

**Minutes of the ISSD Executive Council Meeting
January 18, 2004**

PRESENT:

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

GUEST:

Peter Barach
Esther Giller

ABSENT:

Don Fridley, Ex-officio and Newsletter Editor

STAFF:

Rick Koepke, MSW, MSIS, Executive Director

**CALL TO
ORDER:**

Dr. Gold called the meeting to order at 8:05a.m.

**APPROVAL OF
MINUTES:**

The Executive Council reviewed the draft minutes of the October 31 - November 1, 2003 meeting.

On motion made by Dr. Chefetz and seconded by Ms. Baker and carried, the minutes of the October 31 – November 1, 2003 meeting of the Executive Council were approved.

**MEDIA AWARE
TF REPORT:**

Mr. Barach and Ms. Giller updated the Executive Council on the survey that was conducted by the Media Awareness Subcommittee. The survey results showed a broad diversity in what the primary objective should be in developing a public relations campaign for ISSD. There was less diversity in the answers in terms of the audience and the message. The majority of the respondents agreed that the primary audience

The subcommittee developed an integrated, public relation strategy that supports the mission and objectives of ISSD.

The Executive Council discussed what we are trying to accomplish, what are we trying to accomplish with this campaign to bring awareness of dissociation to professionals and the public.

The EC was in agreement that the audience should not only be mental health professionals who are trauma specialists but also professionals who are treating dissociative disorders.

Dr. Pain, shared with the Executive Council statistics of past ISSD membership. We have more or less retaining members but we need to recruit

Dr. Gold renamed the Media Awareness Subcommittee to the PR Advisory Subcommittee with the idea with the PR committee represents the infrastructure of ISSD and how we can use the infrastructure to promote ISSD and that you would be providing advice, guidance and suggestions for the council about these issues. In the near future will formulate what the message should be and a tag line that will be brief enough To tell professionals about dissociation.

The PR advisory committee will formulate a message and provide further suggestions and the main focus for now is membership recruitment and the PR committee will provide input.

Mr. Koeple, suggested to have a clear message of the audience and message that we are going to use to reach them that the two committee get together and construct a grid that explains this.

TASK LIST:

The Executive Council reviewed the action items listed on the approved October 31 – November1, 2003 minutes.

TREASURER
REPORT:

VIDEO
PROJECT:

TREATMENT
GUIDELINES:

COMPONENT
GROUP:

POLICY
NEWSLETTER:

EUROPEAN
REG SOCIETY:

PROJECT
UPDATES:
a. FUNDRAISING:
b. SPRING SEM:
c. ANNU CONF:
d. DIAG TAX TF:

OTHER BUSINESS:

PLANS FUTURE
CALLS:

ADJOURNMENT:

January 18, 2004 ACTION ITEMS – Attachment 1

BAKER

1. Ms. Baker will contact Tom Tudor, Nancy Funk, Jan Freeman, Linda Nordquist, Janet Migdow and Anne Dietrich and invite them to participate on the Finance Committee.
Continue

2. Ms. Baker will contact the Michigan Component Group to see if anyone is interested in participating on the Finance Committee.
Continue
3. The Finance Committee will evaluate, on an annual basis, how the sliding fee membership scale is affecting ISSD overall budget
Continue
4. Ms. Baker and the Program Chairs will investigate various possibilities to include professionals from the ABT conference and the conference on Innovations and Trauma Research Methodology in ISSD New Orleans conference.
Continue
5. Ms. Baker will mail ISSD archive files to headquarter office.

BLIZARD

6. Dr. Blizzard will review and work on content of the Introductory booklet for the video/CD project.
Continue
7. Complete timeline and task for the video and CD distribution project.
Continue
8. Dr. Blizzard will chair an online discussion with the Executive Council regarding revisions to the fundraising case statement.
Continue
9. Dr. Blizzard will send the assessment instrument information for the CD to ISSD headquarters for duplication.

CHEFETZ

10. Psychotherapy Course Task Force will explore the interest in publishing a book on the training programs.
Continue
11. Dr. Chefetz will work on research agenda
Continue
12. Drs. Chefetz and Frankel will appoint an additional person to assist in the revision of the ISSD Adult Guidelines with the

goal of having them completed by the Executive Council meeting in New Orleans in 2004
Continue

13. Dr. Chefetz will contact ASCH on a presidential level to discuss issues relating to meeting.
Continue
14. Dr. Chefetz will contact Haworth Press to determine the cost for an electronic version of the *Journal of Trauma and Dissociation* and to discuss possible ways of including JTD on Medline .
Continue
15. Dr. Chefetz will contact plenary speakers to get their permission to video tape their session.
Continue
16. Dr. Chefetz will send an appreciation letter to the Child and Adolescent Task Force and Dr. John O'Neil for a job well done.
Continue
17. Dr. Chefetz will contact Dr. Silberg to write an article for ISSD NEWS on the background and activities of the Leadership Council for Mental Health, Justice and the Media
18. Dr. Chefetz will recruit a fundraising core group in Washington D.C and in the Chicago area.
19. Dr. Chefetz will visit New York to share ISSD ideas and projects with psychotherapy communities, professional and peer groups, corporations and the media to raise money for the Society.

DELL

20. Drs. Dell, Nijenhuis and Somer will do research on dissociative disorder diagnostic and research tools to be included in the dissociative disorder educational booklet.
Continue
21. 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

22. Drs. Dell, Nijenhuis, Pain and Somer 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

23. 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.

Continue

24. 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.

EXECUTIVE COUNCIL

25. Executive Council will post abstract submission information and deadline dates to the various professional email lists to which they subscribe.

Continue

26. Executive Council will identify the various meetings around the world to insure we have enough membership brochures and flyers. The Council will email Dr. Pain individually of up coming conferences for this year so she can determine the number of brochures needed.

Ongoing

27. Dr. Chefetz requested the Executive Council to inform him of colleagues and friends who are interested in joining the Fundraising Development Committee.

Ongoing

FRANKEL

28. 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 day.

Continue

29. Drs. Chefetz and Frankel will appoint an additional person to assist in the revision of the ISSD Adult Guidelines with the

goal of having them completed by the Executive Council meeting in New Orleans in 2004.

Continue

GOLD

30. Dr. Gold will complete timeline for the video and CD distribution project.

Continue

31. Dr. Gold will contact APA for permission to use the mailing list for the video project.

Continue

NIJENHUIS

32. Drs. Dell, Nijenhuis and Somer will do research on dissociative disorder diagnostic and research tools to be included in the dissociative disorder educational booklet.

Continue

33. The Executive Council directs Drs Dell, Nijenhuis, Pain and Somer to 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

O'NEIL

34. Dr. O'Neil will assist in the editing of the Dissociation 2005 source book

Ongoing

PAIN

35. Dr. Pain will organize a plan to contact non-renewed members.

Continue

36. Further discussion is needed from the Membership Committee on how to market and advertise ISSD to increase membership.

Continue

37. 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

38. Drs. Chefetz and Pain 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

39. Drs Chefetz and Pain will also discuss which articles and material to include on the CD.

Continue

40. Dr. Pain will make a list of key words that the Sherwood Group can search via Internet to make the Executive Committee aware of appropriate meetings/conference to distribute ISSD material.

Ongoing

41. The Executive Council directs Drs Dell, Nijenhuis, Pain and Somer to 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.

Ongoing

PETERSON

42. Dr. Peterson will report back to the Executive Council regarding the feedback he has received from colleagues regarding the benefits of certification.

PILON

43. Dennis Pilon will be responsible for the coordination of the regional meetings in New York and Los Angeles with a committee of Drs. Fridley and Pain. The committee will contact possible speakers regarding their availability.

Ongoing

SILBERG

44. The Child and Adolescent Task Force will undertake work on the development of a specialty psychotherapy course for treatment of children and adolescents.

Continue

SOMER

45. Drs. Dell, Nijenhuis and Somer will do research on dissociative disorder diagnostic and research tools to be included in the dissociative disorder educational booklet.

Continue

46. Dr. Somer will assist in the editing of the Dissociation 2005 source book.

Continue

47. Drs Dell, Nijenhuis, Pain and Somer 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

STAFF

48. Sherwood Group will order 1200 ISSD videos for distribution once Drs. Blizard and Gold have completed booklet and determine number of videos.

Continue

49. Sherwood will be responsible for the mailing of the videos and CDs.

Continue

50. Mr. Koepke will assist the International Membership Task Force in clarifying their funding request and calculating the cost of a "conference packet".

