

**INS Business Meeting
February 20, 2019
New York, NY**

MINUTES

Keith Yeates, INS President, opened the meeting and welcomed attendees at 12:04 pm local time. He noted excitement about the New York meeting which is expected to break the prior INS attendance record of 2101 registrants. K. Yeates reported that there are 2500 registrations so far and it is expected that New York will be the largest meeting ever.

- President's Report:
 - K. Yeates reported being pleased to have signed a Memoranda of Understanding (MOU) with SLAN (Sociedad Latinoamericana de Neuropsicología) and ASSBI (Australasian Society for the Study of Brain Impairment) in Prague in July 2018. He anticipates signing an MOU with ALAN (Asociación Latinoamericana de Neuropsicología) at the upcoming Rio meeting. K. Yeates also noted that INS forms part of an inter-organizational group planning the World Congress of Neuropsychology to take place in 2022 in concert with FESN (Federation of the European Societies of Neuropsychology), SLAN & ASSBI. This is expected to be the first truly global world congress of neuropsychology and INS is very excited about this initiative.
 - K. Yeates also informed the membership of major changes in the appointment of a new Executive Director (ED). Deborah Koltai, who was selected as ED, unfortunately has a serious illness that requires significant medical care and she had to step down from the position. The search committee was reconstituted and had identified excellent candidates. Marc Norman was selected by the search committee and this recommendation was approved by the Board of Governors. M. Norman has already started as the Incoming Executive Director and there is a transition plan in place. He will be visiting the front office over the course of the next few months and G. Chelune will stay on as the Executive Director until August 1, 2019, to facilitate the Rio meeting and the transition.
 - K. Yeates encouraged members to attend the Awards Ceremony today. He also recognized board members completing their terms at this meeting: Marc Norman, Alberto Fernandez (who has been instrumental in organizing the Rio meeting and fostering relationships with ALAN and SLAN); and Yana Suchy (who rotates off the board as Member at Large but will continue to chair the Membership Committee). He also recognized Jennifer Manly (who will continue to serve as chair of the Publications and Communications Committee for the next several months). K. Yeates reported that the Board formally voted to ask Steve Rao to serve a second term as editor of JINS. K. Yeates gave an award to INS Newsletter Editor, Rosemary Fama, who has done tremendous work in revitalizing and updating the newsletter. R. Fama is stepping down as newsletter editor and Cady Block will serve as newsletter editor. K. Yeates also gave an award to Michael Kirkwood, thanking him for his excellent work as Program Chair.

- Executive Director's Report: G. Chelune welcomed everyone to the meeting noting that INS was in New York in 1979 which was the first meeting with poster sessions. He reported the election results: Skye McDonald will begin her term as President-Elect after the New York meeting; Juan Carlos Arango Lasprilla, Sarah MacPherson and Robin Green will serve as Members-at-Large. G. Chelune noted that next year INS meetings will be in Denver and Vienna. INS is partnering with other organizations; for the New York meeting, INS conjoined with the Hispanic Neuropsychological Society (HNS), cross promoting each other's meetings. The International Cognition and Cancer Task Force will be meeting just prior to the Denver meeting and hopefully there will be some crossover in speakers and attendees. G. Chelune noted that the office transition is going well. There are some new personnel in the office. The office has the benefit of a terrific group of people who have put this meeting on.
- Program:
 - Michael Kirkwood noted that the Program Committee of 87 members did a great deal of work over the last year. He worked closely with Chantal Marcks and others in the office, as well as K. Yeates, around organizing the program and meeting. The New York meeting will set a number of records. There are 2511 registrants so far and 43 countries are represented. There was also an unprecedented level of engagement in the meeting in terms of abstracts submitted (over 1400). This has allowed for a very rich and packed schedule. The format of the meeting is comparable to recent meetings; new for this meeting is color coding in the schedule by topic to help people find things easily.
 - CE program- M. Lamar highlighted workshops today and early morning CE seminars; CE will also be offered for plenary sessions and invited symposia.
- Science: Holly Miskey announced a new initiative that will provide travel grants for participants from underrepresented countries to attend INS meetings. There will be 4 travel grants of \$1500 each, 2 for students, and 2 for early career presenters. Individuals submitting abstracts can apply for a travel grant if the abstract is accepted. H. Miskey described the three Special Interest Groups (SIG'S) in Oncology, Cultural Neuropsychology and Epilepsy and their meetings. She also noted that a SIG "Social" will be held to help people collaborate and meet other individuals who may be interested in forming a SIG.
- Education: Derin Cobia reported that the Education Committee (J. Scott Cobb, Margaret O'Connor, David Tate, Melissa Lamar, and Jon Evans) is developing innovative ideas to improve education in INS including the website, educational tools, and benchmarks for neuropsychology competencies worldwide. The Video Archive Project of interviews is continuing to expand and the project will seek input from the society regarding whom members would like to be included in the archival interviews.
- Awards: Roy Kessels reported that the awards ceremony this year is at 5:30 pm today. The awards committee (Roy Kessels, Ana Egbert, Shawn McClintock & Jenny Ponsford) is still accepting nominations for the Rio meeting awards and for the upcoming Denver meeting. Procedures for the awards are on the website. K. Yeates also encouraged members to nominate individuals for INS awards.

- Membership: Y. Suchy will continue to serve as chair of the Membership Committee. She reported that the Membership Committee started out as a task force and will be reconstituted into a new committee out of the task force members. There are several subcommittees under membership, Student Liaison and International Liaison. Y. Suchy reported on an initiative to develop a committee that will focus on Early Career issues and professional development across the career span.
- International Liaison Committee- Jon Evans noted that the ILC reports to Membership and Education Committees and supports neuropsychology internationally through the Charles Matthews fund. The annual application round had 2 applications and Leticia Vivas from Argentina will be supported to host a workshop in March. The ILC also organized a symposium for this meeting looking at neuropsychology around the world. The ILC is also involved in research editing and consulting and supporting the book depository.
- Treasurer: B. Hermann reported that INS is on sound financial footing. The budget process has gone very smoothly. With respect to INS investments, the past year has been very rocky but accounts came in only 3.7% down at year end. Chantal Marcks was thanked for all her help with finances and accounting.
- Meetings- Rio: Alberto Fernandez reported that arrangements are progressing well and the organization of the program is pretty much ready. The abstract submission deadline is March 4, 2019. There will be four CE workshops (by J. Vasterling, P. Mattos, S. McDonald and A. Verdejo Garcia). V. Anderson (INS) and Rochele Paz Fonseca (SBNp) will give presidential addresses. Invited plenary speakers include Philip Zelazo. Next meetings: 2020-Denver February, then Vienna; 2021 -San Diego and Melbourne; 2022- New Orleans February.
- Questions from the audience were requested—Michael Kopelman wanted to follow up on the issue of the naming of meetings. K. Yeates responded that simply numbering the meetings as had been decided by the Board, presents some complex issues when INS meetings are conjoined with other organizations. A task force was appointed that will consider alternatives and will also review the logo. Input from the membership will be solicited. Wendy Marlowe commented on the growth of INS recalling that the first meeting in New Orleans had fewer than 100 people all in one room. A member from South Africa had a question about the travel grants and K. Yeates commented that INS is looking into ways to provide funding advances for that program.
- New Business: there was no new business.

Adjourn: K. Yeates adjourned the meeting at 12:47 local time.

Respectfully submitted by Celiane Rey-Casserly, INS Secretary