



International Society for the Study of Dissociation
Executive Council Conference Call
Sunday, February 13, 2005
8:00 a.m. – 11:00 a.m. CST

PRESENT

Fran S. Waters, DCSW, MIW, LMFT, President
Eli Somer, PhD, President-Elect
Steven N. Gold, PhD, Past President
Annita Jones, PsyD, Secretary/Treasurer
Ruth Blizard, PhD, Director
Paul F. Dell, PhD, Director
Ellert Nijenhuis, Director
Clare Pain, MD, Director
Andreas Laddis, MD, Director
Remy Aquarone, International Director

ABSENT

Catherine Classen, PhD, Director
Don Fridley, PhD, *ISSD News* Editor

STAFF

Rick Koepke, MSW, MSIS, ISSD Executive Director
Michele Biesiada, ISSD Account Administrator

GUESTS

Su Baker, MEd
Elizabeth Power

CALL TO ORDER

Ms. Waters called the meeting to order at 8:03 am.

APPROVAL OF MINUTES

On motion made by Dr. Blizard, seconded by Dr. Somer and carried, the minutes of the November 16 Executive Council meeting were approved.

REVIEW OF OUTSTANDING TASKS

The Executive Council reviewed the action items listed on the approved November 16, 2004 minutes.

SUMMARY OF ACTIONS SINCE NOVEMBER 16, 2004 EXECUTIVE COUNCIL MEETING

On January 4, 2005, electronic voting concluded for the approval of committee and task force chairs. All eleven Executive Council members voted in favor of the motion. Therefore, the motion passed unanimously.

TREASURER'S REPORT

Dr. Jones reported that ISSD's financial position is slightly better than we had expected to be. Mr. Koepke reminded the council that ISSD budgeted to bring in \$25,000 from the Development Campaign, and to spend \$20,000 of that. To date, we brought in more money and have not spent the \$20,000. In terms of expenses, we have now raised \$60,000 and we need to spend it as we told donors we would. The projects currently set to be funded are the Loewenstein video and the student research grants. It is council's responsibility to determine how to spend the Development Campaign money. Mr. Koepke suggested that council determine a formal process for how they will spend the money. He advised Drs. Blizard, Brand, Jones and Chefetz or Tudor to have a conversation to see if a plan can be put in place for what is going to happen with the money.

INVESTMENT POLICY

Dr. Jones reported that Legg Mason's proposed investment policy was reviewed and approved by the Finance Committee. Legg Mason will put most of ISSD's money into low-risk investments such as money market funds, CDs, bonds and mutual fund. Mr. Koepke noted that once the policy is approved, he, Dr. Jones and the ISSD accountant will figure out how much money needs to stay in the checking account to address cash flow issues. The money that ISSD does not need on hand will be rolled into the investment funds. Legg Mason recommended that stock received after the policy is implemented be sold and put into the fund.

On motion made by Dr. Jones, seconded by Dr. Blizzard and carried, the motion to adopt the investment policy was approved.

On motion made by Dr. Jones, seconded by Dr. Gold and carried, the motion to retain Legg Mason as ISSD's investment advisor was approved.

2005 WORK PLANNING

Staff time report, January 2005

Mr. Koepke reported that efforts to reduce staff time are helping, but noted that staff time will increase over the coming months, due to the increased number of Spring seminars for 2005.

Ms. Waters asked Mr. Koepke if there is anything more the council can do to relieve some of headquarters' responsibilities. Mr. Koepke suggested making the Web site more efficient, in an effort to lessen the number of calls and emails that headquarters must field. It was discussed that content under the public section of Web site be more comprehensive, and that the site be expanded to include a FAQ area for professionals. It was also noted that conversion symptoms should be included on the Web site. All requests to add new content to the site must be directed to Dr. Gold, who will then provide the updates to Dr. Comstock.

Action item: Staff will keep a log of frequently asked questions so they may be posted on the Web site.

Action item: Staff will copy Dr. Gold on miscellaneous emails that are sent to Dr. Laddis.

Action item: Dr. Gold will be the point person for any Web site updates, and will investigate ways to make the site more user-friendly.

Ms. Waters reminded the council that a list was compiled a year ago of certain people who were going to work on the Web site. That initiative fell through, and she would like to see it reinstated and to start including information under specific topics on the Web site. Dr. Blizzard suggested the creation of a task force, and including people outside of the council on the task force. Dr. Gold agreed that the task force and bringing in others outside of the council to sit on the task force are good ideas. He volunteered to coordinate the effort.

Action item: Dr. Gold will coordinate with Drs. Blizzard and Brand to modify Web site content.

Action item: Ms. Waters will circulate the list of Web site volunteers to the council.

On motion by Ms. Waters, seconded by Dr. Blizzard and carried, the motion to establish a Web site task force was approved.

Action item: Ms. Waters will work with Dr. Classen to appoint people to the Web Site Task Force.

Dr. Gold noted that the Web site task force is a good place to pull in students. The student division needs to be energized, and having students on the task force will help identify the information that people would like to see on the ISSD site.

Action item: Ms. Waters and Dr. Gold will work on getting the Web site task force up and running.

Mr. Koepke also noted that we continuously have issues to deal with in working with Dr. Comstock and Mr. Patin regarding the Web site. Dealing with these issues is time consuming, as all inquiries regarding problems with the Web site are directed to headquarters staff.

Ms. Waters asked about the progress of integrating ISSD's database into the new software. Mr. Koepke reported that there is no schedule to integrate at this time, and that complexities are being worked out with other clients before ISSD's database will be converted.

COMMITTEE AND TASK FORCE WORK PLANS

Mr. Koepke noted that it is useful in advance of any strategic planning effort to have all committees and task forces complete a work plan. Dr. Jones noted that she has contacted all chairs twice and asked them to complete the form, but has only received completed work plans from three people. Dr. Jones suspects that the committees with definite plans in place are the ones who submitted their work plans, and that those who didn't submit a form will need to develop a plan before they can proceed any further. Mr. Koepke volunteered to speak with committee chairs on the phone and walk them through the process. Having a discussion over the phone will help get the chairs thinking in the right direction, and also ensure that the work plan is completed. Dr. Blizzard suggested letting the chairs know that Mr. Koepke is available to discuss the work plan with them. She noted that one reason people may have not completed the form is because they do not have a volunteer need. If they are forced to prepare an overall plan for the year, and anticipate resources that may be needed, we may get a better response.

Action item: Ms. Waters and Dr. Jones will work on getting all committees and task forms to complete a work plan.

ORGANIZATIONAL CHART

Ms. Waters reported that Dr. Gold has been working with Mr. Koepke for some time to make the organizational structure of the society more manageable. ISSD has many committees and task forces, and given the size of our society, there is an overload in the way the society is organized. Dr. Gold, Mr. Koepke, and Ms. Power have been working on restructuring and have divided the committees into five sections. There will be both a primary and back up person responsible for each of the sections, so there is someone else who can step in when needed. The idea is to have one of the board of directors oversee each of the sections. Dr. Somer and Ms. Waters will oversee this process.

Dr. Gold questioned whether it would make sense to move to a system where members vote for directors of a specific section, for example, director of education. Mr. Koepke replied that he would rather see the Nominating Committee take those things into consideration while constructing the slate of nominees. The practice has been that four people are listed for nomination, and the two with the most votes are elected. There is no reason we could not have two people running for one slot and two people running for a second slot. That way, you can set up the nominations so you have the mix of skills and experience wanted.

Mr. Koepke told the council that a motion is not needed to proceed with plans to implement an organizational chart, as this does not need to be institutionalized. The council can try working with the organizational chart for a while and see how it works. The council agreed that this is a good idea.

It was discussed and decided that the "Special Populations" heading be changed to "Special Focus". Staff will make the appropriate change in the master document.

DSM-V

Dr. Dell reported that the Research Meeting will be held on the Saturday before the Fall Conference in Toronto. The invitations have been sent, and half of the invited people have already agreed to attend. Dr. Dell will follow up with those who have not responded on Monday. In total, 25 people are expected to attend.

2005 ANNUAL MEETING

Ms. Baker reported that the entire conference will be provided to conference attendees in MP3 format on CD Rom. Anyone with a computer that has Internet access will be able to play the MP3s. It was discussed that instruction on how to make the CDs work be included when Professional Programs send the CDs and also posted on the ISSD Web site. Ms. Baker proposed that the full registration fee for the conference be increased \$30 to cover the actual cost of the CDs. All attendees paying full registration will receive the CDs for free, as well as the plenary speakers. Complimentary first-time non-NA presenters will have to pay for the CDs, as well as one-day registrants. People

wishing to purchase the CDs will be able to do so at the conference registration desk. Professional Programs will also provide 12 free sets of CDs. These will be used for plenary speakers, and Ms. Baker and ISSD will also receive a complimentary set. The rest can be used at ISSD's discretion. Ms. Baker noted that for \$30 Professional Programs will mail the CDs to all attendees who paid for full registration. After the conference, ISSD can charge whatever we want for the CDs. Ms. Baker suggested a cost of \$75 for members, \$95 for non-members and \$60 for students. People purchasing the CDs will send their money to ISSD, and we will send Professional Programs \$30, along with the customer's mailing address. They will mail the CDs directly to the customer.

Ms. Waters asked that it be very clear that the CDs are included in the full registration fee, so as not to scare away attendees by the increased fee.

Mr. Koepke identified the potential problem of presenters not remembering to alert the person taping the session to turn the recorder on and offer in instances where videos are being shown. Ms. Baker replied that we will know in advance who will require what A/V, so it should not be a problem.

On motion by Dr. Blizard, seconded by Dr. Jones and carried, the motion to accept the increased conference registration fees, with the proviso that council review the after-conference cost of CDs and compare that with other conferences selling CDs, was approved.

Regarding the proviso in the motion, Mr. Koepke suggested keeping in mind that a bigger break in the cost for members is a way to add value to membership. As we are considering the cost, we may want to increase differential as a way to make membership more appealing.

Action item: Ms. Baker will work with Dr. Pain to determine a fair cost for the post-conference CDs.

Ms. Baker reported that the cost to provide CMEs to meeting attendees has increased significantly since last year. In order to offset these increased expenses, Ms. Baker suggested two options: The first option is raising the cost of CME from \$50 to \$75 and that we increase the cost of CEUs from \$35 to \$50. That would more than cover our expenses. The second option is to have a differential between members and non-members and raise the cost of CMEs from \$50 to \$70 for members and \$90 for non-members, and raising CEU fees increased from \$35 to \$40 for ISSD members and \$60 for non-members. Due to the conference being held in Canada, Ms. Baker speculates that the number of people wanting CEUs and CMEs will be less than last year.

On motion made by Dr. Laddis, seconded by Dr. Pain and carried, the motion to accept increased CME and CEU fees was approved. The CME fees will be increased from \$50 to \$70 for members and to \$90 for non-members. CEU fees will be increased from \$35 to \$40 for ISSD members and \$60 for non-members.

Ms. Waters reported that Madge Bray, a social worker from England, offered to bring her harmony group to the conference to perform at two of the functions held during the Fall conference. They would perform for free and provide their own travel arrangements, but ask that their hotel fees be paid.

On motion made by Dr. Blizard, seconded by Mr. Aquarone and carried, the motion to pay for hotel rooms for the entertainers was approved.

INCLUSION OF LOCAL EDUCATION SESSION IN ALL UPCOMING CONFERENCES

The following excerpt is taken from Dennis Pilon's Component Groups committee report:

"It was proposed at the New Orleans Component Group Breakfast meeting that the Conference Panel Discussion: "Nurturing Our Legacy: Issues in Local Professional Education in Dissociative Disorders" by Migdow, Baker, Aquarone, and Pilon, be made a regular feature at each Annual Conference. It was felt by many that attended the discussion that it was very motivating and an excellent introduction to the value of Component Groups in furthering the ISSD mission."

Ms. Baker reported that she was in attendance at the "Nurturing Our Legacy" panel and is surprised how many people attended. She reminded the council that the panel does not have to include the same speakers every year and suggested keeping one person from last year and getting new people involved. The council discussed this proposal and agreed that this is a topic that should be built into the program every year. Ms. Baker reminded the

council that the session will still have to go through the usual submission process, due to CME and CEU accreditation issues, and all proposal forms must be completed. It will also need to be determined if the session will be held as a forum discussion or a conversation hour.

Action item: Ms. Baker will communicate with the conference chairs that the conference panel discussion: "Nurturing Our Legacy: Issues in Local Professional Education in Dissociative Disorders" be included in the program every year.

Dr. Gold asked Ms. Baker whether the Ethical Issues Exploratory Task Force will be doing an annual presentation at the conference. Ms. Baker replied that it is not currently built in to the program, but that it is a good idea. She questioned if it should be an invited session or if people can just submit proposals and they would be listed under the Ethical Issues Exploratory Task Force. Dr. Blizzard suggested that people submit under the Ethical Issues Exploratory Task Force, and that we make it invited to assure there are top notch people in attendance. Dr. Gold agrees that it should be included under the auspices of the Ethical Issues Exploratory Task Force. Ms. Baker reminded the council that these invited speakers will not be paid, but are simply guaranteed that they will be able to speak.

Action item: Ms. Baker will recommend to the conference program chairs that the Ethical Issues Exploratory Task Force have an annual presentation at ISSD's Fall conference.

SEMINARS UPDATE

Ms. Waters reported that there are approximately 192 people in attendance at the Torrance seminar on Friday, and that the seminar had a break even point of 300 attendees. It is a tough market in Los Angeles, and it did not help that UCLA had a child trauma conference being held on the same day. Mr. Koepke reminded the council that it is important to look at all of the seminars over time. Los Angeles is a competitive market, and we have committed to focusing on that market because we are holding a meeting there in 2006. The real proof will be in the local attendance at the 2006 conference.

Action item: Staff will track membership information regarding those who apply for membership as a result of the seminars.

MEMBERSHIP

Electronic Membership and ESSD

Mr. Koepke reported that we have clarified with Haworth their willingness to provide electronic-only access to the JTD for only those members who are outside North America. What Mr. Aquarone is currently proposing is that we do this only for those people who are going to be members of the European regional society. Mr. Koepke explained that when we receive the membership application and fee, we will enter the information into our database and pull a report for Haworth showing who has paid for electronic access to the JTD. Mr. Aquarone is proposing that the membership fee be \$50, of which \$12 will go to Haworth. Since these members will only be provided with an electronic version of the newsletter, we won't incur postage costs, and the \$38 we are left with will go to support the operation of the Society.

On motion by Mr. Aquarone (via email from 2/10), seconded by Dr. Blizzard and carried, the motion to proceed with the European regional society was approved.

Member-To-Member Campaign

Mr. Koepke informed the council that no one has signed up for the member-to-member campaign, and recommended that the Membership Committee decide what to do with the program.

Action item: Dr. Pain and the Membership Committee will discuss what to do with the member-to-member campaign.

JTD

Dr. Gold would like Dr. Elhai to be compensated for his hard work on the JTD. He suggested ISSD pay him what we would have had to pay an assistant to do the job.

On motion by: Dr. Gold, seconded by Dr. Somer and carried, the council agreed to give Dr. Jon Elhai \$3,000 for his work on the Journal of Trauma and Dissociation.

Action item: Ms. Waters will express the council's gratitude to Dr. Elhai for his work on the journal.

Mr. Koepke reported that Dr. Freyd has received the money to purchase a computer, and that her course buyout fee has also been paid. Mr. Koepke is currently working on preparing a formal contract.

Action item: Mr. Koepke will prepare a contract for Dr. Freyd related to her work on the JTD.

RESEARCH GRANT COMMITTEE REQUEST FOR GUIDANCE

A motion was made by Ms. Waters, and seconded by Dr. Gold to use 30% of David Caul fund for scholarships, with the remainder being used for research. This motion was tabled and will be discussed via email.

Dr. Gold reminded the Executive Council that a lot of time was spent in the past to identify that people donated money in David Caul's memory after he died for research purposes. Dr. Gold suggested making the distinction that we not touch the principal and that only the interest will be spent. Ms. Waters stated that there is only \$146 in interest. Mr. Koepke noted that in theory we probably did only use the interest accrued over time, but it is not something that has formally been established as a rule. What was decided in November is that a research grant program was going to be established, but it was not decided where the money was to come from. It was a general budget item.

Action item: Ms. Waters will continue the discussion about how the council should use the Caul fund money via email.

CENTER FOR THE STUDY OF CHRONIC TRAUMATIZATION NAME CHANGE

Mr. Koepke reported on a proposed name change for the Center for the Study of Chronic Traumatization to the "Center for the Study of Chronic Trauma and Resilience" as submitted by Dr. Chefetz. Due to the limited time remaining for the conference call, Dr. Gold requested that this discussion be tabled and discussed at length via email.

Action item: Ms. Waters will contact Dr. Chefetz to get his input and to determine the urgency of this matter.

Action item: Ms. Waters will continue the discussion about changing the name of the Center for Chronic Traumatization with the council via email.

Ms. Power joined the call to discuss public relations and long-range planning for ISSD.

PR AND LONG-RANGE PLANNING

At the November meeting, Dr. Gold raised the issue that we have been in the mode of coming up with ideas as they arise, and that we'd be much more efficient if we thought ahead and had a clear idea where we think the society needs to go. It would be helpful to develop a plan along those lines, instead of doing projects ad hoc. To aid in this planning, Ms. Power recommend the council consider holding a strategic planning meeting. It was decided that a face-to-face strategic planning meeting be held in Chicago.

Action item: Staff will email council members to determine their availability to attend a two-day long-range planning meeting.

ADJOURNMENT

Ms. Waters adjourned the meeting at 11:17 CST.

Respectfully submitted,
Annita Jones
ISSD Secretary/Treasurer

**February 13, 2005
ACTION ITEMS**

BAKER

1. Ms. Baker will talk to Carol Forgash about possibly helping out with the New York seminar. (continued)
2. Ms. Baker will work with Dr. Pain to determine a fair cost for the post-conference CDs.
3. Ms. Baker will communicate with the conference chairs that the conference panel discussion: "Nurturing Our Legacy: Issues in Local Professional Education in Dissociative Disorders" be included in the program every year.
4. Ms. Baker will recommend to the conference program chairs that the Ethics Committee have an annual presentation at ISSD's fall conference.

BLIZARD

5. Dr. Blizard will discuss the issue of appropriate video content with Dr. Loewenstein. (continue)

CHEFETZ

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

GOLD

7. Dr. Gold will be the point person for any Web site updates, and will investigate ways to make the site more user-friendly.
8. Dr. Gold will coordinate with Drs. Blizard and Brand to modify Web site content.

PAIN

9. Dr. Pain and the Membership Committee will discuss what to do with the member-to-member campaign.

STAFF

10. Staff will keep a log of frequently asked questions so they may be posted on the Web site.
11. Staff will copy Dr. Gold on miscellaneous emails that are sent to Dr. Laddis.
12. Staff will track membership information regarding those who apply for membership as a result of the seminars.
13. Mr. Koepke will prepare a contract for Dr. Freyd related to her work on the JTD.
14. Staff will email council members to determine their availability to attend a two-day long-range planning meeting.

WATERS

15. 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. (continue)
16. Ms. Waters will develop an informational brochure on dissociation with Dr. Pain. (continue)
17. Ms. Waters will circulate the list of Web site volunteers to the council.

February 13, 2005
ACTION ITEMS (continued)

18. Ms. Waters will work with Dr. Classen to appoint people to the Web site task force.
19. Ms. Waters and Dr. Gold will work on getting the Web site task force up and running.
20. Ms. Waters and Dr. Jones will work on getting all committees and task forms to complete a work plan.
21. Ms. Waters will express the council's gratitude to Dr. Elhai for his work on the journal.
22. Ms. Waters will continue the discussion about how the council should use the Caul fund money via email.
23. Ms. Waters will contact Dr. Chefetz to get his input and to determine the urgency of this matter.
24. Ms. Waters will continue the discussion about changing the name of the Center for Chronic Traumatization with the council via email.