

Agenda
International Neuropsychological Society
Board of Directors Meeting
May 12 (13), 2022; 5 - 7PM EDT

Present:

Officers: Ida Sue Baron (President), Jonathan Evans (President Elect), Alberto Fernández (Secretary), Ozioma Okonkwo (Treasurer), Skye McDonald (Past President),

Members-at-large: Karen Blackmon, Fiona Kumfor Glenn Smith, Desiree Byrd, Sanne Schagen, Shawn McClintock, Sallie Baxendale, Tatia Lee.

Executive Director: Marc Norman

Absent: Nara Andrade, Tatia

1- Compliance Document

Ida Sue Baron welcomed everyone and explained her agenda. She invited the Finance Committee to participate in the meeting. She explained that she had corrected the organizational chart and opened the discussion about this issue. Marc Norman noted that in previous organigram the committees reported to the officers but in the new organigram the officers are removed from it and the committees report directly to the BOD. He also explained that the BOD that officers are included in the Bylaws.

Jonathan Evans asked if the role of the officers was to work with different issues in between BOD meetings. Marc Norman answered that the role of the officers should be made explicit. Sanne Schagen said that the BOD should consider the consequences of this change.

Desiree Byrd asked about the advantages and disadvantages of this change. The officers meeting started in 2013. Ida Sue Baron explained that she was concerned about the officers' meetings. She said that the officers should report to the BOD but some things that were

discussed in these meetings were not reported to the BOD. She said that these changes would not be significant. She also expressed that the box including “officers” could be included if the BOD think that should solve the problem.

The officers’ meeting discussion was discontinued to give place to the invited speakers.

Invited Presentation by Shalaun T. Howell, CPA Finance Committee members invited: Bruce Hermann, Debora Scheffel, Olivier Piquet

Shalaun T. Howell, Bruce Hermann, Olivier Piquet entered the room. Debora Scheffel did not attend the meeting. Shalaun Howell shared her screen. She introduced her firm and then explained the fiduciary duties of the BOD: adopting good policies, and make sure there are adequate resources to advocate the mission. She mentioned duty of care, duty of loyalty and duty of obedience. She focused on the financial responsibilities and explained the financial reporting internal control model.

Bruce Hermann said that this was a good presentation because treasurers always did their work ignoring all this information which exposed them. Desiree Byrd asked about the costs of the additions. Shalaun Howell explained that the contract is \$781 dollars a month.

Glenn Smith explained the problems with the budget timelines and asked if it is related to the financial structure of the organization and asked for advice. Shalaun Howell explained that studying the budget in June is very early, but it is difficult to project at that time. Ozioma Okonkwo explained that that the budget approval will be moved to September beginning this year.

Bruce Hermann asked for Shalaun’s opinion about the utility of audits. She said that the fees of the audit can be reduced by reducing the problems that appear. She also explained that the audits should be reduced. Bruce Hermann asked what a reasonable cost would be to what she answered that it would be \$8,000. Ozioma Okonkwo explained that at present it is \$12,000 so the auditors could be changed.

Ozioma Okonkwo explained that the contract with Shalaun Howell involves time dedicated to explaining the BOD members this information and highlighted her work.

2- Minutes

Glenn Smith moved to approve the minutes of the March meeting as amended. The motion was not seconded. Ida Sue Baron deferred the motion. A discussion followed about how to handle the minutes issue. There was a disagreement on how to handle them. Glenn Smith withdrew his motion for the approval of the minutes.

3- NavNeuro Contract Renewal

Ozioma Okonkwo explained that he was asked to review the financial arrangement with NavNeuro. He explained that in 2020 NavNeuro was paid \$15,000 as a flat fee and the revenues coming from the CE's would be split. The revenues from the CE were \$5,826, thus INS received \$2,913. NavNeuro made a total amount of \$17,913. In 2021 NavNeuro received a flat fee of \$7,500. The profits would be split as follows: INS would receive 30% (\$3,938) whilst NavNeuro would get 70% (\$12,039). In 2021 NavNeuro made a total amount of \$16,030. The treasurer and the financial committee concluded that NavNeuro is a very good service, but the contract is not fiscally viable.

Marc Norman disagreed that the contract is not viable. He explained that based on the trajectory in CEs income in 2021, the amount of income is close to break-even or revenue positive position, and 2022 may have greater income based on the trajectory. He also explained that obtaining revenues from this contract is not the only goal since NavNeuro brings other benefits. Glenn Smith asked if the INS has exclusivity as regards the financial benefits. He also asked If there is a possibility to renegotiate the deal to get more revenues from making their product more visible. Marc Norman answered that the contract is exclusive, and it can be re-negotiated in the future.

Jonathan Evans said that there could be a one more year trial considering the expected trajectory. Ozioma Okonkwo explained that the finance committee advised a re-negotiation.

Marc Norman reminded the BOD that they approved the budget for this year.

Fiona Kumfor said that if it were a real service to INS member, she would support the idea of continuing the podcast for one more year.

MOTION: Move to continue with the contract with NavNeuro as it is for this year and review it the next year.

Motion by Fiona Kumfor

Seconded by Ozioma Okonkwo.

Motion approved unanimously; all in favor, none opposed

4- Minnesota Update Conference Financial Request

Ida Sue Baron said that this conference was organized by 17 organizations. Other organizations have committed funds. The BOD should decide if INS will contribute with funds for this conference and, if it is decided to contribute, they should also decide the amount. Marc Norman explained that he was nominated to attend to this meeting by another organization. Desiree Byrd withdrew his name for consideration as delegate because of personal issues. Ida Sue Baron also explained that other big organizations offered between \$30,000 and \$40,000. Alberto Fernández and Sanne Schagen expressed that it is a significant amount of money dedicated to this activity. Marc Norman expressed that the money will be distributed between 90 attendees.

Fiona Kumfor asked Ozioma Okonkwo his opinion from the treasurer's point of view. Ozioma Okonkwo agreed that 10% of the incomes (as suggested by the organizers) would be too high. The 10% would represent around \$100,000, but he thinks that between \$30,000 and \$40,000 would be appropriate.

Jonathan Evans made clear that that INS should contribute. He said that the contribution should be at least for the two delegates. All the present agreed that INS should contribute. Jonathan Evans said that although the guidelines have an international approach it is basically dedicated to USA attendees. Ida Sue Baron highlighted that 80% of the INS members are from North America. Glenn Smith answered that several aspects are multinational, multicultural and bilingual. He also asked for advice from the BOD about the approach regarding the models of competency training models.

Sallie Baxendale asked how much is \$30,000 for the INS budget. Marc Norman explained that these funds should be taken from reserves. Ozioma Okonkwo agreed.

MOTION: Move that INS makes a contribution of \$50,000 to the Minnesota Update Conference.

Motion by Ozioma Okonkwo

Seconded by Tatia Lee

Motion approved unanimously; all in favor, none opposed

5- Education Committee Financial Request

The Education Committee is requesting a fifth annual webinar. Ida Sue Baron proposed that this was a Presidential Invitational Webinar in which the president could invite a speaker. The Committee agreed to have a Presidential Invitational Webinar in next December. The webinar is not funded yet and it requires \$500. The Committee is requesting the BOD decision on two topics: a) approve the fourth webinar organized by the Student Liaison Committee, and b) approve a payment for the presidential webinar.

MOTION: Move to approve the organization of the fourth webinar by the Student Liaison Committee and to approve the \$500 for the expenditure of the Presidential Invitational webinar.

Motion by Jonathan Evans

Seconded by Glenn Smith.

Motion approved unanimously; all in favor, none opposed

6- Sociedad Latinoamericana de Neuropsychologia (SLAN) Financial Request

Ida Sue Baron made clear that she was in favor of this initiative, but she was not comfortable with the fact that she was among the speakers. She also expressed that the BOD should not pay the INS president since she was not designated to do something specific for INS in this meeting. She asked to be excluded from the potential list of speakers.

Marc Norman explained that SLAN was asking for three speakers from INS to participate in their meeting this year. He also explained that INS historically has paid for similar initiatives. Ida Sue Baron, Jonathan Evans and Celiane Rey-Cassery were initially proposed as potential speakers. Ida Sue Baron and Jonathan Evans declined to participate.

Ozioma Okonkwo commented that when INS invite speakers the organization usually pays for these speakers. He asked if the same principle should be applied in a case like this. Fiona

Kumfor supported the request based on the fact of the reduced financial possibilities of organizations in South America.

MOTION: Move to approve up to two INS members to attend the SLAN meeting using the financial model of reimbursement applied to the INS BOD members.

Motion by Glenn Smith

Seconded by Fiona Kumfor

Motion approved unanimously; all in favor, none opposed

Adjournment

Respectfully submitted,

Alberto Luis Fernández, PhD

INS Secretary