further consideration of this topic by the BOD.

Inclusion of the Cambridge University Project engagement. Edward de Haan said that the service might be valuable, but it is necessary to consider the cost. It would be interesting to have a presentation from Cambridge.

INS Dictionary (third edition), Edward de Haan expressed that it is a good idea and emphasized the issue of the need for it to be a multicultural document. Ida Sue Baron supported the idea of releasing a new edition of the dictionary. Jonathan Evans asked about previous experiences with crowd sourcing for the development of this dictionary. Sarah MacPherson described the model used by Cortex in which people send their contributions and then the editor decides on which contributions to include.

There was a consensus on supporting the idea. An additional concern is if the name of the society will be attached to this publication.

Marc Norman said that it is necessary a more formal proposal to evaluate the costs and other details. Edward de Haan suggested that this should be published by Oxford because of their experience in dictionaries.

- Membership Engagement Committee

Julie Bobholz talked about the membership engagement committee, social media committee and the newsletter. In 2020 there were three volumes, they are working with Stephen Rao to publish relevant articles in the newsletter. They were working on increasing the communication and social media to avoid redundancy. She mentioned that the social media committee is always working for new highlights. There has been an increase in the memberships in Twitter and Facebook. Facebook was adopted to include more members. Facebook allowed to reach people from different countries.

They are working on the classification of membership especially considering how to engage members from other regions of the world.

Lena Dobson asked about the link between INS Facebook page and the SIGs pages. This is not done yet.

- Global Engagement Committee

Natalia Ojeda noted that there are new regional representatives since last February. There is a possible new regional representative from the Philippines. The Charles Matthews Fund in Botswana was developed in a face-to-face fashion despite the pandemics, with around 50 participants. There are currently two applications and probably two more will arrive. They are working on identifying different training and clinical programs around the world. The GEC is proposing to create three awards of \$2,500 for programs in different regions of the world. They propose to monitor that the award money has been applied to the progress of the project by sending a brief report. Skye McDonald asked for a description of the already identified programs. Natalia Ojeda described a program in the Caribbean region, another one in Congo (about training of neuropsychologists), and one in Croatia about training in neuropsychology.

Juan Carlos Arango raised some concerns. He asked what the definition of the best program is. He also said that there should be requirements to apply for these awards and he also mentioned the possibility of a conflict of interest in the situations in which some members of INS might be working in these programs or regions. Shawn McClintock agreed that there should be a promotion rather than an award. Natalia Ojeda answered that the examples she provided were referred by the regional representatives. The call for these awards should be open to all regions. She added that there is no systematic way to identify these programs. The funds would go to a group and not to individuals. Skye McDonald said it should probably be named as a fund and not as an award.

Glenn Smith said it is important to consider the evaluation of the investment of the award. As an alternative he suggested to consider the inclusion of two or three years of free ISN membership or free registration to the conferences. Christian Salas noted the idea of revising the policies by which INS can help the development of neuropsychology around the world. Alberto Fernandez said this initiative is always a positive issue beyond the name or how it is organized.

Skye McDonald there is a need to define details about this project.

Skye McDonald noted that the cultural SIG is doing a similar work in terms of collecting information.

- Science Committee

Lena Dobson. They have two new members from South Africa and South Korea. They have created a directory map of international organizations that training in neuropsychology. They suggested to add, on the membership directory, a search bar where is possible to ask for neuropsychologists proficient in different languages. Marc Norman said that also it is technically possible it takes an enormous time to work on different projects for people in the office.

Lena Dobson also said that the science committee would like to have a Policies & Procedures Manual. She noted that they need directions and because the current process of its development is taking a long time, they are asking about the possibility of releasing partial indications such as elections, terms and multiple issues. Marc Norman answered that there might be a possibility of organizing a frequent asked questions document.

Lena Dobson also mentioned that SIGs are growing. Collecting information to organize the report in two weeks is very difficult, so they suggested a longer period to prepare the report. Marc Norman said that they would try to find a solution.

- Awards Committee

Christian Salas explained that he was working with Roy Kessels to collect information. The current members of the awards committee are Robin Morris, Ann Watts, Pretty Sunderaraman. There are 12 nominations, most of them went to members from the US and Australia. He expressed his concern about the low international representative of the awards, especially in Asia.

Alberto Fernandez suggested the possibility of developing of a new category for international members because of their difficulty to compete with members from North America.

Committee chairs left the room at this point.

Skye McDonald called for a vote on the slate of INS candidates.

MOTION: Ida Sue Baron. Move to accept the slate of candidates.

SECOND: Jonathan Evans

All in favor.

3- International Mentorship Initiative.

Robin Green described the key objectives of the program: 1) Connect mentees with mentors around the world; 2) Increase access to mentorship, particularly to underserved communities around the world. She also mentioned as further objectives the following: 1) to provide perk of INS membership to trainees; 2) to include post-docs shifting to junior scientist membership, who pay increased fees; 3) For mentors: Provide mentorship experience; to learn about new training environments.

She noted that the program received REB approval from University Health Network (Toronto) to launch pilot project as quality assurance initiative. They have devised a pilot project of around 10-20 pairs of mentors/mentees for program evaluation. This pilot study has been launched and it is promoted on INS website and by the SLC global outreach representatives. So far 62 prospective mentees (age 19-44) have signed up for the pilot study, most of them (35) from the USA. The next steps in this initiative are: a) to match prospective trainees with prospective mentors; b) to develop digitized program for matching process; c) to evaluate the feedback from the pilot launch; d) to launch a full-scale program as soon as possible

Sanne Schagen and Skye McDonald suggested to ask members if they want to be mentors when they renew their membership.

Meeting adjourned by the president.