

Board of Directors Meeting

BoD February 2022 Meeting: Part 1

Presents:

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

Members-at-large: Glenn Smith, Juan Carlos Arango, Desiree Byrd, Sara MacPherson, Sanne Schagen, Fiona Kumfor, Sallie Baxendale, Robin Green, Shawn McClintock.

Visitors: Natalia Ojeda, Taylor Jenkin, Taylor Greif, Derin Cobia, Lucette Cysique, Stephen Rao, Lena Dobson, Julie Bobholz, Nara Andrade, Josh Fox-Fuller, Karen Blackmon, Benjamin Hampstead, Stephen Rao, Edward De Haan, Christian Salas.

1. Apologies and welcome/ ED comments

2. President's Report

Marc Norman reminded those present to complete the conflict-of-interest forms. He thanked the work of all the staff and the committee chairs.

Skye McDonald thanked the outcoming members for their contributions (Sara McPherson, Juan Carlos Arango and Robin Green). She welcomed the incoming members (Nara Andrade, Tatia Lee and Karen Blackmon). She also thanked the outgoing committee chairs. She highlighted the advantages of the newly instigated mechanisms for simultaneous translations of the webinars and talks in the virtual meetings. She noted the collaboration in a webinar with a South American organization (SLAN).

She highlighted the change in the presidential selection process.

She noted efforts this year to expand interest in INS from professionals from other disciplines by contacting organizations from other professions (American Society of Speech and Hearing, Society for Behavior and Neurology and the American Neuropsychiatric Association).

She also highlighted the growth of number of the SIGs.

3. Reports from Committee Chairs

a. JINS- Steven Rao

Steven Rao has been JINS Editor for 9 years. His term will finish in 2023. Dr Rao opened the discussion to comments and questions. He noted that the submissions increased significantly in 2020, but in 2021 the submission numbers reverted to the more usual figures. There was a special issue in 2022, and another that came from a symposium delivered in the Denver meeting in 2020. He highlighted the work of the associated editors.

b. Membership- Julie Bobholz

There was a discussion about including the mentoring committee under the membership committee. The fact that dues payment are down was discussed. An improvement is expected in the next week as the next meeting approaches. The membership committee has been working on strategies to attract members from other countries. Julie noted the hard work done in the social media. Skye McDonald discussed benefits that could be offered to attract new members.

Glenn Smith noted that around 25% of professionals were lost in the last 5 years. He asked if there is an explanation for this member loss. Most members that dropped are from the USA. Julie Bobholz said that she would inspect the membership numbers at the end of the next meeting to check if there is a stable trend. She made clear that the numbers presented were collected in December each year.

Desyree Byrd highlighted the fact that members in training is a growing category.

Ida Sue Baron suggested investigating areas of interest to see if members are migrating to other societies because of their interests.

Sanne Schagen asked if this is a phenomenon happening in INS or if this happens in other societies as well. Julie Bobholz answered that she does not have that information.

Lucette Cysique said that the same situation happened in the Australian HIV Medicine Society. Skye McDonald emphasized the importance of monitoring this trend.

a. Mentoring- Robin Green

Robin described her proposal to develop a program to connect mentors with mentees via virtual assistance. On the Friday of the NOLA meeting, there will be an event to connect mentors and mentees. One of the main goals is to give access to members from different countries.

Skye McDonald highlighted that this could be considered an activity within the Membership committee rather than a sub-committee. Sara MacPherson asked about the characteristics of the participants in the pilot study of the mentoring. Robin Green asked that most came from the USA, and they were undergraduate.

c. Education - Derin Cobia

The education committee was mainly involved in the video archives initiative and the webinars series.

Derin noted that one of the main goals was to develop content that was valuable to members, especially those under training. An unfinished goal is to collect all the content developed by INS along the years, convert them to digital format and make it available to members.

He emphasized the importance of coordinating educational activities spread across different INS committees to avoid overlap.

Lena Dobson suggested coding the topics to make them easily organized.

Marc Norman noted that these initiatives take a huge amount of time for the staff and there is currently no system in place to work on them, but they are working to solve these issues.

Marc reminded the BoD that there are requests from the Education Committee of \$2,000 for webinars and \$1,000 for archives.

Sanne Schagen asked about ideas to coordinate information. Derin Cobia described the work done with the SLC and suggested that one person could be in charge of all the educational initiatives.

a. Continuing Education- Ben Hampshire

Ben emphasized that a challenge for INS is to decide whether his role as the CE Chair is passive, i.e. an approver of content that comes his way, or active, i.e. planning and promoting content. He suggested that all educational activities might be connected in order to provide coherent content for the CE sessions. He noted that many activities compete with each other. Better organization of these activities could result in benefits for the CE credits program. Shaw McClintock supported this idea. Marc Norman noted that these problems emerged as a consequence of all the new educational activities developed in the last two years. Ida Sue Baron emphasized the importance of coordination in these activities.

d. Global Engagement Committee- Natalia Ojeda

Natalia described the Charles Matthews workshop in the Philippines. More than 600 people attended the workshop. Another Charles Matthews workshop was postponed due to the pandemic situation and will be organized in March this year. She announced the creation of the new GEC initiative approved by the BOD to extend the Charles Matthews funds to clinical and research projects.

The Justice & Equity subcommittee has been working on a project to identify training opportunities in Saharan Africa. They also worked on a program that tries to identify racist behaviors.

She highlighted the increase of the international resources offered to members. She described the “Map of the World” joint initiative with the Science committee by which they map the development of brain studies in different parts of the world.

Marc Norman emphasized the impact of the workshop developed in the Philippines.

e. Student Liaison Committee- Taylor Greif

Taylor described the following SLC initiatives: a) webinars, (they are trying to recruit members from different parts of the world), working on a brochure that inform students about the SLC activities; b) how to become neuropsychologist initiative (in collaboration with the GEC), describing the different ways in which neuropsychologists are trained across the world; c) working on the presentation of virtual posters for the students during the NOLA

INS meeting. The SLC has also been in contact with the Clinical Neuropsychology Trainee Forum that includes members from different neuropsychological organizations.

Lena Dobson noted that there are trainees applying for the Science Committee programs from different parts of the world. She suggested that the SLC could contact them.

Ozioma Okonkwo queried the SLC budget request. Skye McDonald stated that it was for honorarium for the two meetings and food. SLC was also asking for registration waivers for SLC representatives.

Marc Norman reminded the BoD that this request should be voted on. Skye McDonald suggested that this should be addressed in next week's meeting.

f. Science – Lena Dobson

Lena informed the BOD that Elizabeth Twamley was leaving the committee. The Science committee organized a call for two trainees, and these have recently been recruited.

The Science Committee had a number of requests: a) to change the name from “Travel Awards” to “Conference Awards”, b) to adapt the Travel Awards to be suitable for either in-person meetings or virtual. When making awards to attend virtual meetings there will be 17 awards for \$350 as opposed to 4 awards for \$1,500. This approach will benefit as many members as possible; c) The Science Committee requested that the Conference Awards be awarded prior to the meeting; d) if the award was given for an in-person meeting and it is suspended, the Committee requested that there be a mechanism to give the award in a subsequent meeting rather than the awardee losing the award; e) JINS-papers award: the Science Committee would like the BOD to consider an award for the best paper in JINS; f) SIGs: the Committee asked that the Policies & Procedures manual be made available; it was also requested that the INS website be configured so that conference registrants can sign for a SIG when registering for a meeting.

The Science Committee also requested that there is a code for each SIG in order to facilitate information to the members.

It was also reported that the SIGS had differing requests to make awards. The Science Committee suggested that there need to be a consistent, organized approach to awards across the SIGs. Shawn McClintock said that it is important to organize this information and requests across all committees.

Fiona Kumfor asked about the number of members included in the SIGs. Lena Dobson answered that it is variable, ranging from 20 to 200 across SIGs.

Skye McDonald said that these multiple issues should be further discussed by the BOD.

Ozioma Okonkwo asked for a clarification around how to divide the travel awards. Skye responded that the proposal is that if the in-person meeting becomes a virtual meeting the same amount of money should be split in smaller amounts awarding more participants.

Sanne Schagen asked why it appeared from the report that some SIGS were inactive. Lena Dobson answered that this happened because some SIGs did not think that they had been given enough time to prepare the reports.

Jonathan Evans asked about how the JINS award is conceptualized. Lena answered that the intention is to find a procedure to give wider exposition to the research coming from countries in which neuropsychology is not well developed.

g. Awards Committee – Christian Salas

Christian Salas mentioned that they had 11 nominations for the next meeting. He noted the Early Career Award went to an Indian researcher. Most applications came from the USA, and Australia, one application came from Mexico and two from Austria.

Christian reported that he had approached the presidents from different local neuropsychological societies to encourage nominations from different parts of the world. Skye McDonald and Jonathan Evans reminded the BOD members of the importance of putting forward nomination for awards. They also asked that award nominations be a regular item in the BOD meeting agenda.

Marc Norman reminded that the budget approval time will be changed, and they all might be asked to turn their requests in at an earlier time during the year.

h. Publication Committee- Edward De Haan

a. CUP Engage- Jessica Bradley/ Sara Yanny-Tillar

Edward introduced Jessica Bradley from Cambridge University Press. She described the CUP Engage. She spoke about the Cambridge Engage which is a pre-print server. She introduced a

product which is a pre-print server that could be branded as INS' own. This would incur an extra cost, additional to the publishing contract. She also introduced another product called the event space. It allows interactive virtual meetings. The cost of both is based on the size of the society.

Ozioma Okonkwo asked for the detailed costs. She answered that the lowest tiered price is an annual fee of \$15,000 and a setup fee is £6,600. That includes 500 content items per year. Sarah McPherson asked about the benefits of the pre-print servers for INS members. Jessica responded that other societies were not finding a place for their papers in the free pre-print servers. In addition, having an INS server provides some control over the materials. The company offers moderators for the service.

b. David Loring – INS Dictionary

There are currently two editions of the INS dictionary, and David is interested in producing a third edition. Earlier discussions have taken place to canvas whether INS was interested to be involved in the new edition and it was suggested that a revision every 10 years was appropriate. With the new version there is also the option for an online version. David suggested that an electronic version of the dictionary might be offered as a benefit for members.

Jonathan Evans asked about the cost of providing access to this book to members. David Loring answered that he does not know the cost. Edward de Haan suggested that we approve the hard copy edition and then negotiate the electronic format with the publishers.

Glenn Smith suggested a wiki format for the dictionary, but David Loring did not support the idea because of the lack of editorial control.

c. Student led Journal

Edward de Haan raised the idea of involving PhD students in the publishing process such as a student led journal. The SLC suggested a smaller step might be to have a student led special issue of JINS and Edward agreed with that option.

d. Editor Search

The proposal for the search for the next Editor-in-Chief for JINS is that the new editor works with Stephen Rao during a transition period of six months. Edward raised the possibility of having more than one EiC in order to promote contributions from all continents. He also noted that the cost of the editorial office is not very clear, but it seems that there it is running at a loss. He suggested a review of the financial organization and the remuneration of the EiC. Skye McDonald mentioned that a search committee had been formed.

Edward also asked if it is possible to hire a candidate that is not an INS member. It was agreed that the most important attribute of any candidate was that they had the credentials to be an excellent Editor and that INS membership at the outset should not be mandatory although they would need to join the society if they were not already a member.

i. NOLA 2022 Program Chairs

- Holly Miskey
- Lucette Cysique

The main theme of the NOLA conference was to consider cultivating a new ethos in neuropsychology. The program chairs received over 900 submissions. The quality of the submissions was high. They worked on including more international members in the program committee. They also worked to highlight the work of SIGs. They organized a symposium for SIGs. There are seven plenaries, four invited symposia, twelve CE workshops, twelve poster sessions, 735 posters, twenty paper sessions, fifteen symposia and two SCL panels.

Board of Directors Meeting

BoD February 2022 Meeting: Part 2

Presents:

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

Members-at-large: Glenn Smith, Desiree Byrd, Sara MacPherson, Sanne Schagen, Fiona Kumfor, Robin Green, Shawn McClintock,

Absent: Juan Carlos Arango and Sallie Baxendale.

1. Welcome and apologies

Tatia Lee cannot attend due to the time of the meeting. Sallie Baxendale had a family emergency. No other business added to the agenda.

2. Treasurer's Report

INS is in good financial standing. New funds were invested in the more aggressive UBS accounts. There are \$70,000 in profits (according to the current stocks value). \$5,000 dollars were obtained to fund new special projects coming from these investments.

The Melbourne conference made a profit (42,000 Australian dollars) that was divided between the various societies that organized the meeting. The new bookkeeper will continue working with the INS. She has been helpful in organizing the accounts.

Skye McDonald commented on the transparency of the report and congratulated the finance and office teams for their work on this new format.

Ozioma Okonkwo raised the issue that the budget was usually used before it was approved. Another problem is the overlapping of work between the planning of the budget and the organization of the annual conferences in the last months every year.

He reported that the officers had approved to move the approval of the budget to September. The BOD should confirm this approval.

The two main sources of income are the meetings registration and the membership dues, which both happen at the end of the year/beginning of the next year. When the budget is approved in February this information is not clearly available. The financial committee suggested two options to solve these issues: 1) to move the deadlines for meeting registration and dues payment, 2) to change the start and end of the INS fiscal year from July 1st to June 30th.

Jonathan Evans asked about the synchronization of the budget approval and the fiscal year. Skye McDonald said that it might be possible to change the time for membership renewal. Sanne Schagen suggested to be careful about the timing to collect dues considering the reduction in the membership experienced during last year and Sarah McPherson agreed with her. They both agreed that most members pay their dues at the same time they register for the next conference. Glenn Smith suggested that the solution is to pick up the right time for the budget approval. Jonathan Evans proposed to approve the budget in May. Ozioma Okonkwo indicated that the problem could be solved with the assistance of the new bookkeeper in the elaboration of the budget.

The approval of the budget in September is based on the money collected between July-June of the former year, but the budget approved is for the next year.

Ida Sue Baron made clear that changing the fiscal year would need a change in the bylaws. Skye McDonald suggested not to change the fiscal year until the BOD has further consideration from the Finance Committee.

It was unanimously agreed that the budget will be approved in a BOD meeting held in September each year as decided in a previous officers' meeting.

3. Discussion regarding additional monies coming into Science conference/travel awards from gifted honoraria – OK to be used for additional awards than those budgeted?

Some presenters have donated their honoraria for the Science conference/travel awards. Skye McDonald asked if they should be included as additional awards. Jonathan Evans and Desiree Byrd spoke in favor. Glenn Smith asked when these extra funds would be awarded. Marc Norman suggested to distribute the funds in the next following two meetings. The recipients will be informed about who donated the money.

4. Discussion regarding SIGS various requests for funds.

- a. Suggest block grant (e.g. \$10,000)
- b. Suggest guidelines needed for what activities we will fund and for how much.

The SIGs were requesting funds for different activities in inconsistent ways. One option is to allocate a block of money and SIGs can apply for it (e. g. \$10,000). The other option is to further work guidelines on what activities will be fund.

Ida Sue Baron suggested that payments to SIGs be deferred until a more complete understanding of SIG functioning could be reviewed, as a Task Force would be considering this and other aspects of SIG function. She supported the proposal that a block of \$10,000 as suggested be added to the budget so the money would be available during the coming year should there be allocation to the SIGs in response to proposals.

Glenn Smith agreed with this. Sarah McPherson suggested to equalize the payments for the different activities that are paid by the SIGs.

It was decided that the issue needed much discussion and analysis. No funds will be allocated at the moment.

Marc Norman suggested that it should be decided if the \$10,000 will be allocated in principle in order to be included in the budget.

MOVE: Skye McDonald. To approve the budget with the addition of an initial amount \$10,000 for the SIGs allocation to be decided.

SECOND: Ozioma Okonkwo and Robin Green

All in favor.

5. Executive Director's Report

- The office is working to increase the efficiency. There was a call from the Cultural Neuropsychology Council, Marc Norman was appointed as delegate. The organization is still in the process of organizing its activities.
- There is already a draft of a Policies and Procedures manual. It is under review for editing, consistency and wording correction. A large piece of that manual will refer to office policy.
- Colleagues from Cameroon are attending the conference hosted by INS. They will have active participation in the next INS meeting.

- Navigating Neuropsychology is a very popular podcast in neuropsychology.
- The Barcelona meeting is moving forward. A venue for the 2024 mid-year meeting is needed.
- The registration number are over 1400 for the NOLA conference.

6. JINS Editor Search – one editor or two? (Edward de Haan joined the BOD for this discussion)

JINS will be appointing a new editor starting in 2023. A committee has been appointed to search for a new editor. The committee members will be: Gerry Taylor (chair), Edward de Haan, Vicki Anderson, Greg Brown and Tatia Lee.

Edward de Haan noted that there are good examples of journals that work with two editors. He also noted that a good reason to select two editors is that the JINS might be looking to attract paper from other parts of the world. In addition, having a second editor might make easier the process of acceptance/rejection of some special papers. Skye McDonald asked about how to afford two editors. Edward de Haan answered that there is no clear information on how much money Cambridge is making with JINS.

Marc Norman said that INS gets some funds from Cambridge in royalties every year, but the INS must pay the expenditures: the editor and the associate editors. It is not clear how much money the INS is losing/earning from this deal. Alberto Fernández asked if it is possible to determine how much money is made from the journal considering that printed individual subscriptions are very few nowadays. Edward de Haan emphasized the need to consult with someone who has more information. Currently the JINS editor is being paid \$20,000. There are additional \$20,000 for the associate editors. Sarah McPherson asked how much INS is making in royalties. Ozioma Okonkwo answered that for the past year INS made \$3,000-\$4,000.

Glenn Smith proposed that the editor receives a basic wage plus an additional sum extracted from the royalties received from Cambridge. Marc Norman answered that since INS has no control on the royalties it is very difficult to make an informed decision.

Edward de Haan suggested that the secretariat work is double payment since INS is already paying to Cambridge.

Robin Green asked about the possible negative consequences of having two editors. Edward de Haan noted that there are more advantages than disadvantages.

Ida Sue Baron mentioned the system that was in action when she was an associate editor stipulated a fixed amount of money from the publisher for all associate editors, and each was paid based on the number of reviews completed by each.

Skye McDonald said that what is currently paid to the EiC would be split in two in the case there are two editors.

Sanne Schagen asked about the length of the term of the editor. Marc Norman answered that it is 5 years. In general, everyone is in favor of selecting two editors. Sanne Schagen suggested that people could apply in pairs.

Edward de Haan asked if they both need to be INS members. Alberto Fernández suggested that this is not a problem since they would become INS members after being selected.

Marc Norman noted that the remuneration is an issue that should be open to negotiations with the candidates. It was agreed that the search committee should look for an editor with a broad regional representation.

7. Collaboration between the International Cancer and Cognition Task Force and INS 2023 meeting in San Diego –

Sanne Schagen previously asked permission to organize a collaboration between International Cancer and Cognition Task Force and INS in 2023, but because of the Covid situation changed the plans this event probably will not take place.

8. Endorsement of program co-chairs for New York 2024– Cady Block and Rune Nielsen

MOTION: Skye McDonald. To accept Cady Block and Rune Nielsen as co-chairs for the New York meeting in 2024

SECOND: Shawn McClintock

All in favor.

9. Endorsement of Sakina Butt as program co-chair for San Diego

MOTION: Skye McDonald. to accept Sakina Butt as program co-chair for the San Diego meeting in 2023

SECOND: Ozioma Okonkwo

All in favor.

10. Endorsement of new newsletter editor/s?

There is a need for a new newsletter editor. Although some members were contacted, they did not accept the offer. Cady Block will continue contacting possible candidates.

11. Minnesota Conference re training Guidelines- should we send nominees and who?

There are two levels of delegates (organizations and self- nominations). There was a call, twelve candidates volunteered as nominees to attend this conference as INS delegates.

The BOD needs to decide if there will be nominees from INS and if the answer is yes then it is necessary to select two candidates.

Jonathan Evans and Shawn McClintock supported nomination of delegates. Desiree Byrd asked what the dynamics of their participation was. Marc Norman answered that the role of the nominees is not very clear. Ida Sue Baron noted that the former delegates reported to the INS about their experience.

Desiree Byrd said that if it is decided to send delegates, then INS should set some priorities to guide these delegates.

Sanne Schagen suggested that sending a BOD member might be a good idea and Ida Sue Baron supported the idea.

Robin Green said that this could be a good opportunity to send a colleague from a region in which INS is interested in promoting neuropsychology.

Jonathan Evans suggested to nominate someone who is knowledgeable about the training models outside the USA. Sarah McPherson supported the idea.

Glenn Smith volunteered to participate as delegate to this meeting based on his experience in training models in neuropsychology.

MOTION: Skye McDonald. Move to send delegates to the Minnesota conference.

SECOND: Jonathan Evans

All in favor.

Marc Norman made clear that he was invited to participate in this meeting prior to the INS invitation. However, he will consider this invitation independently of the INS participation, and he is not looking to be considered as INS delegate.

Glenn left the room and was it discussed if he would be appointed as delegate. The second candidate could be Ingram Wright from the UK.

It was agreed that Glenn Smith and Ingram Wright will be nominated as delegates. These delegates were selected by majority but not unanimous voting.

The members that did not vote for them made clear that they were not against the candidates, but they thought there should be candidates more representative of diversity.

There were concerns about these candidates in terms of representing diversity so it was decided that a third candidate might be selected. Desiree Byrd, as a possible third candidate, asked for a couple of days to consider her nomination. Everyone agreed on this decision.

12. INS publications - Ida Sue Baron & Sallie Baxendale

Since Sallie Baxendale was unable to attend this meeting, this item was deferred.