

ISSTD
Executive Council Conference Call
June 17, 2007
11:00 am – 1:00 pm EST

Members in Attendance: Catherine Classen, PhD; Remy Aquarone, MSc; Eli Somer, PhD; Vedat Sar, MD; Joanne Twombly; Lisa Butler, PhD; Andreas Laddis, MD; Etzel Cardeña, PhD; George Rhoades, PhD;

Members Unable to Attend: Annita Jones, PsyD; Suzette Boon, PhD; Jannina Fisher, PhD

Staff in Attendance:
Gregg Robinson, CAE

Guests:
Fran Waters, DCSW, LMFT; Ana Batsakes, Elizabeth Power, Na'ama YeHuda

Welcome and Call to Order:

Catherine Classen called the meeting to order and reviewed the overall procedures to be followed during the call.

Minutes April 15, 2007 Conference Call:

The minutes of the April 15, 2007 conference call were reviewed and a motion was made to accept them as distributed.

Discussion took place on the posting of minutes on the web site for easy access of the membership. Future consideration will be given toward this action with all information being reviewed and approved by the Executive Committee before it is placed on the site.

Financial Report:

Gregg Robinson reviewed the Finance report for the period ending May 31, 2007. The 2007 operating budget consists of \$471,890 in revenue and \$471,717 in expenses with a deficit of excess revenue over expenses of \$173. The budget was built and approved with a fair amount of flexibility due to the development of several new programs and efforts within ISSTD that were not decided upon at the time the budget development process. A projected budget will be presented each month.

As of May 31, 2007 there is total cash listed as \$81,987. Total net assets (operating funds) are \$138,258. There is total revenue of \$184,473 and expenses of \$205,089 resulting in excess expenses over revenue of (\$20,616). Within the revenue there are DC funds of \$13,358. The DC funds have been part of an unrestricted account located within the general and administrative line item of the budget. As a result they were considered part of the operating fund budget utilized for maintaining operations of the society. Prior

to the March/April finance report the board was not fully aware of the funds being in this general account.

Development Campaign Funds:

Discussion took place on the cash flow position of the organization and the utilization of DC funds to help maintain the operations of the Society. It was decided to form a task force to determine how and when the DC funds will be paid back by the ISSTD. This Task Force will be co chaired by Annita Jones and Eli Somers and will contain a representative from the Development Campaign and the PR Committee. A column will be prepared for the September Newsletter to present a recovery plan and to outline the various activities that have occurred over the past year and half that resulted in our current financial position.

The following motion was proposed by Etzel Cardeña.

Motion: That the ISSTD form a Task Force on Loan Repayment of Development Campaign Funds.

Second: Joanne Twombly seconded the motion and discussion followed.

Action: The motion passed unanimously.

Headquarters will also prepare more detailed and clearer reports for review by the board on a monthly basis.

Strategic Plan:

The next step for completing the strategic plan was discussed. To date, a priority rating has been assigned to the different goals and objectives of the plan by members of the Strategic Planning Committee. At this point there is a need for a Task Force to review each goal and decide on 3-5 objectives for use within each goal. Future efforts will deal with assignment of time frames and budget development for the various aspects of the plan. The intent is to present a finished plan to the membership in the September Newsletter.

In follow up the Task Force will consist of: Andreas Laddis – Chair, and George Rhoades, Na’ama Yehuda, Janina Fisher and Etzel Cardeña.

Greer Proposal:

A review of the Greer Proposal for the development of the Childhood Dissociation Educational and Awareness Campaign was presented by Anna Batsake and Fran Waters. This was followed by a short presentation by Na’ama Yehuda representing the Development Campaign and Elizabeth Powers representing the Public Relations Committee.

A short review of the history of the project and background information on Greer Associates was presented. Ana Batsake and Fran Waters put together the proposal and

program. The program has two phases consisting of building of an educational materials and building of an awareness program. The basic request was for seed money from ISSTD in the amount of \$25,000. After hearing from Ana and Fran the representatives from the PR committee and the Development Campaign provided feedback from their respect groups and expressed some questions and concerns. After discussion the following motion was introduced by Etzel Cardeña:

Motion: The ISSTD reject the proposal as submitted by Greer Associates in the Development of a Childhood Dissociation Educational and Awareness Campaign.

Second: Lisa Butler seconded the motion.

Action: The motion was accepted to reject the Greer proposal.

Upon further discussion it was decided to form a task force to develop a protocol for determining Development Campaign funded projects. Remy Aquarone will serve as Chairman. The members are to be determined.

Annual Conference:

Vedat Sar, Program Chair gave the report on the activities of the Annual Meeting and Program Committee. The overall schedule was reviewed touching upon the pre-conference workshops, oral presentations, posters, symposiums and mini workshops.

There were a record number of abstract submissions this year resulting in the need to reject some of the proposals due to space and time limitations in the program. The submissions were of good quality with 34% increase in the number of submissions. Future Call for Proposals needs to include more detailed guidelines. The Program Committee will also need to be aware of the available time slots and consider the need for more poster and oral presentations vs. a large number of workshops.

The Preliminary Program will be available early to mid July and conference registration will be open mid to late July. Sponsorship and Exhibitor opportunities were included as part of the agenda materials.

Awards Document:

In earlier communication Annita Jones suggested that the description of some of the awards be modified to include trauma. There was insufficient time left to discuss and it was agreed that suggestions for changes will be distributed to the board for review through the yahoo discussion group.

In follow up these changes need to be voted on by the board and be reflected in the Bylaws. It is further recognized that descriptions of Awards should be more appropriately located within the Policies and Procedures document versus the Bylaws. These steps will be further reviewed by headquarters.

Editorial Assistant:

Jennifer Fryed serving as Editor of the JTD has requested an increase of \$4,500 toward the support of her editorial assistant. The assistant deals with the manuscript review process. Between January 1 through May 31, 2007 there have been 45 manuscripts to process. This represents a major growth from the normal 15 in past years. This may be due in part to the listing on Medline indexing and increased visibility. The board requested more time to consider this request and elected to review it through the yahoo discussion group.

In follow up the board discussed this further and Etzel Cardeña introduced the following motion:

Motion: *That the ISSTD provide Jennifer Fryed with \$2,000 for the remainder of the 2007 year to cover editorial assistance costs.*

Second: *The motion was seconded by Eli Somer.*

Action: *Motion was passed unanimously.*

Additional Agenda Items Not Discussed During the Call:

Membership Report:

The membership statistics for the month of June are 1175 full members and 175 ESTD members for a total of 1350 members. Of this 122 were recognized as new members since January and 44 became members as a result of the “We Want You Back” campaign.

Ratification of Committees and Task Forces:

Three committees and or task forces needed to have their charges and makeup ratified by the board. Due to time constraints it was decided this take place through the Yahoo discussion Group. Headquarters will introduce these into the group in the next two weeks for review and discussion.

- The Task Force on Established Guidelines of Communication
- Education Committee
- Task force for Paid Ads for the Newsletter

Certification:

An informational report was provided in the Research and Educational Section Report for June 2007 as submitted by Andreas Laddis. The report recognized the May Presidential column in which Catherine Classen discussed the merits of certification and introduced the survey that was being launched to assess the interests of members and non members. As of June 7, there were 503 respondents. Further collection of responses will take place throughout the early summer and the results will be reported to the board during the September conference call.

Web based Newsletter:

The development of a web based newsletter received earlier attention and a favorable review on the Yahoo discussion group. It was felt that additional information should be gathered listing the pros and cons of utilizing a web based newsletter and that we should include Ruth Blizard in on our discussions. Headquarters will gather more information over the next few weeks.

Seminar Effort:

For 2007 the seminar effort was reduced to three sessions after a deficit was experienced from the 2006 program. The revenues and expenses are shared equally between Trauma Consultants and ISSTD and administrative efforts are currently supplied by Trauma Consultants. As of June it is expected that the seminar effort will be breakeven exercise.

During the seminar courses Dennis Pilon has taken the initiative to promote membership in the ISSTD that has resulted in approximately 16 new members. With some additional marketing efforts toward promotion of the seminars as well as continued efforts to promote membership that the seminar effort this could become a successful adventure. Discussion of the seminar effort and planning for next steps will take place via Yahoo discussion group.

Mentorship Program:

No discussion took place on this program but the development of a September newsletter column is being considered.

Adjournment:

There being no further business the meeting was adjourned.