

## **International Neuropsychological Society Board of Directors Meeting**

March 3 (4), 2022, 4 - 6 PM EST

### Present:

Officers: Ida Sue Baron (president), Jonathan Evans (incoming president), Alberto Fernández (Secretary), Ozioma Okonkwo (Treasurer), Skye McDonald (past president),

Members-at-large: Karen Blackmon, Fiona Kumfor Glenn Smith, Nara Andrade, Sanne Schagen, Shawn McClintock, Sallie Baxendale, Marc Norman, Tatia Lee.

Absent: Desiree Byrd

### **1. Call to order, Welcome, Introductions**

Ida Sue Baron welcomed everyone and especially the new Members-at-Large, Nara Andrade, Karen Blackmon, and Tatia Lee. She acknowledged the honor and responsibility associated with becoming President of INS in her 50th year of membership. She addressed the importance of understanding fiduciary responsibility, and the legal and ethical trust placed in the Board of Directors by the INS membership to be responsible and to manage INS well and transparently. She encouraged familiarity with the INS Bylaws, the rules of our not-for-profit corporation that have to be followed unless the membership votes to make a change.

### **2. Approval of Minutes**

**MOTION: To approve the minutes from the BOD meeting in February 2022.**

**Motion by Alberto Fernandez**

**Seconded by Jonathan Evans**

**Sallie Baxendale asked if she could vote considering that she was not present in that meeting. She was answered that she could vote if she wished to.**

**Motion approved unanimously; all in favor, none opposed**

### **3. Treasurer Report**

The finances are in good standing including the UBS investments. There are no significant changes as compared to the last report in February.

### **4. Executive Director Report**

- A. Policies & Procedures
- B. 2024 Conference Site Selection Update

Marc Norman explained that the committee submitted a draft of the Policies & Procedures (P&P) manual which is under revision now. There is a sub-issue about financial, accounting and travel matters that needs to be reviewed. Most of the manual is dedicated to office policies. Marc Norman asked for a direction on how to deal with this revision to make it consistent across committees and subcommittees. He also asked about the timeline. Ida Sue Baron noted that there were many questions about the P&P manual, thus it needs to be finished as soon as possible. Marc Norman explained that the revision is focused on the consistency, especially on the terminology.

Ida Sue Baron suggested that all BOD members read this manual. Marc Norman explained that there is no a predetermined plan, and one option is to divide the documents in parts and analyze it in different BOD meetings. Ida Sue Baron proposed that she and Marc discuss the P&P, analyze them and then decide.

Marc Norman indicated that the world congress planned for 2024 was suspended, therefore a new venue is needed for 2024. He explained that a site selection committee was never formally appointed, but a selection informal group. The venue options usually go back to the BOD for a voting. Two current potential options are Ireland and Vienna.

Marc Norman asked about the possibility to discuss the executive sessions. Ida Sue Baron said there would be a discussion about this issue before it happens.

Glenn Smith asked about the obligations after cancelling the Vienna meeting in 2020. Marc Norman answered that a force major was in place, and although there was no need to pay penalties according to the contract, the BOD decided to approve a small payment for the expenses the company had done.

Ida Sue Baron wanted to highlight the good work of Marc Norman and the office had done in dealing with these issues.

## **5. New Initiatives and Presidential Appointments of Chair, Task Force, and Subcommittee Positions**

- A. Chair of Education. Sarah MacPherson was appointed early as Chair of Education to allow for a transition. Her 3-year term officially began on 2/1/2022.

The major task of the Chair of Education is to organize the educational activities organized by INS. Marc Norman asked about the term start and finish. Ida Sue Baron answered that she checked the website in which it says that the term starts on February 1<sup>st</sup>, 2022. Marc Norman replied that it is an error on the website, because the term of Chairs ends at the end of the annual meeting.

- B. JINS Editor-in-Chief Search Committee Chair and members.  
Appointment of H. Gerry Taylor as Chair of the JINS EIC Committee, and Vicki Anderson, Greg Brown, Tatia Lee, and Daniel Mograbi as committee members.

Since this committee was not voted in the last meeting Ida Sue Baron noted that there is a small change, Daniel Mograbi is a member and Edward de Haan is not. Marc Norman stated that only the Chairs need to be approved by the BOD. The committee members do not need this approval.

**MOTION: Move to appoint Gerry Taylor as committee chair as the JINS Editor-in-Chief committee and his members of this committee: Vicki Anderson, Greg Brown, Tatia Lee, and Daniel Mograbi.**

**Motion by Ida Sue Baron**

**Seconded by Glen Smith**

**Abstain: Tatia Lee**

**All the rest is in favor.**

- A. Task Force on Special Interest Groups. Glenn Smith, Chair; Karen Blackmon, member

Ida Sue Baron asked Glenn Smith to comment on this task force. He highlighted the challenge that represents the rapid growth of the SIGs. Ida Sue Baron and Glenn Smith had a meeting to discuss some of the options about how to go ahead. He raised the issue about the structure of SIGs communication.

- B. Task Force on Membership Communication. Fiona Kumfor, Chair

Fiona explained how she worked with other committees looking for a way to improve communication between them. Nara Andrade asked if she could join the group that Fiona Kumfor is organizing. She was welcomed.

Ida Sue Baron noted the concern of some members about lines of communication.

- C. Task Force on Policy and Position Paper Endorsement. Sallie Baxendale, Chair

Sallie Baxendale conducted a search on articles endorsement models in other organizations. She noted that some have produced some guidelines. The goal is to organize the criteria for deciding the level of endorsement. Sallie Baxendale is planning to gather a group of members to prepare these criteria.

Jonathan Evans mentioned that some members of the cultural SIG are producing an annotation of the International Testing Committee guidelines for neuropsychology. He noted that this is one of the opportunities in which a decision will be needed regarding endorsement.

- D. Task Force on Awards, Shawn McClintock, Chair.

Ida Sue Baron mentioned the need to discuss about the structure of awards. Shawn McClintock explained the new awards that could be implemented. There is a search to find ways to improve the process of awards. Sanne Schagen offered to collaborate with this group.

Ozioma Okonkwo asked about a possible overlapping. Shawn McClintock answered that there could be recommendations to improve the process.

#### E. International Membership Growth

Ida Sue Baron recognized the work of Tatia Lee in creating the Chinese Clinical Neuropsychology Society. She spoke about the possible connection of INS with this organization. She also commented on the ideas of GEC to improve the offer to international membership. She thanked to all that volunteered to work on these committees.

Sanne Schagen asked is Julie Bobholz reported information on the status of the membership.

Ida Sue Baron answered that there was some initial information indicating that there was not a significant improvement in the numbers. She explained that Julie Bobholz and Natalia Ojeda are working together on this topic.

### **6. Committee & Subcommittee Proposed Changes (Baron)**

- A. Nominations
- B. Operations
- C. Mentoring
- D. Continuing Education
- E. Special Interest Groups

Ida Sue Baron mentioned that, in her opinion, some committees are not placed in the right place. She opened the discussion about this issue.

Nominations committee: in her opinion the past president should not be the president because of a possible conflict of interest. She said that it should be the past-past president. She proposed that this committee should be made a standing committee. Marc Norman warned about the possible financial consequence of this decision since committee chairs are invited to meetings. However, this chair may not necessarily be invited to the BOD meeting.

Ozioma Okonkwo said that it is not clear why some standing committee chairs are invited while others are not. He warned that increasing the standing committees might raise the number to nine and that would be too much burden for the finances.

Fiona Kumfor said that by expanding the standing committees the lines of communication could be worsened.

Marc Norman indicated that in the past the nomination committee reported to the executive office, and it has a different structure to the rest of the committees.

Marc Norman asked about the officers' meetings. Ida Sue Baron answered that since there are more BOD meetings scheduled the officers' meetings will be discontinued.

This discussion was deferred.

**MOTION: Move to make the nominations committee a standing committee.**

**Motion by Ida Sue Baron**

**The motion was withdrawn.**

Operations Committee:

The operations committee expired in last February. It was proposed to extinguish the operations committee. Marc Norman clarified that this was a task force that evolved to a committee but was not really a committee.

**MOTION: Move to discontinue the operations committee from the standard structure operations and leave the operations under the executive office.**

**Motion by Ida Sue Baron**

**Seconded by Ozioma Okonkwo**

**Motion approved unanimously; all in favor, none opposed**

Mentoring:

Ida Sue Baron highlighted the work of Robin Green. She proposed to make it a subcommittee.

Ida Sue Baron and Marc Norman highlighted the work of this initiative. Nara Andrade also highlighted the initiative and supported it.

Ida Sue Baron proposed to defer the decision after further consideration.

Continuing Education:

Ida Sue Baron proposed that this committee be moved to a standing committee because the contents do not seem to fit the education committee.

Alberto Fernandez noted that CEs are very specific for American members. Glenn Smith answered that it is important considering his value as a source of revenues.

Ozioma Okonkwo asked about the role of the CE committee considering that the CE is usually focused only on the meetings activities. Ida Sue Baron said that the CE committee, if modified, could offer activities to international members. Skye McDonald expressed that the CE should be integrated into the Education committee.

Ida Sue Baron proposed to defer the decision for further consideration.

**MOTION: Move to make the continuing education a standing committee.**

**Motion by Ida Sue Baron**

**This motion was withdrawn.**

Special Interest Groups:

There are currently 12 SIGs. Considering this large number, it was proposed that they become a standing committee, independent from the Science committee.

Alberto Fernandez said that this proposal would face the same issues expressed with former proposals of standing committees: financial costs and communication problems. Glenn Smith answered that the communication structure is already not working and also that some of the activities of the SIGs are outside the scope of the Science committee.

**MOTION: To move that the existing SIGs subcommittee be made a standing committee reporting to the BOD.**

**Motion by Glenn Smith**

**Seconded by Shawn McClintock**

**Motion approved unanimously; all in favor, none opposed**

## **7. Compliance: Organigram**

This item was deferred.

## **8. 360 Reviews**

Ida Sue Baron explained that it is an obligation to make a review of the personnel (ED and the office staff). The review is needed for the Editor-in-chief, the nav neuro and the CE chair. It is about an objective opinion of how the organization is working from the perspective of an independent committee. The feedback goes back to the BOD. Ida Sue Baron noted that it is a time-consuming process but also a very constructive one. She also highlighted that there were only 3 ED in the 50 years of INS. She emphasized that it needs to be done now because it takes a long time, and it is necessary to do it before it is time to decide on the renewal of the contract of the ED.

Marc Norman explained that there was an independent review some time ago. He also explained that it is not a requirement although it can be good to do it.

Skye McDonald agreed that it is a good idea to conduct a review. She highlighted the work of Marc Norman. She also asked if the work of Ben Hampstead is also going to be reviewed. Ida Sue Baron asked that he is not due for a review yet.

Sanne Schagen asked what the criterion is to consider that the result is positive or negative. Ida Sue Baron answered that Margaret O'Connor said she would be doing an informal review, but Marc Norman and Skye McDonald said they did not remember Margaret O'Connor expressing that. Ida Sue Baron mentioned that there is a formal procedure to run the review called 360 feedback.

Skye McDonald and Shawn McClintock said that they needed more information about the review process.

Ida Sue Baron explained that the chair of the committee should select two people and the results of the review should be communicated to the BOD. She emphasized that they would be reviewing the system and not the people. Jonathan Evans asked about the positions under review. Ida Sue Baron answered that they would be Marc Norman's and then possibly the CE Chair's.

Tatia Lee expressed that the BOD should decide if they want to have this review and then, if the review is approved, decide about the committee

Sallie Baxendale asked if the review is about the system or the persons. She also mentioned that the 360-review process is a very personal one.

Glenn Smith said that it is a responsibility of boards to review the functioning of the office of the organization.

Sanne Schagen said that it is necessary to know the procedure before deciding on doing the review. Fiona Kumfor asked if when people are appointed to their positions in the organization



they are advised that this revision will be done. Ozioma Okonkwo and Alberto Fernández emphasized the need of a clear procedure before voting.

Ida Sue Baron proposed to further considerate the idea and getting more information. She asked if the BOD agreed that this is generally beneficial for the organization. Skye McDonald indicated that this was a very general statement, and more details are needed before making a decision. Jonathan Evans agreed that more details are necessary.

Sanne Schagen remarked the need for more information on the instrument that would be used for the review.

Ida Sue Baron proposed the creation of a task force. Skye McDonald and Jonathan Evans volunteered to work on collecting information on how to make the review.

#### **10. Future Conferences**

- A. Barcelona and San Diego
- B. Taiwan and New York

This item was deferred.

#### **10. Special Interest Group Approval Request: Movement Disorders**

This item was deferred.

#### **11. Dementia SIG Initiative**

This item was deferred.

#### **12. Sociedad Latinoamericana de Neuropsicología (SLAN)**

Financial request.

This item was deferred.

#### **13. Executive Session**

This item was deferred.

Ozioma Okonkwo mentioned that the bookkeeper would be present in the next meeting.

#### **14. Adjournment**

Ida Sue Baron adjourned the meeting.

Respectfully submitted,

Alberto Luis Fernández, PhD

INS Secretary