American Academy of Clinical Neuropsychology
Board of Directors Meeting- Minutes

Wednesday, February 1st, 2017
Marriott Hotel, New Orleans
Preservation Hall Studio 9
8:30am – 2:30pm

In attendance: Drs. Bobholz, Braun, Chafetz, Drane, Hebben, Locke, Mattis, Morrison, Naugle, Sim, Swanson, Vega, Weinstein.

Executive Director Dr. Linas Bieliauskas, Student Representative Seth Margolis, and incoming Board Members Drs. Dominic Carone and Dean Beebe.

8:30am- Meeting called to order. Dr. Morrison welcomed Drs. Dean Beebe, Dominic Carone, and Clemente Vega to the board.

1. Consent Agenda
   - Board Orientation Committee
   - BRAIN
   - Clinical Neuropsychology Synarchy Representative Report
   - COI Committee
   - Continuing Education
   - Distinguished Neuropsychologist Award Committee
   - Disruptive Technology
   - Finance Committee
   - Oxford
   - PPIC
   - PPP/Legislative
   - Pediatric Special Interest Group report
   - Secretary Report
   - Test Development

Dr. Sweet will provide an update regarding the Publications Committee at a later time.

Motion: Dr. Morrison moved that the consent agenda be approved. Seconded by Dr. Chafetz. The motion passed unanimously.

2. Treasurer report (Rick Naugle)
   - Annual financial update was provided. The Chase accounts hold approximately $741,000
   - The profit and loss statement last year is complicated because the new system no longer uses sweep accounts. Thus, transfers between accounts show up as income and expenses. Dr. Naugle and the accountant are working on correcting this.
   - There was a profit of $60,000 for 2016 due in part to money saved on website management and bank fees.
   - The financial report reflects a somewhat inflated profit margin because some members paid their 2017 dues in the end of 2016.
   - Annual conference financials were discussed.
     o There was a loss of approximately $10,000 on the 2016 conference.

- o Review of our conference financial statement with the conference manager showed that our annual conference comps exceeded that of other similar groups. Our comp rate was 25% of the profits whereas the rate typical of other groups is 15%. This was rectified for 2017 and thus a profit is expected for the 2017 conference.
  - New members are needed for the Finance Committee as two members are rotating off the BOD. Dr. Dean Beebe was invited to consider being on the committee.
  - There was discussion of investing a portion of the money that does not have to be liquid in a CD or some other financial product that will provide a higher rate of return than the savings account is currently providing.

3. Executive Director report (Linas Bieliauskas)
   - Annunciata's annual raise was discussed.
     - o Annunciata's salary and her typical raise were discussed.
     - o Annunciata is logging her time so her % effort can be determined.
     - o Annunciata's position is one for which succession planning and/or redundancy is needed.
   - ABCN/AACN materials and an operations manual for administrative support activities are accessible via the cloud. Only Dr. Bieliauskas and Annunciata have access to the information on the cloud.

4. Fiscal Decisions
   - SAC would like to increase the number of student poster awards from 12 to 14.
     - o The number of awards was increased twice in 2014.
     - o Dr. Braun asked how many submissions were typically received. Dr. Bobholz stated that the number of awards probably would not affect the number of applicants for the awards and suggested instead that potential available funds be used to compensate the CE presenters who are doing their presentations for free. Seth Margolis stated that the students likely are not aware of the number of awards being given.

Motion: Dr. Morrison moved to maintain the number of awards we are currently giving (n = 12). Dr. Bobholz seconded the motion. The motion passed unanimously.

5. IT Committee
   - Correction to Dr. Davis's report- There has been no "revenue" from transitioning to e-copies of Clinical Neuropsychology. The price charged to members is exactly equal to the cost.
   - Disaster preparedness for AACN IT systems
     - o The President will have access to all IT-associated passwords via a password locker.
     - o A basic manual of AACN IT operations is needed. It was recognized that IT support is an evolving system, therefore, it would be difficult to have another person up to speed at all times.
     - o Dr. Davis has offered to perform a demonstration of IT and website management activity to the EC and or BoD.
     - o The BOD will ask the TI committee to find out what it will take to bring redundancy to their system. It was noted that the TI Committee as an integrated group has not been very active.
     - o Dr. Davis is doing all of the IT on a voluntary basis. Dr. Chafetz again suggested some kind of different formal recognition or alternative title for Dr. Davis. One suggestion included creating an executive director of IT role. This would not appear to require a bylaws change. In the discussion that followed it was unclear how a new role designation (i.e., Chair of the TI Committee vs an ED title) or the umbrella under which the IT responsibilities are completed (within the IT Committee or as part of the unpaid Executive Director's staff) would change anything about operations or protocols of IT responsibilities. What did emerge was the need to

more specifically delineate the scope and exact role of the TI Committee and its members, and to more explicitly codify the relationship between AACN and Dr. Davis.

- Dr. Davis's has proposed creating a conference registration website (to replace that produced by the vendor utilized by HPN)
  - HPN has informed Dr. Morrison that their system has a number of back up servers and multiple staff members available around the clock. Dr. Swanson suggested that we ask Dr. Davis what fail-safes he might have in place for a conference registration website that he would create and individually operate.
  - The advantages and disadvantages of having a professional organization manage the conference website were discussed. Dr. Beebe mentioned that the current disconnect between AACN's membership database and C-VENT's conference registration website produces more work for Dr. Davis; things would be smoother if he created both and could easily link them.
- To summarize the discussion, Dr. Morrison outlined the three issues that need further information and consideration:
  - The need to clarify or perhaps shift Dr. Davis's relationship with AACN (e.g., execute AACN IT activity as Chair of the TI Committee vs. shift to become paid consultant, or become an executive director). Each option includes different mechanisms for defining the relationship formally.
  - Conference Registration website— more information is needed about feasibility and how well Dr. Davis's proposed system would integrate with the equipment (e.g., CE scanning devices) and work done by HPN staff.
  - Redundancy in operations— An operations manual, even on a simple level, is needed.

Action: Dr. Morrison will seek more information about IT redundancy and contingencies in case of an emergency and what additional information is needed to consider Dr. Davis's conference registration website proposal further. She will ask Dr. Davis how the HPN scanning process (for CE credits) would work if we used his system.

6. ByLaws (Mike Chafetz)
   - Proposed Bylaws changes were discussed and approved by the BoD
     - Article II Section 1- small wording changes regarding Classes of Membership (pg 3 and pg 4)
     - Article V-
       - Section 3 (page 9)- the method for approving a new Officer was changed from a special election to a Board appointment
       - Section 5- The title "President-Elect" was added and defined as: "Shall perform the duties and have the powers of the President during the absence or disability of the President, and *shall be called the Acting President.* He or she shall have other duties as may from time to time be prescribed by the Board.
   - Wording changes that were suggested but not approved by the BoD.
     - Article II, Section 5- Language regarding listserve bullying was considered, however, there already exists listserve policy language addressing this issue. It was not felt that this needed to be added to the ByLaws.
   - Standing Committees-
     - No membership vote is needed to make changes to standing committees.
     - The R2050 Committee was added as a standing committee.
   - Proposed Bylaws changes must be sent to the membership by 5/1/2017 for their consideration. A vote on the proposed changes will be held at the Town Hall meeting in June.
   - The Bylaws committee will need a New Chair.

- Dr. Chafetz mentioned that the corporate charter and bylaws have not been reconciled. He believes that an attorney should do this reconciliation.

Action: Select a new chair of the Bylaws Committee.
Motion: Dr. Morrison moved that we approve the favorably discussed suggested language changes to the articles of the bylaws as outlined above. Seconded by Dr. Locke. The motion passed unanimously.

7. Nominations/Elections (Sara Swanson)
   - We will potentially need to replace 5 BOD members who are scheduled to rotate off in 2/2018 (Drs. Postal, Naugle, Swanson, Braun, and Drane).
     - Potential slates were discussed including: finance, advocacy, research, pediatrics, western US, private practice, open slate.
   - Executive committee positions will be discussed in spring and summer. The BOD will need to elect a new Treasurer-Elect (service 2/2018-2/2022), Secretary (service 2/2018-2/2020) and President Elect (service 2/2018-2/2022).

Action: The President will solicit nominations for the Officer positions and the BoD will vote on new officers in the summer/fall. At the June meeting, the BoD will need to approve final slates along with slate descriptions for the general election.

8. Test Development (Dan Drane)
   - Update and proposed grant
     - Initially Dr. Drane sought volunteers to help with test development or development of normative data that we control. This was not workable without funding.
     - Dr. Drane has spoken to NIH and Oxford. Oxford is willing to help package tests or test norms but would not own the norms. NIH responded favorably about Dr. Drane's request to share his database portal with others for data collection and then share the data.
     - The goal is to develop our own tests, starting with a multicenter study using the same tests in order to compile normative data.
     - Dr. Drane is rotating off the BoD and needs continuity for this committee.
     - The scope of this project is large and it may benefit from being brought to the Synarchy, and employing a group of researchers who are working on test development.
   - See Dr. Drane's report for additional details

Action: Dr. Morrison asked Dr. Drane to write up proposal for the BOD to consider for this database construction. What would AACN's role be or would the database be independent of AACN? Which option is better for the field?

9. ABCN (Tony Stringer)
   - ABCN's budget is healthy.
   - There is a surplus that will dwindle after they build a new written examination.
   - Year over year, there has been an increase in applications.
   - 85 members have had their MOC approved.
   - A diversity initiative has been started. A survey has been developed in conjunction with HNS to query Puerto Rican Neuropsychologists and understand their barriers to achieving board certification.
   - Nancy Nussbaum is the incoming president of ABCN.

10. ABPP Board of Trustees (Brenda Spiegler)

- Dr. Spiegler gave highlights of her written report and praised the ongoing good board/academy relationship.

11. AACNF (Joe Kulas)
- AACNF is profitable and able to continue to fund grants.
- Karaoke will be discontinued.
- Casino night, music and regular reception will continue.
- Additional fund raising efforts appear to distribute donations from the same individuals across different activities rather than secure donations from new sources/individuals

Action: See if Dr. Koffler can have the hotel pay bartenders by the hour and guarantee a threshold of sales rather than having to pay a flat fee for the bar and bartenders.

12. Board Certification Promotion Committee (Cheryl Weinstein)
- Dr. Bieliauskas would like to someone else identified who can present the BCP workshops at NAN and AACN (see Exec Director's report)
  - Slide sets for running this workshop can be adapted
  - AACN pays expenses for Dr. Bieliauskas to present at conferences
  - Dr. Bobholz and Dr. Brown expressed interest in taking on this role.
  - NAN does not require a new submission for the BCP workshop each year.
  - The NAN and AACN workshops will be managed by the BCP going forward.
- There was discussion of how to best co-ordinate the BCP committee work *with* committees from APA, NAN, INS, and HNS. The issue that ABPP BC is not necessarily a goal of all of these organizations was discussed.
- The student pipeline subcommittee (SPSC) wants to identify potential undergraduate and doctoral trainees and students from diverse backgrounds who are interested in neuropsychology and has outlined a number of suggestions toward this goal.
  - Dr. Morrison noted that their proposal was quite ranging and large in scope, and suggested having the student pipeline committee choose one or two achievable, operationalizable objectives to work on.
  - The SPC webinar on board certification has been helpful.
  - Seth Margolis indicated that training directors could be sent the webinar link for distribution.
- The BCPC received a grant to work with Canadian neuropsychologists to increase rates of board certification in Canada.

13. Conference/Convention Management (Sandy Koffler &Lisa Ravdin [via telephone])
- Committee Operations:
  - Functions of the co-chairs (Sandi Koffler & Lisa Ravdin). The importance of full redundancy in skill sets among committee co-chairs was discussed. To achieve this, full reversal of co-chair responsibilities beginning June 2017 was suggested so that both members know all the roles.
    - Dr. Ravdin has not observed the contract negotiations
    - Dr. Koffler gave examples of things she does not concede in contract negotiations or requires in writing
    - Dr. Chafetz suggested that Dr. Koffler write a Conference Management operations manual.
  - Committee communication was discussed.
    - It was noted that CE and Program Committee members are organizationally under the Conference Management leadership structure.

- Vendors- 2017
  - There is nothing to report yet. Venders sign on closer to the conference.
- Marketing and discounts- 2017 & 2018
  - For 2017 there is an international discount of 15% off early registration for those outside the USA/CA.
  - Dr. Morrison sent a personal message inviting >1200 international individuals to come to the meeting and encouraged everyone to forward the message.
  - One marketing idea for promoting attendance and early registration is to raffle a single registration to one of the international pre-registrants.
  - Other marketing ideas related to advertising how the AACN diversity programming is in close temporal proximity to the HNS meeting- this may encourage HNS attendees to also come to the AACN conference.
  - Dr. Koffler suggested giving local groups or allied groups (such as is being done for HNS this year) space at the conference hotel during our annual meeting for ancillary meetings
  - For 2018, the plan is to have a %15 discount for active military (USA/CAN)
  - Another marketing idea is to raffle a free registration to any VA employed neuropsychologist from among those who register early.
  - Conference sub-tracks/themes- 2017 & 2018: International theme for 2017 and Military for 2018
  - Subtracks/themes are planned in order to encourage attendance by local allied professionals (e.g., a new pool of possible attendees)
  - The CTE talk will be marketed to local neurologists and neurosurgeons, and could be marketed to athletic trainers. We could investigate offering CE credits to the athletic trainers.
- Providing space and support for a Test Nomenclature paper consensus conference
  - The expenses for supporting this proposal are: a room for 20-30 people, A/V- ~$500 (projector/screen); Lunch- ~$1800
  - The Board decided that this is not feasible for this year but will be considered it for 2018.
- Conference Management
  - Are we satisfied with HPN's service or do we want to vet a new conference management company?
    - The quality of services provided by HPN has been variable in recent years.
    - We have reduced HPN's responsibilities (we collect and distribute the handouts now) but HPN has not reduced our costs but neither have they raised their fees.
    - As Drs. Ravdin and Koffler do the site review and hotel negotiations, switching conference management companies would increase one aspect of our conference management fees.
  - Site Selection-
    - We discussed whether AACN or an HPN subcontractor should select the site and negotiate the contracts.
    - We debated the advantages of professional knowledge/expertise adding to our ability to secure low room costs vs the expense of have this as an added service.
    - The possible west coast location for 2021 (Salt Lake City) was discussed
    - A central location will be selected for 2022.
  - Upcoming Dates:
    - June 21-23, 2018 (San Diego, CA at Marriott Marquis)
    - June 5-8, 2019 (Chicago, IL at Chicago Marriott Downtown Magnificent Mile)
    - Washington D.C. is the site for the conference in 2020
    - Considering SLC for 2021
    - Discussion on a central location for 2022 was tabled

Action: Dr. Koffler was tasked with writing an operating manual for the Conference Committee and to train Dr. Ravdin in the contract negotiations process.
Action: Dr. Sweet will present his plan for a consensus meeting for the test nomenclature paper at the June BoD meeting.
Action: The vote on Salt Lake City was deferred as information is needed from HPN about the SLC option before making a decision.

14. Education Committee (Julie Bobholz/Cheryl Luis)
- Poster Chair succession. Andy Zabel is training Jennifer Cass to take over as poster chair after the 2017 meeting.
- CE reviews. Discussed an incentive to encourage attendees to complete the CE forms in a timely fashion. This would include a raffle for a workshop, extra discount on online CE, or some other item if the CE forms are completed within 60 days of the conference.
- Drs. Davis and Cox are taking over collection and distribution of the conference handouts. There will be a drop box where speakers turn in their handouts. Attendees will get the handouts from a link using a code they obtain after they register.

15. Publications (Sandra Koffler)
There are 9 chapters for volume 3 of AACN Oxford Neuropsychology Review. Dr. Koffler stated that they need a group of 10 associate editors who would secure authors to write chapters and work with the senior editors. These can be self or other recommendations. Of the 10 associate editors, 4 will work with the senior editors each year to get the volume out.

16. R2050 (Anita Sim)
- The grant to fund an interactive multicultural/multi-linguistic normative database project was discussed.
  - Dr. Sim wonders if this proposal is realistic with a small grant or whether this might be a subset of what Dr. Drane is proposing.
  - Dr. Sim suggested that we use the grant funding for data collection rather than portal or infrastructure development. For example, the money could be used to aggregate multi-cultural norms.
- Christine Salinas is interested in doing a survey in collaboration with APPCN to determine how training sites are training fellows in diversity topics.
  - Ideally the R2050 committees will share ideas with training sites about ways to improve diversity training.

Action: Dr. Sim will generate revised ideas for how the $10K grant might be used and bring that back to the board.

17. Taylor & Francis- TCN & CN (Yana Suchy)
- Dr. Suchy was not able to attend. See her report.

18. Farewell to Mike Chafetz and Lisa Ravdin

Next Meeting of the AACN Board- Wednesday, 6/7/2017, 8am-3pm

Meeting adjourned at 2:34