

The International Society for the Study of Dissociation



Executive Council Conference Call Minutes April 25, 2004

PRESENT

Steven N. Gold, PhD, President
Fran S. Waters, DCSW, MIW, LMFT, President-elect
Richard A. Chefetz, MD, Past President
Su Baker, M.Ed., Secretary/Treasurer
Ruth Blizard, PhD, Director
Catherine Classen, PhD, Director
Paul F. Dell, PhD, Director
Ellert Nijenhuis, Director
Clare Pain, MD, Director
Gary Peterson, MD, Director
Eli Somer, PhD, International Director

ABSENT

Don Fridley, PhD., Editor ISSD News

STAFF

Rick Koepke, MSW, MSIS, Executive Director
Charlotte Rich, ISSD Account Administrator

CALL TO ORDER

Dr. Gold called the call to order at 8:11am DST.

APPROVAL OF MINUTES

The Executive Council reviewed the minutes of the March 14, 2004 Conference call meeting.
On motion made by Ms. Baker, seconded by Ms. Waters and carried, the minutes of the March 14th Executive Council meeting were approved.

TASK LIST

The Executive Council reviewed the action items listed on the approved January 18, 2004 minutes.

TREASURER REPORT

Ms. Baker reviewed the 2003 Audit report and the status of membership renewals. Ms. Baker reviewed the March financial statements. The Torrance spring seminar took a \$5000 loss due to late marketing and low registration numbers. However, due to the large numbers of registrants for the New York seminar, it is hoped to recoup the loss from Torrance.

There was discussion regarding ways to cut expense to offset losses from the Torrance seminar; ideas included looking into producing the newsletter electronically vs. printing and mailing it out. Ms. Baker and Mr. Koepke are to work with the Finance Committee to research how such a change would offset the shortfall.

PUBLIC RELATIONS PLAN

On motion made by Ms. Waters, seconded by Dr. Chefetz and carried, ISSD may offer articles from the ISSD newsletter for submission to other society newsletters and shall establish a policy that the author of any article has the right to decline the use of their article in other newsletters.

Dr. Chefetz is to put his URL on the dissociation list serve now that he is the moderator.

MEMBERSHIP MARKETING PLANS

Ms. Water and Dr. Pain are to review and reword text in the membership criteria on the website to enable non-medical and mental health prospects to feel more welcome to the society.

Dr. Pain made a motion, seconded by Ms Waters that ISSD offer an incentive to members on their annual renewal to recruit new membership. A \$50 deduction to current members on their next year renewals if a current member brings in one new member. It was the discussion of the group that this type of discount was too big and further research needs to be done. Ms. Baker, Dr. Pain, Ms. Comstock and Mrs. Rich are to iron out details on how this type of incentive will work in regards to dues being prorated for various countries and to come back with more information. Dr. Pain and Ms Waters withdrew motion.

Ms. Waters is to put a marketing packet together for instructors to promote membership to students that graduate the DDPTP course.

COMPONENT GROUPS

On motion by Dr. Blizard, seconded by Ms Baker and carried, approval of new component groups shall be the authority of the component group committee to be assigned by the President, with the Executive Council reserving the authority to disestablish component groups.

JTD

Ms. Waters is to contact Haworth Press on cost of reprints of the "Child Dissociative Guidelines". This will determine if she uses ISSD format or Haworth Press format for handouts.

It was the discussion of the group that getting articles from JTD would require too much rework of the articles to use for other Society's Publication in newsletters or journals.

The Membership Committee and the Education Committee are to choose two to three articles from JTD to place on the Web Site to help promote the value of membership.

JTD's on-line access will go through the Atrium. Ms. Baker to work with Dr. Comstock to prepare better security features so that password requests will pop-up on each attempt to access the Atrium.

CHILDREN

Ms. Waters clarified that the Children And Adolescent Dissociative Guidelines are included on the CD/Video for distribution.

UPDATES

Fundraising

Dr. Chefetz reported that the first set of fundraising letters has gone out and the Executive Committee should be expecting calls from members of the Development team for their contributions. The second mailing will be going out to the membership with in a week or so.

Video/CD

Mr. Koepke reported that the first letter announcing the forth-coming arrival of the CD/Video set will be going out to APA and AADPRT soon and that the project is close to an end. There was discussion of a possible membership mailing to those on the APA and AADPRT list after the CD/Video mailing in order to promote membership to those with interest.

Spring Seminar

Dr. Chefetz indicated he has no new information to report at this time.

Annual Conference

Ms. Baker reported that the numbers of submissions of proposals for the New Orleans Conference in 2004 are much greater than in years' past, that the contracts for the Los Angeles conference 2006 have been signed, and that she is currently working on Baltimore contracts for 2007.

Ms. Baker also reported that there will be two evening programs 1) A film "Angel" and 2) a Panel Discussion on Friday evening after the business meeting at the New Orleans Conference 2004.

Web Site

Ms. Baker reported that a contract has been signed with Bob Patin on a flat rate fee to do Web site improvements for Verisign forms, fundraising forms and other Web site glitches that may occur.

Ms. Baker's to work with Dr. Comstock on getting a site map set up for the ISSD Web Site, and to work with Dr. Comstock to streamline ISSDWorld and ISSD's look and feel.

Certification Task Force

Dr. Classen indicated she had nothing to report at this time.

OTHER BUSINESS

On motion by Dr. Chefetz, seconded by Ms. Baker and carried, \$1000 from the fundraising campaign shall be allocated to research proposals and grant possibilities for the Center for Chronic Traumatization.

FUTURE CALL

The next call will be held on July 11, 2004 at 8:00am DST, 9:00am EDT and 6:00am PDT.

ADJOURNMENT

On motion made by Dr. Peterson, seconded by Ms. Baker and carried, the meeting adjourned at 11:00 am CST.

March 25, 2004 ACTION ITEMS

BAKER

1. The Finance Committee will evaluate, on an annual basis, how the sliding fee membership scale is affecting ISSD overall budget. (Continue)
2. Ms. Baker and the Program Chairs will investigate various possibilities to include professionals from the AABT conference and the conference on Innovations and Trauma Research Methodology in ISSD New Orleans conference. (Continue)
3. Ms. Baker will mail ISSD archive files to HQ. (Continue)
4. Ms. Baker and Mr. Koepke to work with the finance committee to research how to off set the dollars from the loss from the Torrance seminar.
5. Ms. Baker, Dr. Pain, Ms. Comstock and Mrs. Rich to iron out details on how a discounted membership rate would relate to the sliding scale membership program for bringing in new members.

BLIZARD

6. Dr. Blizzard is to follow up with Haworth Press to determine articles from JTD that ISSD wishes to have posted on its web site. The membership committee and the education committee are to choose two to three articles from the JTD to place on the website to help promote membership worth. (Continue)
7. The Education Committee will create a letter to be sent to agencies providing mental health services alerting them the ability to obtain the video at cost if they make their request on agency stationary. (Continue)
8. Drs. Blizzard & Brand will revisit Education 2000 to assess what has been accomplished, what has yet to be completed and discuss how Education 2000 might be expanded to further the original mission of education of the general public, clients, educators and professionals. (Continue)

CHEFETZ

9. Dr. Chefetz to put his URL on the dissociation list serve now that he is the moderator.
10. Dr. Chefetz and Ms. Waters to discuss other training efforts for the Dissociative Child Training program.

COMSTOCK

11. Dr. Comstock will improve appearance of the ISSD Web site along the lines of the ISSDWorld site.

DELL

12. Dr. Dell is responsible for the organization and publication of the Dissociation 2005 and the ISSD report on Dissociation and the Dissociation Disorders, which will be utilized as a Dissociation 2005 source book. (Continue)
13. Drs. Dell, Nijenhuis, Pain and Somers will establish a core group of collaborators develop an administrator structure and plan an initial invitational meeting of the research branch of ISSD, which will form a consortium for the study of chronic traumatization. (Continue)
14. Dr. Dell will put together a specific research proposal that would involve health, quality of life and a variety of health symptoms looking at adverse childhood experiences and to bring the specifics of the proposal back to the Executive Council. (Ongoing)
15. Dr. Dell will contact Chris Comstock to discuss online capabilities for data collection and the time needed to set up File maker Pro and a questionnaire. (Continue)

FRANKEL

16. Dr. Frankel will develop an advanced Psychotherapy Course. First round of material for the advanced course will be completed with a proposal in approximately 10 days. (Continue)

GOLD

17. Dr. Gold working on appointing an Audit Committee. (Continue)

18. Dr. Gold will contact ASCH on a presidential level to discuss issues relating to meetings. (Continue)

19. Dr. Gold to return to the committee with a reformulated motion for a vote on gaining access to the membership list.

20. Dr. Gold to go back to the membership committee to research and get a count of groups that ISSD would target in order to determine the additional costs for additional copies of printing of the July/August newsletter for marketing purposes of the new membership drive.

21. Dr. Gold to assign Component Group Committee Members.

22. Dr. Gold to send Mrs. Rich the letter on behalf of ISSD about Corporal Punishment in Schools.

NIJENHUIS

23. Drs. Nijenhuis, Gold, and Pilon research the idea of a European Spring Seminar and establishing a regional European International Society. (Continue)

O'NEIL

24. Dr. O'Neil will assist in the editing of the Dissociation 2005 source book. (Continue)

PAIN

25. Dr. Pain will organize a plan to contact non-renewed members. (Continue)

26. Further discussion is needed from the Membership Committee on how to market and advertise ISSD to increase membership. (Continue)

27. Dr. Pain will contact Bob Geffner to coordinate the inclusion of a questionnaire in the FVSAI conference material to gather information from attendees regarding their perception of dissociation. Dr. Pain will also discuss having ISSD videos at the booth site for sale and possibly a packet of information, including a CD, about ISSD to distribute to meeting participants. (Continue)

28. Drs Pain and Chefetz will be responsible for investigating the development of a CD to duplicate with a small booklet of explanation to distribute at appropriate meetings and conferences. (Continue)

29. Ms. Waters will develop an informational brochure on dissociation with Dr. Pain.

30. Dr. Pain and Ms. Waters will develop a grid of showing target audiences and messages for the PR effort.

PILON

31. Dr. Pilon will investigate three to five sites for the Spring 2005 regional meetings. (Continue)

32. The Component Group Committee is requested to develop incentives that will encourage ISSD membership by component group members. (Continue)

33. The Component Group Committee should track membership in ISSD by component group members over time. (Continue)

STAFF

34. Sherwood Group will order 1200 ISSD videos for distribution once Drs. Blizard and Gold have completed booklet and determine number of videos. (Continue)
35. Sherwood will be responsible for the mailing of the videos and CDs. (Continue)
36. Mr. Koepke will assist the International Membership Task Force in clarifying their funding request and calculating the cost of a "conference packet". (Continue)
37. Mr. Koepke will review accounting methods with recommendations in terms of setting up a fundraising account. (Continue)
38. Staff will provide Executive Council with the list of agencies of the intended recipients of the video/cd. (Continue)
39. Mrs. Rich to pull membership statistics together for the Financial Committee.

WATERS

40. PR Subcommittee will develop a PR message. (Ongoing tailor a message to each group).
41. Ms. Waters and Dr. Pain will develop a grid of showing target audiences and messages for the PR effort. (Continue)
42. The Child and Adolescent Task Force will undertake work on the development of a specialty psychotherapy course for treatment of children and adolescents. (Continue)
43. Ms Waters to come up with a plan on distribution of the newly developed child and adolescent treatment guidelines. (Continue)
44. Ms. Water and Dr. Pain to review text in the membership criteria to enable non-medical and mental health prospects to feel more welcome to the society.
45. Ms. Waters to put a marketing packet together for instructors to help promote reduced membership to students that graduate DDPTP course
46. Ms. Waters to contact Haworth Press on cost of reprints of the "Child Dissociative Guidelines". In order to determine what format would be best used for handouts, ISSD or Haworth Press.
47. Ms. Waters to provide a list and a letter for HQ to mail out with the Child Dissociate Guidelines.