



International Society for the Study of Dissociation
Executive Council Meeting
JW Marriott Hotel
New Orleans, Louisiana, USA
November 16, 2004
8:00 a.m. – 5:00 p.m.

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
Eli Somer, PhD, International Director
Gary Peterson, MD, Director
Don Fridley, PhD, ISSD News Editor

GUESTS

Annita Jones, PsyD, incoming Secretary/Treasurer
Andreas Laddis, MD, incoming Director

ABSENT

None

STAFF

Greg Schultz, Sherwood Group Vice-President
Rick Koepke, MSW, MSIS, ISSD Executive Director
Michele Biesiada, ISSD Account Administrator

CALL TO ORDER

Dr. Gold called the meeting to order at 8:27 a.m. and welcomed the newly elected Executive Council members.

APPROVAL OF OCTOBER 3 MINUTES

The Executive Council reviewed the minutes of the October 3, 2004, conference call meeting.

On motion made by Dr. Blizard, seconded by Dr. Chefetz and carried, the minutes of the October 3 Executive Council meeting were approved.

REVIEW OF OUTSTANDING TASKS

The Executive Council reviewed the action items listed on the approved October 3, 2004 minutes.

SUMMARY OF ACTIONS SINCE NOVEMBER 2003

The Executive Council reviewed the actions by electronic voting since November 2003. They are included below as part of the minutes.

Summary of ISSD Executive Council Actions By Electronic Voting Since November 2003

12/17/03

That the Executive Council approve formation of an Ethical Issues Exploratory Task Force to investigate whether ISSD should develop a set of ethical principles and guidelines and whether a set of policies needs to be developed to delineate how ISSD should respond to ethical dilemmas raised by the conduct of its members.

2/23/04

That the President of ISSD is authorized to appoint a task force to study and report to Council on a process that could lead to creation of a category of Certified Member, Approved Consultant, Approved Supervisor, or some equivalent status. This report would be due for consideration by Council at the Executive Council meeting to occur between March and November.

6/15/04

That the Executive Council of the ISSD commit the Society to a 7-year initiative to participate in the DSM-V process and to influence the content of DSM-V.

6/18/04

That a new committee, ISSD Español, be formed, to be chaired by Argentinean ISSD member Sandra Baita. The function of this committee would be to promote ISSD in Latin America and Spain, to encourage development of component groups in those areas, and to develop a Spanish language section of the ISSD Web site.

7/8/04

That the Executive Council recognize the need to accepting non-cash donations to the Development Campaign and other ISSD activities, the therefore directs that this policy, and appropriate procedures, be instituted to accept such donations, including gifts of stock, bonds, life insurance, charitable trusts, annuities, bequests, and other similar financial or "in-kind" devices, as these opportunities arise.

9/13/04

That translations of ISSD materials will be done by two bi-lingual professionals. The translator will have his/her mother tongue the same as the target language. The initial translation will be back translated into English by a bi-lingual professional whose primary language is English. If the translator cannot find such back-translator, a preliminary version of the back-translation will be sent to the Executive Council for approval. The translation team will resolve any discrepancies between the original and back-translated version through discussions until consensus is achieved.

9/13/04

That the Society submit an "amicus letter" to be used to petition the California Supreme Court to hear the case regarding the California "Tarasoff" statute.

ELECTION RESULTS

Dr. Chefetz reported on the election results for the 2004-2005 year: Dr. Eli Somer has been elected President-elect, Dr. Andreas Laddis has been elected Director, and Dr. Annita Jones has been elected Secretary/Treasurer.

2004 CONFERENCE UPDATE

Ms. Baker reported that expected conference attendance is close to 400. The break-even point is 325 attendees. She asked the council to consider things that can be done over the next year for the extra push it will take to market the 2006 California conference. Some of her suggestions include getting Constance Dalenberg involved and contacting Bob Geffner to consider a closer linkage to the Family Violence & Sexual Assault Institute.

Action item: Dr. Fridley to include upcoming conference dates in a consistent, prominent place in each issue of ISSD News.

TREASURER'S REPORT

Ms. Baker reported that we have had better gains than we had hoped for both membership renewals and new members for 2004: \$133,000 was budgeted for membership renewals and \$142,530 was received, and \$24,458 was budgeted for new members, and as of the October financial statements we have received \$26,442. It appears that our membership drive has been working.

Mr. Koepke reported that Legg Mason is working on the investment policy, and we expect to have it soon for the Finance Committee's review. Once the Finance Committee approves the policy, it will be presented to council for approval.

Ms. Baker proposed a change in the authorized signers for the Society. The new authorized signers will be: President-Elect Fran Waters, Secretary/Treasurer Annita Jones, Executive Director Rick Koepke and Sherwood Group President John Waxman. James Wilkins, CPA, the Director of Client Accounting is authorized to request forms, copies of statements, initiate wire transfers and discuss details of any ISSD bank and investment accounts.

On motion made by Ms. Baker, seconded by Dr. Chefetz and carried, the motion to adopt a change in authorized signers for the Society was approved.

Ms. Baker proposed a motion to increase check-signing security, by requiring that two signatures be required on all checks of \$2,500 or greater. No more than one staff signature will be allowed on checks unless approval is given by a volunteer who is authorized to sign checks. The signature of an authorized volunteer is required for all checks to The Sherwood Group or its employees.

On motion made by Ms. Baker, seconded by Dr. Gold and carried, the motion to increase check-signing security was approved.

2005 FINANCES

Mr. Schultz shared with the council a graph showing ISSD's growth in terms of finances and the associated operations. Since 1998, finances have increased from about \$200,000 in revenue to more than \$600,000 in revenue.

Ms. Baker reported that there is a projected overall increase in membership renewals. In 2005 we are staying at \$149 for full membership dues. Dues are raised about every two years, and the Finance Committee will have to discuss raising membership fees for 2006. We have a slightly higher budget than last year, based on how well we did this past year and presuming that our current membership drive will bring in more people. We are hoping for continued membership growth. Mr. Koepke noted that in 2004 we budgeted \$25,000 from donations and we are projecting to bring in \$40,000 - \$50,000 dollars. In the budget for 2005, we have budgeted to bring in \$45,000, which is at the approximate level we are expecting for this year in donations.

Mr. Koepke reported that for 2004 we budgeted to net \$8,000 for the conference. Currently we have in the budget a loss for next year's conference of \$4,275. Ms. Baker reminded the council that budgeting is done very conservatively and that generally the conference does make money. She noted that it was hard to budget for the conference due to it being held in Canada, and a lot will depend on the exchange rates. The 2005 budget shows ISSD with a deficit of approximately \$26,000. This is in part due to a large management fee increase.

Action item: Staff will separate fundraising management fees from the membership/administration management fee line item and create a new line item for this.

Ms. Baker reported that management fees for 2005 are increasing and that ISSD has been using more time than they have been paying Sherwood for. ISSD needs to reduce the amount of Sherwood's time we are using or we will run into deficit budgets. Dr. Gold asked the council to continuously look for ways to decrease expenses and to recruit

volunteers willing to manage certain projects that Sherwood currently does. Dr. Chefetz reminded the council that historically ISSD has struggled to find volunteers. Dr. Gold suggested creating a task force to spearhead this effort. The task force could recruit volunteers and match them with projects based on their skills. Some areas in which volunteers could be used are: word processing, obtaining mailing lists, partaking in PR efforts, etc.

DEVELOPMENT CAMPAIGN

Dr. Chefetz reported that the Development Campaign has received \$90,000 in for a 5-year campaign, and \$30,000 has already been collected. In addition, the campaign has \$44,000 in receivables for 2004. The Development Committee has added a third core member to the team: Steven Snow, who is a graduate student in social work. Stephen has grant writing experience and is skilled in searching databases for grants. We have many grantors to investigate, and that is something Steve will do. He has located a foundation in Texas, LGI, that sponsors and funds educational conferences in health care. This looks like a close match for ISSD's proposed Center for Study Chronic Traumatization meeting, so Dr. Chefetz will be sending them a letter of intent before January.

The next phase of the fundraising campaign will be to re-contact the membership in an attempt to increase membership contributions. Though we have reached our goal financially, the number of members who have actually made contributions is relatively small (under 10%). We would like to be able to complete some projects to be able to show the membership what the Development Committee has done with their donations.

Steve Snow has identified the National Library of Medicine as a possible resource for our Web site expansion. They have funds set aside that can be used for online educational resources. This is a potentially wonderful resource and could dovetail nicely with our development goals.

Mr. Koepke reported that the number of people who actually got involved in soliciting people for money was substantially less than what we had hoped it was going to be based on the investment of time and money that was put in a year ago to get people ready to do that. Many of the people who could have asked, did not. It would be useful to have people who are willing to be engaged and trained in the process of making those phone calls. Those on the committee that did make calls received positive responses.

Dr. Somer noted that fundraising outside of North America is a challenge because contributors from other countries do not have the purchasing power equivalent to the US. It is becoming a double challenge when such people cannot claim this as a deduction. The same applies with Canada. Mr. Koepke reported that this was pursued in regard to Canada. When the possibility was investigated, it did not seem that the likelihood of return on investment of money was going to worth what we were going to get out of it. Certainly if we find out that someone is willing to make a \$10K contribution, and it will cost us \$500 to process the paperwork, we will do it. Some potential ways for non-North Americans to contribute were discussed, including business card ads, vendor listings on the website, or running an ad in the ISSD News. These mechanisms for donating could be claimed as a business expense if it advertises ones business in some way. Dr. Chefetz made note of these suggestions to give them further consideration.

Priorities for use of funds raised

In determining what project to fund with the Development Campaign donations received, Dr. Chefetz made the recommendation that the Executive Council wrap the Education Committee's video proposal, in with the Development Committee's other recommended projects, and to give it a title that includes adults, children and mental health professionals.

On motion by Dr. Chefetz, seconded by Ms. Baker and carried, the Executive Council agreed to implement a multi-media educational project: "Recognition, Diagnosis, and Treatment of Complex Dissociative Disorders in Adults and Children: A Multi-Media Introduction for Mental Health Professionals", the first of which will be a video on the diagnosis of severely dissociative adult patients using diagnostic interviewing, featuring Dr. Loewenstein.

Action item: Dr. Blizard will discuss the issue of appropriate video content with Dr. Loewenstein.

Mr. Koepke reminded the council that there is currently money in David Caul Scholarship fund, and that the original purpose of that fund is to fund research. The council discussed the possibility of pooling the David Caul money in with the money from the Development Campaign. Dr. Gold stated that he thinks the council should maintain the principal of the account and use only the interest. Mr. Koepke suggested that the council decide to establish a student grant program now, and decide at a later point how much money is going to be allocated.

On motion made by Ms. Baker, seconded by Dr. Dell and carried, the Executive Council agreed to establish a graduate student research grant program of \$5,000 for 2005, of grants of not more than \$1,500 per student shall be made available based on criteria to be established.

CONFERENCES AND SEMINARS

Ms. Baker reported that the 2005 conference will be held in Toronto and the co-chairs are Drs. Paul Dell and Daphne Simeon. The title of the conference is "Dissociation Across the Lifespan: Journey Toward Achieving Internal and External Harmony". Information about the meeting will be posted on the ISSD website in January. The call for proposals will also go out in January.

PROFESSIONAL SEMINARS

Dr. Chefetz reported that 2005 Professional Seminars will be held in Torrance, CA on February 11, Atlanta, GA on March 18, Toronto, ON, Canada on April 8 and in New York City, NY on May 13. We are looking at preliminary dates in January and February 2006 for a Professional Seminar to be held in Puerto Rico. It was discussed that Dennis Pilon should encourage seminar attendees to join ISSD, and to include ISSD information in with the seminar materials. Dr. Chefetz suggested including some of the materials on CD that accompany the video, as part of the information that people get about ISSD. They would get CD that includes DES, instructions on how to use it, adult and child guidelines, on a CD that would cost almost nothing to make so they can see what we are doing.

Action item: Staff to ask Dennis Pilon to promote ISSD membership at the seminars by having the speakers give a plug about the Society. Staff will include ISSD membership materials in attendee registration packets.

Ms. Baker recommended that Dennis Pilon have a committee to help him coordinate the seminars. Mr. Koepke made the suggestion that Dennis be in charge of the committee, and have four people who are the project leaders for each particular location who will own each meeting, under Dennis' leadership. Dr. Gold asked Ms. Baker if Carol Forgash would be willing to help out with the New York seminar.

Action item: Ms. Baker will talk to Carol Forgash about possibly helping out with the New York seminar.

Action item: Ms. Waters will talk to Dennis Pilon about creating a Professional Seminar committee.

Proposed meeting in Israel

Dr. Somer has asked the Executive Council for \$2,000 to hold a meeting in Israel. His intent is to draw close to 200 clinicians from Israel, and to generate enough interest in ISSD to support the creation of an Israeli component group. Assuming that the meeting is profitable, Ms. Baker questioned if any of the profits would come back to ISSD. Dr. Somer agreed to that arrangement. He noted that he would like to see some of the money available to the component group. Mr. Koepke suggested that the council adopt a policy to address these issues as they arise, on a case-by-case basis.

On motion made by Dr. Somer, seconded by Ms. Baker and carried, the Executive Council agreed to support a one-time effort to establish a national component group outside North America; the sum to be determined on a case-by-case basis.

Action item: Ms. Waters will speak with Remy Aquarone, as chair of the International Committee, and ask him to develop criteria for the Executive Council to use when determining which programs they will support.

Dissociative disorders research planning conference

Dr. Dell reported that the chairs of the dissociative disorders research planning conference are Daphne Simeon and Vedat Sar. He proposed that the planning conference be held in conjunction with the ISSD meeting in Toronto, in order to reduce costs as much as possible. He would like to have the meeting take place on Thursday, Friday and Saturday evening, which would mean that ISTSS members would have to give up two days of the ISTSS conference. His suggestions generated discussion from the council about other possibilities for when to hold the planning conference. Dr. Dell asked that ISSD provide financial support to pay for the meeting rooms. Ms. Baker noted that she would first need to speak with the hotel to determine if meeting space is available, and to see how much they will charge. Dr. Dell will provide Ms. Baker his space requirements within the next few days.

Center for Study of Chronic Traumatization

Dr. Chefetz reported that their group is in the process of planning a meeting with the help of co-sponsorship from Uniform Sciences and the University of Health Sciences. The Center is also hoping to enlist other co-sponsoring universities throughout the US and elsewhere. Once conference specifics are ironed out, the Center will determine what the sponsors will provide and what they will get in return. The Center is aiming to hold the conference in the summer of 2006. Keeping with the original plan, the Center will continue to generate its own funding.

PUBLIC RELATIONS

Dr. Gold reported that the Society is working with Elizabeth Power to develop marketing and communication plans for ISSD, and to develop recommendations to increase ISSD's position in the market. The major aim is to increase recognition and awareness of both dissociation in general, and ISSD in particular, and to reduce the stigma currently associated with dissociation. That will require a long-term program of repeatedly exposing various messages to various specific target audiences. The steps that have been taken so far are: we have surveyed two groups of 100 people (100 current members and 100 former members). Consistent survey findings are that the cost of membership is a major concern for both current and former members. Another related issue mentioned is the cost-benefit ratio. Some former members did not feel they were getting enough value out of their membership to warrant the expenditure. This is consistent with what we have begun to do in the way of sliding scale membership dues and looking into electronic membership. Dr. Gold noted that other former members left the Society because they were not comfortable with ISSD's identity. This prompted discussion as to whether it is appropriate for ISSD to change their name in an attempt to broaden the membership base. Other various ways were also discussed to try to make ISSD more inclusive. Dr. Gold reminded the council that the study is not yet complete, and we are still collecting information. The last part of the process is to develop a plan for approaching focus groups, which will consist of both people in and outside of the trauma world that are not involved with ISSD. This step will not be far in the future because Elizabeth is progressing quickly. He noted that he does not think it wise to start implementing any of the ideas until the study is completed.

MEMBERSHIP MARKETING PLANS

Dr. Pain reported that the current membership is 1,281, an increase of 50 members over last year. In an attempt to increase membership to 1,500, a number of recruitment efforts have been implemented. The first is the member-to-member campaign, where existing members encourage non-members to join the society. The idea behind this is that current members will talk to friends and colleagues they encounter daily and ask them to join. If member recruits someone into membership, they will receive \$20 off of their dues for the next year, or may choose to donate the \$20 to the Development Campaign. Another recruitment effort is the gift membership certificate. This idea arose because Fran wanted to give her son, who is a doctoral student in psychology, something for Christmas. Members who do not know what to give loved ones for the holidays can give the gift of membership. Another important part of the membership drive has been Dr. Catherine Classen's work to identify people who should be members because they are involved in research in the area, but who aren't. She and Dr. Gold have worked together to identify and write personal letters to them to recruit them as members. Dr. Pain has also discussed with Dennis Pilon the best way to recruit members at the Professional Seminars. All of these initiatives are currently underway.

Another membership issue at hand is to decide whether the membership brochure should be revised, and how that will be done.

Dr. Pain reminded the council that there are PowerPoint slides available on the website that people can include in the front of their presentations when they are making presentations on dissociation or trauma.

JTD Editor Search

Drs. Onno van der Hart, Colin Ross and Joy Silberg were recruited to help identify potential names for editors of JTD. From their recommendations, Drs. Steve Gold and Jim Chu ranked each of the individuals and contacted them to determine if they had an interest in the position. Dr. Gold reported that Jennifer Freyd is interested in the position, but asks for \$6,000 so she can buy out of her course, \$1,000 for a computer and \$3,000 for an editorial assistant. In addition, she asked that Haworth provide complimentary subscriptions to 100 people, to get them interested in the Journal. Haworth has agreed to provide 2-4 back issues of the JTD to 100 people. Dr. Gold will find out if this arrangement will work for Dr. Freyd. The task force also decided that should Jennifer become editor, that there should be a clinical associate editor. Laura Brown has agreed to serve in this capacity. Dr. Gold opened the floor for discussion. Ms. Baker suggested that the editor and associate editor plan to attend the ISSD conference. In the past editors have been in attendance at the conference, and held a session about how to get published in the Journal. It has been very helpful to members and presenters. The question of whether or not the editors will have to pay ISSD conference registration will have to be addressed.

On motion made by Dr. Chefetz, seconded by Dr. Blizzard and carried, the Executive Council will appoint Jennifer Freyd as the JTD editor.

DDPTP

Dr. Chefetz reported that there are currently 160 students in the DDPTP course, at 17 different sites. When the February online program starts, there will be a total of 185 students. That will bring the total to 635 students in the history of the program, and growing. This year, advanced course pilots are being offered in Davis and Cincinnati. The curriculum has been test-driven, and is well supported by the students. Some of the course materials have been upgraded by replacing older articles with newer articles from the past few years.

Dr. Chefetz reported that Margo Rivera has purchased the rights to use the DDPTP training program material to teach psychiatric residents about trauma and dissociation. She is planning to turn the nine session program into eight, and to teach the course in April and May 2005. The hope is that Margo will adapt the material so it may be used in teaching graduate programs in psychology, psychiatry and social work.

Dr. Chefetz noted that he would like to recruit volunteers who are willing to take on administrative tasks of the DDPTP, and to be able to move his time into program development. This is something he hopes to accomplish by next year. He also noted that Dr. Liz Bowman will only serve as co-director for another year. Drs. Chefetz and Frankel will need to determine if they will proceed as the two of them, or if they will add a third director.

On motion made by Dr. Chefetz, seconded by Dr. Nijenhuis and carried, the motion to accept the contract as offered to Margo Riviera with the co-directors of the DDPTP training programs acting as agents of ISSD was approved.

Dr. Chefetz reported that he is continuing to have communications and trying to cultivate a personal relationship with the SAPSI people.

Dr. Chefetz reported that the Psychoanalytic Connection in New York is doing a repeat of the 2-day meeting where he recently spoke. They will be offering audiotapes of all the conference proceedings, as well as online discussion of the presentation. He will provide a username and password for anyone interested in viewing the site. This is a potential online learning venue for ISSD, and Dr. Chefetz is continuing to look at possibilities for face-to-face online bulletin board operations.

Dr. Gold reported that Dr. Mosca confirmed that, along with Sandra Baita, head of ISSD Español, there will be at least one session for Spanish speakers at the Toronto conference. They are currently recruiting people to attend that event.

DEVELOPMENTS AROUND THE WORLD

Dr. Somer reported that ISSD is in the early stages of establishing a European component group. Much depends on how successful we are going to be in defining what electronic membership will be, and how we can successfully offer a membership package those living outside North America that will satisfy both a national component group, a continental component group and the ISSD. Dr. Somer would eventually like to revive the Dutch society and to identify people in other countries that will be able to recreate or implement the model that was developed in Israel. The hope is that by 2006, that we will have established the basis of a European component society.

2005 BUDGET, PART 2

Ms. Baker made a proposal that the Executive Council determine how much money should be kept in the checking account, and how much should be invested to the investment account.

Ms. Baker suggested that conference fees for members and non-members be increased by \$10 per attendee. The student early and late registration fees will stay the same. In addition, one-day registration fees will remain the same.

The CME expense is currently \$1,000, but that will be increased to \$2,000 for 2005. Currently we charge \$50 for CME, and \$35 for CEUs, and we will need to look into whether these fees should also be increased.

The issue of the extra hours Sherwood will now be charging for hours that go over the allowed was discussed. Mr. Koepke assured the council that there can be something written in the contract stating that Sherwood will not make ISSD go out of business. Ms. Baker reminded the council that there are a great deal of clerical time that shouldn't be used at all. As an example, she noted that all forms that are received online should be able to be instantly entered into the database, providing ISSD has the right software. Mr. Greg Schultz noted that Sherwood is in the process of upgrading to the next version of iMIS, which provides transparent, seamless online integration. When ISSD's database is upgraded, it may take care of this problem.

On motion made by Ms. Baker, seconded by Dr. Chefetz and carried, the new budget for 2005 has been approved.

COMMENTS FROM INCOMING PRESIDENT

Ms. Waters thanked Dr. Gold for helping her over the last few months and noted that she is looking forward to working with everyone. She is honored to be serving as president and plans to keep everything going as is. She noted that she will be sending a memo to the Executive Council about cutting costs, and asked that the information be relayed to the committees. Ms. Waters has appointed herself and Dr. Jones to act as gatekeepers in determining how staff time should be spent.

VOLUNTEER RECRUITMENT AND MANAGEMENT

Ms. Waters encouraged the council to give her suggestions for a Volunteer Recruitment and Management Committee chair.

Action item: Ms. Waters to appoint a task force to address volunteer recruitment and management.

COMMITTEE APPOINTMENTS

Ms. Waters will keep most of the committee assignments the same, and has made only a few minor chair changes. The Executive Council will vote on the committee chair appointments via email.

APPOINTMENT OF INTERNATIONAL BOARD MEMBER

On motion made by Ms. Waters, seconded by Dr. Gold and carried, Remy Aquarone was appointed as the new International Director for a three year term.

RECOGNITION OF OUTGOING COUNCIL MEMBERS

Dr. Gold thanked Dr. Gary Peterson, Dr. Rich Chefetz and Ms. Su Baker for their years of service on the council.

OTHER BUSINESS

Dr. Gold congratulated Drs. Annita Jones and Andreas Laddis for their election to the board.

UPCOMING MEETINGS

Action item: Ms. Waters and Mr. Koepke will schedule the next Executive Council meeting sometime in February 2005.

ADJOURNMENT

On motion made by Dr. Somer, seconded by Dr. Chefetz and carried, the meeting was adjourned at 5:05 pm.

November 16, 2004
ACTION ITEMS

BAKER

1. Ms. Baker will talk to Carol Forgash about possibly helping out with the New York seminar.
2. 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. (continue)
3. Ms. Baker and Rick Koepke to work on establishment of a brokerage account. (continue)

BLIZARD

4. Dr. Blizzard will discuss the issue of appropriate video content with Dr. Loewenstein.

CHEFETZ

5. Dr. Chefetz and Ms. Waters to work on a pilot program of DDPTP for the Dissociative Child Training program. (continue)

COMSTOCK

6. Dr. Comstock will improve appearance of the ISSD Web site along the lines of the ISSDWorld site. (continue)

FRIDLEY

7. Dr. Fridley to include upcoming conference dates in a consistent, prominent place in each issue of ISSD News.

PAIN

8. Dr. Pain 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 October/November newsletter for marketing purposes of the new membership drive. (continue)

PILON / STAFF

9. Staff to ask Dennis Pilon to promote ISSD membership at the seminars by having the speakers give a plug about the Society. Staff will include ISSD membership materials in attendee registration packets.
10. Staff will remove indirect fundraising costs from the management fee line item and create a new line item for this. An indirect cost line should also be created for the Giving Campaign.

WATERS

11. Ms. Waters will talk to Dennis Pilon about creating a Professional Seminar committee.
12. Ms. Waters will speak with Remy Aquarone, as chair of the International Committee, and ask him to develop criteria for the Executive Council to use when determining which programs they will support.
13. Ms. Waters to appoint a task force to address volunteer recruitment and management.
14. Ms. Waters and Mr. Koepke will schedule the next Executive Council meeting sometime in February 2005.
15. Ms. Waters will develop an informational brochure on dissociation with Dr. Pain. (continue)
16. 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. (continue)