

**American Academy of Clinical Neuropsychology
Board of Directors Meeting-Minutes**

Wednesday, June 7, 2017
8:00 am
Westin Copley Place
Gloucester/Newbury on the 2nd floor
Boston, MA

In Attendance: Drs. Beebe, Bobholz, Braun, Carone, Hebben, Locke, Mattis, Morrison, Naugle, Postal, Sim, Swanson, Tam, Weinstein, Vega, Wynkoop
Calling in: Dr. Dan Drane

Also present: Executive Director Dr. Linas Bieliauskas, Student Representative Dr. Joyce Tam

Visitors: Drs. Brenda Spiegler, Joseph Kulas, Sandi Koffler, Lisa Ravdin, Nancy Nussbaum, Susan McPherson, Yana Suchy, Jerry Sweet, and Tom Guillemette

8:05am- Meeting called to order. Dr. Postal welcomed new student representative, Dr. Joyce Tam.

1. Consent agenda: approval for the following reports submitted and reviewed prior to BOD meeting
 - Board Orientation Committee
 - BRAIN
 - Bylaws Committee
 - COI committee
 - ~~Distinguished Neuropsychologist Award Committee~~
 - Student Affairs Committee
 - Public and Professional Information Committee
 - Secretary Report
 - Technology Integration Committee
 - Pediatric Special Interest Group

Dr. Postal took the Distinguished Neuropsychologist Award Committee report off the consent agenda.

Motion: Dr. Postal moved that the BOD accept the consent agenda. Seconded by Dr. Morrison. The motion passed unanimously.

2. Treasurer report (Rick Naugle)
 - Annual financial update was provided. Chase Savings account holds roughly \$600,000.
 - An investment strategy was discussed.
 - The interest being earned on AACN's account is about 0.1%.
 - Shifting a portion of the money (\$300,000-\$400,000) to bonds, CDs and mutual funds with predicted 2% interest or a mutual fund that typically yields 4% was discussed, recognizing the need to both protect the principal and to not lose money that could be earned in interest.
 - A portion of the money could be laddered into an investment account over time.
 - The finance committee will discuss this by email.
 - A straw poll suggested that the majority are in favor of investing in bonds. We will start with \$300K.

3. Clinical Neuropsychology Synarchy Liaison report (Paul Mattis)

- Monica Rivera-Mindt, the current President of HNS, was present at the last CNS meeting. The original reason for her observer role at the meeting was to serve as a diversity representative. She clarified at the meeting that she was there to specifically represent HNS as an organization.
- Dr. Postal spoke in favor of having HNS as part of the synarchy as the largest diversity organization and largest second language in the U.S.
- Newly developed CNS draft bylaws indicate that a unanimous vote is needed to admit new members.
- These draft ByLaws sent to the member organizations listed the HNS as a full member even though no vote had yet taken place by the current members to add this new organization.
- There was discussion about whether admission criteria should be developed.
- It was not viewed as AACN's role to advise the CNS on admission criteria.

4. Education Committee (Julie Bobholz)

- 2017 Conference lineup is complete and Cheryl Luis has started on the program for 2018.
- 2018 Conference plans
 - Dr. Morrison has advocated for themes for 2018 that will bring in new attendees. For San Diego, the theme would be military/law enforcement. Dr. Braun suggested connecting with VA leadership.
 - Dr. Postal stated that one of the goals of R2050 is to address diversity in some way in each workshop so that the offerings would be infused with a consideration to diversity or how a particular workshop topic plays out with different linguistic or cultural groups.
 - Dr. Wynkoop suggested we offer conference presenters a slide that they could include in their talk promoting a means for addressing diversity or including a diversity objective.
 - For next year, we can indicate that there is an expectation that diversity will be addressed and then follow up after the conference to see the effect of the suggestion.
- Dr. Bobholz clarified that the Education committee chair is also the Program Committee Chair. Thus, the education chair and program committee chair responsibilities will be transferred to Dr. Luis at the close of this meeting. It was agreed that, for the sake of clarity and consistency, all communication to the presenters will come strictly from the Education/Program chair (e.g., regarding topics, co-presenters, comps, scheduling, handouts, equipment, etc).
- Regarding 2017 handouts, Rob Davis and Darcy Cox took over the collection and distribution of the handouts. Some presenters were a bit tardy in submitting their materials. Dr. Beebe noted that some conferences only pay speakers if their talk and handouts are submitted on time. This was considered.

Motion: Dr. Postal moved that the program chair will communicate to presenters the expectation that they include some aspect of diversity in their topic for every workshop offering and, if possible, include it as an objective. At a minimum, they will note that there is no content on this in their area. Following the conference, the Education Committee will seek data to determine if the speakers complied. Seconded by Dr. Michelle Braun.

The motion passed unanimously.

5. Manager of IT report- (Rob Davis)

- Dr. Davis is working hard to keep the Website running and secure. Security is a big issue and AACN is up to date.
- Dr. Davis is working on getting the conference handouts distributed sooner. 85% of the presenters made the deadline this year. The last two handouts went out yesterday.

- There are improvements to the CE site--fewer clicks and no pass codes are needed now. Attendees have to hand their badge to door monitors for scanning. There has been an issue with people going in unmonitored entrances. This leads to people reporting that they have attended when there is no record of their badge being scanned. Now there is an online method for attendees to indicate that they attended.
- The AACN website is very active. The largest number of hits on the AACN website is on the salary survey.

6. Disruptive Technology Initiative Update (Karen Postal)

- A number of excellent topics were submitted for the disruptive technology initiative.
- Should this continue in future meetings? It is up to the Disruptive Tech group to determine how to carry this thrust forward, make plans for the future, and determine if there will be future pitch contests.

7. Relevance 2050 update (Anita Sim)

- Dr. Salinas finished a survey that will be disseminated to postdoctoral programs to see what type of diversity training is being done at that level. Dr. Sim will edit the results of the survey and send it to the board.
- R2050 Committee has decided to go ahead with the grant proposal for developing an interactive multi-cultural/multi-linguistic normative database after talking to Drs. Postal and Schretlen who believe that it is doable for the proposed \$10,000. If the proposals are not meritorious, the committee is not obligated to make an award. A formal announcement about the grant will come out this week.
- Dr. Sim commended the work being done by her subcommittee chairs who have launched:
 - The postdoc survey
 - A peer consultation group
 - Webinars (Student Pipeline Committee)
 - A grant proposal to fund mid to late career neuropsychologists from diverse backgrounds going through the board certification process
 - A book proposal from Dr. Tony Stringer with multiple senior authors each mentoring a junior person on writing a chapter with all proceeds going back to R2050
 - A project to develop a book compilation of norms for various diverse groups

8. Board Certification Promotion Committee (Cheryl Weinstein)

- The BCPC was awarded a CPPSA grant to promote board certification in Canada. They will send regional reps to different locations in Canada to promote board certification.
- A grant was submitted to provide a discount for under-represented minorities to take the board examination. The criteria for the grant and who is an under-represented minority was defined. Handouts were developed and distributed at the 2017 AACN meeting.
- ABCN, AACN and R2050 will request a grant to fund promotion of psychology to underrepresented minorities. The plan is to recruit into psychology and neuropsychology and to promote board certification. The slogan is, "Your training is complete when you are board certified." Webinars are being developed.
- Dr. Bieliauskas will no longer be giving the board certification promotion workshops. Drs. Bobholz, Brown, and Stringer will be taking this over. Linas suggested these workshops could be done regionally. One person should still be going to NAN.

9. Executive Director report (Linas Bieliauskas)

- See report

- Dr. Bieliauskas discussed the role of Annunciata. She is a consultant and does much of her work after hours. She works part time but has the advantage of being available to AACN full time.
- Annunciata is keeping track of her hours and type of work she is doing for AACN.
- AACN has a goal of professionalizing and creating redundancy in the organization.

10. Practice and Public Policy Committee and IOPC update (Drs. Braun and Wynkoop)

- IOPC is dedicated to national advocacy issues and has dealt with many issues this year.
- Highlights of advocacy issues were reviewed:
 - The CIGNA victory: It was learned that IOPC's CIGNA victory in NY (which removed barriers to neuropsychological coverage for autism, MCI, and psychiatric conditions) became part of CIGNA's national policy.
 - For Cognitive Disabilities LCD: AACN and other IOPC organizations co-signed a letter to National Government Services, requesting that the new LCD on Cognitive Rehabilitation provide neuropsychology coverage for complicated mTBI and MCI.
 - The IOPC project to nominate neuropsychologists to the CAC (Carrier Advisory Committees) is ongoing. There is dialogue with APA about more effective methods to appoint nominees. In the interim, Dr. Braun created an email list for the 6 existing CAC representatives to minimize redundancy of efforts and streamline communication about Medicare initiatives.
 - A major future issue is getting psychologists recognized as legitimate CAC members in Medicare. We are not recognized because we are not in the physician definition.
 - Dr. Wynkoop discussed legislative issues. Pennsylvania Supreme Court is hearing a case on TPO. A letter on TPO was submitted to the court. Our position papers will be relevant for a number of court matters and can be used in legal matters.
 - The number of neuropsychologists participating in court matters is increasing. Our legislative subcommittee could be a place where academy members go for help. This subcommittee could develop a repository of helpful documents.
 - If the BOD wants a repository of documents helpful in legislative matters, the committee will need more help. Tim suggested that John Woodhouse, who helped with education regarding PQRS, be invited to be involved. The subcommittee could be expanded to address legal issues that have an impact on practice. The IOPC could have a link on their website that takes people to the AACN repository.
 - There is a trend to consolidate licensing boards in some regions. In some states, LPCs can do neuropsychological testing. Some states consolidated their licensing boards and now are undoing this.

11. Nominations Committee (Sara Swanson)

- Five slates were discussed: Finance, Advocacy, Research, Pediatric and Western U.S. Discussion and straw polling reduced the slates to the following 4:

Advocacy-Forensic

The AACN Board of Directors is seeking self or other nominations of individuals interesting in working in the area of national advocacy efforts with a goal of improving the practice climate for neuropsychologists involved in forensic work and to assist the legislative subcommittee to develop a repository of helpful documents.

Advocacy-Clinical Practice

The AACN Board of Directors is seeking self or other nominations of individuals interesting in working in the area of national advocacy efforts with a goal of improving the practice climate for clinical neuropsychology.

Pediatric Slate

The AACN Board of Directors is seeking self or other nominations for an individual in pediatric neuropsychology to provide representation on issues relevant to the practice of pediatric neuropsychology.

Western North America Slate

The AACN Board of Directors is seeking self or other nominations for an individual who is practicing in the western United States or Canada to maintain the board's regional diversity.

- There was a discussion that the Nominations Committee will need to tell people that they are expected to opt into the Maintenance of Certification if they serve on the BOD.

Motion: Dr. Postal moved that we accept the 4 slates listed above. Seconded by Dr. Locke. The motion passed unanimously.

Action: Nominations Committee will need to tell people that they are expected to opt into the Maintenance of Certification if they serve on the BOD.

12. Email list committee update (Julie Bobholz)

- No warnings, no issues.

13. Brief preview of Town Hall Meeting

A traditional Town Hall is planned with presentations from ABCN and AACNF.

14. ABPP Board of Trustees report (Brenda Spiegler)

- Greetings from the ABPP board. See detailed report.
- ABPP is considering going to a marketing firm to promote board certification. Only 4% of psychologists are board certified while approximately 25% of neuropsychologists are boarded.
- AACN will give Dr. Spiegler the R2050 board report and the AACN BOD meeting minutes. She will be reporting this back to ABPP.
- Some BOD members or boarded NPs are needed to attend the Early Career Psychologists meeting at APA.
- The Specialist is looking for articles.

15. AACNF report (Joe Kulas)

- Foundation is on good financial footing.
- Fundraising covered expense last year. An additional fundraiser was the cats and dogs pet photo contest. Bracket challenge was less effective this year. Fundraising methods decline over time and ultimately it may be nothing more than soliciting money through different modalities from the same donors.
- The reception does well though food was cut out because of the expense. Reception this year will include a band.
- T shirts sales do well and the silent auction is up to \$9,000.
- \$13,000 was added just by adding the sign up donation to the dues renewal.
- Two grants will be funded by AACNF this year.
- A published a paper last year on concussion resulted from a previous AACNF grant.

16. ABCN President report (Nancy Nussbaum)

- See report. Highlighted items include:
 - A written exam revision is in process with Alpine. One form will deploy in 2018 and one in 2019.

- Continue to have nice growth in new applications.
- Working on formalizing the process for when people bump up against the 7 year window.
- MOC is ongoing.
- Dr. Bobholz asked if ABCN wants a standing 1-hour time for presenting a workshop on MOC annually at AACN. Nancy agreed. AACN has 38% who have opted in.
- Having a trained cadre of practice sample reviewers has reduced number of 4th reviews needed.
- Marc Norman is working closely with HNS on a survey to get the perspective of NPs in Puerto Rico on board certification.

17. Conference/Convention Management (Sandi Koffler & Lisa Ravdin)

- 2017 Conference update
 - 10 exhibitors
 - 850 attendees predicted, total signed up now is 733
 - Meeting food and beverage minimums
- 2018 Conference update
 - Good price on rooms in San Diego
- 2019 Conference update
- Future conference locations
- Dr. Koffler asked if AACN is doing everything possible to promote the meeting. This year, notices were sent out on the listserv with reminders about the meeting and specific highlights. There was a brief discussion about whether it make sense to use a professional PR company to promote the conference. PAR and Pearson may be helpful in advertising the meeting.

18. Oxford report (Susan McPherson)

- Book series is doing well.
- Independent Neuropsych Eval book has been completed.
- Oxford is looking for authors to write books. Send Dr. McPherson ideas about authors.
- Dr. Postal suggested that there could be a workshop or Webinar on how to write a book. She also suggested a pitch contest for book ideas. Oxford could hear the ideas and select from them.

19. Taylor & Francis, TCN report (Yana Suchy)

- See report. There has been an increase in submissions and they will add an associate editor—Dr. George Demakis. Dr. Robin Hilsabeck is stepping down as an associate editor.
- Impact factor is stable.
- Doing 2 special issues per year: Preschoolers and Psychometrics this year. Next year the special issues will be Gender issues and Prospective Memories.
- Second year of student paper contest was a success. 17 accepted papers, 3 winners will be announced at the awards ceremony
- Would still like to keep a 3 hour workshop as a spin off of one of their special issues.

19. Distinguished Neuropsychologist Award

- The BoD discussed whether this award is for people who are living or deceased. The DNP Committee felt we need to do more to honor those who have passed.

Motion: Karen moved that the award be for someone who is living.

The motion carried: (Yes: 9, No: 4, Abstain: 1, No Vote: 2)

Action: Dr. Morrison, Bobholz, Mattis, Braun, and Carone volunteered to develop an idea to memorialize those who have passed.

20. Publications Committee (Jerry Sweet)

- Pediatric neuropsychology paper is inactive
- The Mild TBI slide deck was discussed.
 - This slide set has received many edits. Dr. Braun suggested that we remove “created for AACN” from slide 5. Dominic suggested a change to the VA/DoD reference.
 - This is an internal slide deck for members that can be used for their own education or for teaching but must cite the authors.
- The CTE fact sheet is still in development.
- Proposal for Consensus Conference for developing labels for test results (Tom Guillemette co-discussed with Dr. Sweet)
 - All NPs have to go from numbers to labels and there is no consensus on how this is done.
 - Rationale for the consensus conference was given.
 - This is not a meta-analysis or a position statement, not a practice standard, but overlaps with a practice guideline. It is an aspirational and best practices approach or guidance for those inside the field.
 - The format of the all-day conference with multiple iterative work groups was outlined.
 - Results of the consensus conference would be presented at the meeting in San Diego.
 - A publication would result
 - The group is requesting a room, snacks, lunch, and projector.
 - Dr. Bobholz asked if we want to make this the special programming—Friday midday.
- Discriminating cognitive screening from cognitive testing (brief battery or neuropsych battery) abstract was discussed as a potential position paper with the author. This is important for CPT codes and elucidating the difference between screening and neuropsychological assessment. May want to partner with APA.

Motion: Dr. Postal moved that we accept the proposal to fund the consensus conference. Seconded by Dr. Bobholz. The motion was amended to indicate that the results of this consensus conference will be presented at the open meeting on Friday at noon in the specialty time.

The motion carried: (Yes: 13, No:1, Abstain: 0, No Vote: 2)

Motion: Dr. Postal moved that we put the Mild TBI slide deck on the AACN’s website. Seconded by Dr. Swanson. The motion carried: (Yes: 13, No: 1, Abstain: 0, No Vote: 2).*

*On July 31, 2017, after it became clear that one of the requested changes in the slide deck would not be made, Dr. Carone requested that his vote be changed to a “no.”

The motion carried: (Yes: 12, No: 2, Abstain: 0, No Vote: 2).

Motion: Karen moved that we accept the new tests and position statement. Seconded by Dr. Bobholz. The motion passed unanimously.

21. Dr. Postal congratulated the newly elected executive officers.

Meeting adjourned at 2:39.