

AGENDA
International Neuropsychological Society
Board of Directors Meeting
July 5, 2022
Barcelona, Spain

Present:

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

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

Executive Director: Marc Norman

Welcome and Introductions

Ida Sue Baron started the meeting and welcomed all those present.

Secretary Report

MOTION: Move to approve the report of the INS Secretary Report.

Motion by Alberto Fernández

Seconded by Ozioma Okonkwo.

Motion approved unanimously; all in favor, none opposed

Treasurer Report

Ozioma Okonkwo thanked the members of the finance committee. Overall, the INS is in good financial shape. There is close 2 million in the INS accounts. The auditor completed the Audit about one month ago. There were no issues with the Audit. The New Orleans virtual conference produced profits of \$134,000.

Because of the changes in the global financial changes there were losses in the UBS investments.

There is no new business to inform for this year.

Ida Sue Baron praised the work of the treasurer, the financial committee, the INS office and thanked all of them.

Sanne Schagen asked if the profit made out of the New Orleans conference includes the penalty paid for the change from in-person to virtual meeting. Desiree Byrd noted that the expenses for the New Orleans were higher than for San Diego. Marc Norman explained that the increase is due to the penalty paid.

Executive Director Report

Marc Norman noted that the BOD has a fiduciary responsibility. He recommended that BOD members should all vote in one way or another and not to abstain. He reminded

the policy for reimbursement. Next, he described the work of the companies that were working with INS to organize the meetings.

The next meeting in San Diego is scheduled. The registration will be opening soon.

The meeting after that will be in Taiwan. Marc Norman thanked Maiko Sakamoto, and Jonathan Evans.

The Taiwan meeting will be different since the Taiwanese will take all the responsibilities. He explained that there is no financial risk for the organization, but that there are not potential financial gains.

Sanne Schagen asked if there is a good cancellation policy. Marc Norman answered that we do not have that information.

Alberto Fernández asked what are the costs that the INS should cover in the organization of this meeting. Marc Norman answered that there are expenditures associated with the BOD and awards that should be paid by the INS.

Marc Norman explained that the BOD meeting budget is not the same as the meeting budget. Glenn Smith asked if the Taiwan meeting will be a hybrid meeting. Desiree

Byrd expressed that a hybrid model would be always convenient. Marc Norman answered that it may not be convenient. The hybrid model might be harmful for the American meetings because people would not attend, and the rooms would not be occupied. As a consequence, the INS would cover the cost of the vacant rooms.

Ozioma Okonkwo asked about the reconsideration of the room block that INS is guaranteeing to be occupied. Marc Norman explained that if the cost of the room block is lowered then there will be an increase in the food and beverage cost.

Glenn Smith suggested that because the INS is in good financial situation and the members would like a hybrid model then the organization could make a strategic plan to move to a hybrid model. Ida Sue Baron supported this idea.

Skye McDonald suggested a recorded format because there is no great value in live sessions especially in places like Australia. Marc Norman noted about the importance of these meetings for strategic engagement reasons.

The mid-year meeting of 2024 is still a work in progress: possible venues are Ireland or Iceland. The 2025 annual meeting will be in New Orleans.

Marc Norman explained that INS staff are employed by the university. The university approved an increase for them.

Barcelona Program Chair Report

Ida Sue Baron thanked Natalia Ojeda for her work for the Barcelona meeting. Natalia Ojeda reported that there were over 500 people registered, 415 submissions, 6 plenary keynote speakers, four 3-hours CE credit workshops with 127 attendees, 12 symposia (5 invited symposia, among them FANPSE, Consorcio, ALAN, HNS and the French Neuropsychological Society), 26 paper sessions and 5 poster sessions (251 posters). She highlighted the cooperation between INS and the other organizing societies. She also explained that there have been three INS meetings in Spain, including a previous one in Barcelona in 1987.

Ida Sue Baron thanked for the enormous effort made by Natalia Ojeda and the rest of the organizers. Marc Norman highlighted the work of Natalia Ojeda that was able to organize the meeting in less than one year.

Ozioma Okonkwo asked if the 43% of non-members that were registered were members in the past. Natalia Ojeda answered that most of them were not members before. Ozioma Okonkwo suggested that they are contacted after the meeting by the membership committee. Marc Norman warned that there are some legal restrictions to share databases.

Science Committee

Lena Dobson explained that the science committee is working to include research lab information from different countries and regions. They have created a Google form. They are also trying to identify local contacts and trying to contact as many INS members as possible. The Science Committee is collaborating with the Global Engagement Committee in this regard. Ida Sue Baron asked about what they expect from the BOD to consider. Lena Dobson answered that the BOD could provide guidelines as what INS needs to evaluate and how much freedom the committee has to operate. She also suggested that a search bar should be added to the INS website that allows to search by language.

Jonathan Evans said that this should be a resource for trainees. Lena Dobson answered that it would be a resource not only for early career members, but it would allow exchange between different research groups across the world.

Ida Sue Baron asked if there is someone on the BOD willing to work along with Lena Dobson and the science committee. Karen Blackmon offered to work on this.

Christian Salas explained that he and Lena Dobson had a meeting with Stephen Rao, and they decided that they would only invite the recipients of the early career, mid-career and lifetime awards to submit to the INS journal. Ida Sue Baron explained that some of the submissions of students and early career were not accepted so she asked for a review of how this issue can be dealt on with from now on. Jonathan Evans asked about the constraints for these articles. They thought of creating a special category for submissions for the awards. Marc Norman reminded the BOD that the editor is free to accept the submissions independently of the opinion of the BOD.

Glenn Smith and Alberto Fernández expressed their concern that the invited submissions are not accepted in JINS. Alberto Fernández suggested that invited authors should be make clear that their articles' publication will depend on the acceptance of the editor.

Ida Sue Baron suggested that Christian and Stephen Rao review this proposal.

Education Committee

Sara MacPherson thanked for the approval of the new webinars. She explained that managing the SIGs is difficult so the committee proposes that webinars are coordinated: the SIGs should offer only one webinar with CE credits per year. They can offer other webinars but without CE credits to avoid the work overload for the committee. The committee also asked that the webinars be planned one year ahead and to avoid the overlap between the webinars and the regular INS meetings.

Ben Hampstead noted that the CE committee is more a passive reactive committee rather than a committee proposing a coherent program. He proposed that SIGs have a more important role during the annual meeting. He also suggested that the CE's offered by the SIGs are open. He expressed that they should have a more active than passive role by making decision on the organization of the webinars and filling gaps. Ozioma Okonkwo suggested than programming webinars with one year of anticipation might be difficult. He also noted that there is an information overload to our members. Sanne Schagen asked about the number of webinars across SIGs. She also asked if all SIGs are using the same platform to host webinars. Sara MacPherson answered that they all use Zoom.

Marc Norman emphasized how much work the organization of the SIGs means for the office.

The proposal is that proposals for webinars are delivered within the annual report.

MOTION: Move to approve the policy as delineated in the committee education report.

Motion by Glenn Smith

Seconded by Jonathan Evans.

Motion approved unanimously; all in favor, none opposed

Taylor Jenkin explained that the Student Liaison Committee is trying to recruit student representatives. Around 80% of the representatives are from the USA. She asked for suggestions to involve more students from other world regions. Ida Sue Baron suggested contacting those organizations that signed Memorandum of Understandings (MOUs) with the INS.

Sanne Schagen suggested that BOD members contact regional organizations.

Policy and Position Paper Endorsement

Sallie Baxendale presented several models used by different organizations regarding the policy and position for endorsements. She recommended that INS should look into these systems and consider: a) a pragmatic work load, b) principles for endorsement/affirmation, c) a flow chart for decision making on applications for endorsement and, d) the involvement of SIGs and JINS. She suggested the creation of an INS committee to start discussing this topic. This committee should suggest a format and present it in next September. Glenn Smith offered to work on this along with Sallie Baxendale.

Desiree Byrd suggested to consider if the INS is able to absorb this task considering the effort it takes.

Publications Committee

(Nara Andrade left the room at this point). Edward de Haan explained that the number of submissions to the journal has decreased but he thinks this trend will change. The committee is working on finding a new Editor-in-Chief for JINS. There have not been many candidates. Edward de Haan thinks a person with editorial experience is necessary. He also expressed that the service that Jessica, from Cambridge, offered in the last meeting was very expensive.

He brought up the issue of having a special number run by young colleagues. He described an example of a current journal run by students.

INS dictionary: the proposal of a virtual version seems to be very expensive, so they are more inclined to a traditional paper version. They are waiting for the information from publishers.

In his opinion the information from Cambridge regarding JINS is not clear. INS is paying for the Editor and office work, but it is not clear if Cambridge is also making any payment as well. He suggested to start early to prepare the re-negotiation with Cambridge and to start preparing the details for a new arrangement for which professional advice could be necessary. INS was approach by Frontiers.

SIGs: Policies and Procedures

Karen Blackmon explained that she, Glenn Smith, and Ida Sue Baron worked on a previous draft. There is a discussion on how the governance of the SIGs should be. (Tatia Lee left the meeting at this point).

Marc Norman asked about how much the BOD should be involved in designing the structure of the SIGs.

Sanne Schagen is in favor of moving forward with this document with the current writing. Marc Norman explained that there are contradictions in the document.

It was decided that a further revision of this document is necessary. Glenn Smith and Karen Blackmon agreed to review the current document and make amendments.

International Cancer and Cognition TF

Sanne Schagen expressed the will of ICCTF for cooperation with INS in the next San Diego meeting. She asked if the BOD would approve this proposal.

Marc Norman said that this experience worked well in the past and he supports the idea.

MOTION: To approve the co-pairing of the ICCTF and INS meeting for San Diego 2023.

Motion by Glenn Smith.

Seconded by Desiree Byrd.

All in favor. Sanne Schagen did not vote.

Ozioma Okonkwo asked why the money is still in the INS bank account to which Sanne Schagen answered that they are not a formal organization and they do not have a bank account.

Member Engagement Committee

Christine Mullen (Anna Egbert from Social Media online) presented the information. They proposed the TRY INS. There was a discussion about the convenience of this approach since it could only attract those who are looking for a cheap registration and this could impact the income these people could never attend an INS meeting.

Ozioma Okonkwo said that although he likes the idea, the proposal is very generous. Alberto Fernández suggested to offer free activities to gain new members.

As regards sending emails to voters Marc Norman suggested that sending too many emails to the members might cause that members unsubscribe and then INS will not have a way to reach members to ask them to pay their dues.

Ida Sue Baron emphasized the importance of members voting. Desiree Byrd raised the issue of the technical capabilities of the INS to collect information about what members vote and how to offer them the discounts.

Sanne Schagen suggested to run a survey on these topics and then re-discuss these topics in future meetings.

Global Engagement Committee

(Fiona Kumfor left the meeting at this point).

Natalia Ojeda described the good results of the Charles Matthews funds. She described the applications for the three new modalities (6 for research, 6 for clinical and 2 for education). She emphasized the change in the process of communication of the results. The applications came from the several countries. The application submitted from Thailand was awarded in the Education category (it was awarded before, and this is a continuation after the success of the previous). In the Research category the awardee was a project from Zambia which is in connection with South Africa and the UK. For this case the GEC recommends applying to purchase tests with a discount through INS. The GEC suggested that if a group has been awarded recently before, they can apply again but they will descend in the priority list. Ozioma Okonkwo asked if this will consider individuals or organizations. This topic needs further consideration. Glenn Smith suggested to define it on a case-by-case basis based on the convenience evaluated by the GEC. Desiree Byrd suggested a tiered structure of grants for groups applying more than once.

Nominations Policies and Procedures

Candidates to president are nominated from underrepresented non-English speaking countries.

President

Natalia Ojeda
Roy Kessels

Non-North American

Akira Midorikawa
Rochele Paz Fonseca

North American

Uraina Clark
Melissa Lamar

Early Career

Rune Nielsen
Cady Block

Marc Norman asked if the BOD wants to have a third candidate for the president category. There was a discussion about the benefits and costs of having three candidates. Some members mentioned the importance of the hurt feelings of the losers. Others said that was not a reason to decide about three instead of two. Sallie Baxendale said that INS members would benefit from having more choices.

MOTION: Move to approve have a third person on each slate from this election going forward.

Motion by Skye McDonald

Seconded by Sanne Schagen.

Motion approved, 6 votes in favor, 4 against, 0 abstentions.

MOTION: Move to approve the current slate of nominates.

Motion by Skye McDonald

Seconded by Glenn Smith.

Motion approved unanimously; all in favor, none opposed

MOTION: Move to approve the next ranked person on each slate that accepts unless a BOD member objects.

Motion by Skye McDonald

Seconded by Ozioma Okonkwo.

Motion approved unanimously; all in favor, none opposed

Special Interest Groups Committee

Ruchika Prakash thanked that the SIGs were approved as a committee. She was asked about the procedure to select only two SIG chairs. There was a proposal that every SIG has a representative in that committee that is not necessarily the SIG chair. Sanne Schagen proposed that the representatives last for more than one year in the position. Ruchika was informed about the decision of the BOD to further work on the policies and procedures document of the SIGs. She asked if there is a need to get approval from the BOD to organize a dedicated symposium at the next annual meeting. Ida Sue Baron answered that she supported the initiative and although there is no need for a formal approval, she wanted the BOD to be informed about it. Desiree Byrd suggested that they report on the statistics from all SIGs. The Teleneuropsychology SIG wants to change its name to Teleneuropsychology and Digital Technologies

MOTION: To approve the change of name of the Teleneuropsychology SIG to Teleneuropsychology and Digital Technologies.

Motion by Glenn Smith

Seconded by Jonathan Evans.

Motion approved unanimously; all in favor, none opposed

Performance Review: Operations and INS Office

It was agreed that Marc Norman could be present since it was a review about the procedure and not about his position.

Skye McDonald explained that the office is the responsibility of Marc Norman and not the BOD's, because the office is contracted by the university. There was never a personal review for previous Executive Directors. This committee thinks that it is a good idea to have a performance review. Marc Norman's contract is for only 20% of his time. There are no performance indicators at the moment. The review should be done by individuals that are independent of the BOD.

The committee recommends a performance review in the next ED cycle. It should be completed in the 3rd or 4th year of the term. The indicators should be included in the P&P manual.

Desiree Byrd agreed on this. Ozioma Okonkwo expressed that the current work of Marc Norman is over what he would be required according to his contract. Marc Norman said that he cannot estimate how much more he is doing. Skye McDonald said that it would be helpful to have a description of he does in order to define the ED activities in the future.

There was a discussion on the possibility of changing the terms of the contract while he is still in his tenure. That is technically possible since the contract is renewed every three years.

Ida Sue Baron expressed that the purpose of the proposal was to keep the health of INS and not to target Marc Norman. She emphasized the need to understand how the different organizational systems interact. In her opinion this is very important for presidents when they have not being directly involved with the BOD before as it was in her case.

Jonathan Evans accepted to work on the definition of the indicators to define the future reviews of the ED.

Ozioma Okonkwo suggested that the review should be completed in the 3rd year in order to allow the organization to make changes if necessary.

MOTION: To accept the recommendations in 1A, 1B, 1C with slight modification stating that the review should be completed in the third year, and 1D of the Appendix #2.

Motion by Skye McDonald

Seconded by Jonathan Evans.

Motion approved unanimously; all in favor, none opposed

**Appointment: Membership Engagement
Chair**

MOTION: To approve Christine Mullen as the Chair of the Membership Engagement Committee starting at the end of the February 2023 Annual Meeting.

Motion by Ida Sue Baron

Seconded by Alberto Fernández

Motion approved unanimously; all in favor, none opposed

There was positive discussion renewing Lena Dobson as the Chair of the Science committee. There was discussion about some overlap between Science and Membership activities and greater clarification was asked about scope and goals of each committee.

There was a discussion about who defines the goals of the committees, the BOD vs the Chairs.

New Business

Karen suggested to consider hybrid options for future meetings.

President's Concluding Remarks

Ida Sue Baron thanked everybody for their work and highlighted the progress made by the organization.

Adjournment