

**Minutes of the ISSD Executive Council
February 17, 2002
Via Conference Call**

PRESENT: A. Steven Frankel, Ph.D., JD, President
Richard A. Chefetz, MD, President-elect
Joy Silberg, Ph.D., Past-President
Su Baker, M.Ed., Secretary/Treasurer
Donald Beere, Ph.D., ABPP, Board Member
Marcia C. Cotton, Ph.D., Director
Don Fridley, PhD, Director, editor ISSD News
Steven Gold, Ph.D., Director
Gary Peterson, MD, Director
Linda M. Young, MD PC, Director

ABSENT: Vedat Sar, MD, International Board Member

STAFF: Rick Koepke, MSW, MSIS, Executive Director
Aurelia McCoy, MBA, RD, LD, Administrator

CALL TO ORDER: Dr. Frankel called the meeting to order at 8:12 CST.

APPROVAL OF MINUTES: On motion duly made by Ms. Baker, seconded by Dr. Fridley, and carried, the minutes of the December 1, 2001 meeting of the Executive Council were approved with the following corrections. The spelling of Dr. Gold's first name was corrected. References to the Executive Committee were changed to Executive Council.

REVIEW OF ACTION ITEMS FROM LAST MEETING: The list of actions items established during the last meeting was reviewed. Any items noted as not having been completed were to be carried over onto the list attached to the minutes of this meeting.

SUMMARY OF ACTIONS SINCE LAST CONFERENCE CALL: Mr. Koepke reported on actions taken by council since the last meeting. The Executive Council approved that the proposed revision of the ISSD Bylaws, Article IV, formerly entitled "Affiliated and Component Groups" and revised to be entitled "Component Groups" be adopted. The 2002 budget was adopted as proposed.

FINANCIAL REPORT: Ms. Baker presented the Treasurer's report. The external accountants have not yet reviewed 2001 financial statements. Preliminary figures show that the Society ran a surplus for 2001 of almost \$27,000, as opposed to a budgeted loss of almost \$22,000. The net assets of the Society at the end of 2001 were \$111,861. Information was presented regarding the status of renewals for 2002. The number of members at the end of January 2002 was 917, about 150 less than at the same time last year. Mr. Koepke will contact Kathy Rutz at the Haworth Press regarding promotional efforts related to marketing membership via promotion of the journal. The Membership Committee will survey non-renewing members who do not respond to the forthcoming final notice.

REVIEW OF
COMMITTEE,
TASK FORCE
AND MANAGER
DESCRIPTIONS:

The Executive Council reviewed descriptions of the following committees, task forces and managers that had been prepared by Council members and committee and task force chairs: president, secretary/treasurer, Communications, Rapid Response, Web Site, ISSD News Editor, Component Societies, Conference Managing Committee, Diagnostic Taxonomy. Suggestions were made regarding possible revisions to descriptions. Revisions are to be made by authors with information provided by headquarters regarding points of discussion.

The Diagnostic Taxonomy Task Force was transformed into a committee.

Given the shortness of time, Dr. Frankel requested that feedback on other descriptions be shared directly with the authors, with review of subsequent drafts scheduled for a subsequent conference call.

DETERMINATION OF
VOLUNTEER NEEDS
ON COMMITTEES/
TASK FORCES:

The following plans were outlined: A form is to be created on the Web site for members to indicate their interest in volunteering. A broadcast e-mail is to be sent to the membership inviting them to volunteer. Dr. Peterson volunteered to serve as the volunteer coordinator. Dr. Peterson will prepare content for posting on the Web site outlining categories of expertise and interest and will submit this to Ms. Baker as Communications Chairs for creation of the form. Information will come to headquarters and be funneled to Dr. Peterson. He will communicate with committee and task force chairs regarding possible volunteers for their committees or task forces.

SPRING
FUNDRAISING
SOLICITATION:

Dr. Frankel is composing a letter to be mailed to members inviting people to donate. An announcement of this forthcoming letter will be included in the upcoming newsletter.

VIDEO PROJECT:

We have received an offer for additional funds from the anonymous donor who gave the original monies to make the video. There was discussion regarding possible uses for additional monies, including provision of presentation projection capacity at the annual conference. Dr. Silberg will check into options for obtaining equipment from Sheppard-Pratt. An additional option discussed was the provision via mail, Web site, or fax of information on dissociation to students and other people requesting such from the Society.

On motion duly made by Dr. Silberg, seconded by Dr. Gold and carried, the Society will inform the potential donor that it would like to use his proposed donation to fund distribution of the new video and related educational materials.

Dr. Chefetz requested volunteers to work on the Education Committee relevant to this project. Drs. Peterson, Gold, Silberg, and Beere agreed to participate.

AFFILIATED
JOURNALS:

Dr. Gold reported on the initiation by Haworth Press of the *Journal of Trauma Practice*.

On motion duly made by Dr. Gold, seconded by Dr. Beere and carried, the Society will offer the *Journal of Trauma Practice* as one of its affiliated journals in replacement of one of low subscription level.

INTERNATIONAL
SPONSORSHIP:

In the absence of Dr. Sar, this matter will be considered via e-mail at a later point.

ISSD NEWS:

Ms. Baker reported she is looking to obtain one additional proposal for assuming production of the newsletter and will share this information with the Council via e-mail.

PSYCHOTHERAPY
TRAINING IN THE
DISSOCIATIVE
DISORDERS:

Dr. Chefetz outlined several options for offering the psychotherapy course via distance-learning methods, including online chat, list serv, and in-person course sessions at the conference. Use of conference calls is cost-prohibitive. Dr. Chefetz proposed that the distance-learning module involve four instructors.

On motion duly made by Dr. Chefetz, seconded by Dr. Cotton and carried, the Society will offer a sixteenth site for the psychotherapy course for the 2002-3 year via use of distance-learning technologies, Drs. Bowman and Chefetz being authorized to move forward to implement such a site.

FALL
INTERNATIONAL
CONFERENCE:

Ms. Baker reported that she will be making a site visit to Chicago next weekend to review possible sites for the 2003 annual meeting. ISTSS is planning to distribute a survey to its members about piggybacking conferences but this has not as yet occurred.

Regarding the 2002 meeting, five plenary speakers have been identified, one more than budgeted, but since two of the speakers will be local, there should not be financial consequences. Ms. Baker and Dr. Silberg will communicate with the program chairs about the need for communication and consultation as the program is developed.

ISSD UK:

Dr. Frankel reported that this group is in the process of reactivating and has raised a question about the involvement of consumers. He will address this matter with Council via e-mail.

AD HOC LIAISON
TASK FORCE:

Dr. Beere gave the report from the Ad Hoc Liaison Task Force. Groups that the task force identified as the 8 highest priority groups for outreach are the American Psychological Association, American Psychiatric Association, National Association of Social Workers, American Nursing Association, American Society of Clinical Hypnosis, EMDR International Association, American Orthopsychiatric Association, and the American Professional Society on the Abuse of Children. There was discussion of various options of outreach activities. The continued involvement of Fran Waters on this project was suggested. Drs Chefetz and Beere will discuss next steps.

NEXT MEETING: Dr. Frankel and Mr. Koepke will coordinate the scheduling of the next conference call, probably in April.

ADJOURNMENT: The call adjourned at 11:02 a.m. CST.

Respectfully submitted,

Su Baker
Secretary/Treasurer

ACTION ITEMS

Continued from previous minutes:

1. Dr. Bowman and Mr. Koepke will make arrangements for a subscription to the journal and the newsletter to all sites for the 2002-3 psychotherapy course.
2. The Child and Adolescent Task Force will undertake work on the development of a specialty course for treatment of children and adolescents.
3. The Executive Council will forward to Dr. Chefetz e-mail addresses received for possible markets for the Psychotherapy Course.
4. The Strategic Financial Planning Task Force will prepare proposals for activities the society can undertake to increase its annual net revenue by \$20-30,000 a year within the next few years.
5. Drs. Silberg, Chefetz and Wharton will further develop material to clarify the relationship between ISSD and FAIT.
6. Dr. Frankel will draft a fundraising letter to be sent to the society membership in early spring.
7. The content of the membership brochure will be revised in the next year to reflect newer activities of the society.
8. Ms. Baker will obtain proposals from other vendors for newsletter production based on information Mr. Koepke will provide her about paper weight.
9. Ms. Baker will pursue obtaining a discount for students purchasing conference audiotapes.
10. The Child and Adolescent Task Force will finalize the guidelines and distribute them to the Executive Council for final approval.
11. The David Caul Continuing Education Committee will develop recommendations for procedures to disburse the money by the next Executive Council meeting.

New items

12. Mr. Koepke will contact Kathy Rutz at the Haworth Press regarding promotional efforts related to marketing membership via promotion of the journal.
13. The Membership Committee will survey non-renewing members who do not respond to the forthcoming final notice.
14. Authors of committee descriptions reviewed during the call are to make revisions.
15. Feedback on committee descriptions not reviewed is to be shared directly with authors.
16. Dr. Peterson is to prepare content for posting on the Web site related to solicitation of volunteers. Ms. Baker is to arrange for posting on the Web site. Dr. Peterson is to provide to headquarters content for a broadcast e-mail related to the online volunteer form. Dr. Peterson is to communicate to committee chairs regarding possible volunteers solicited via the online form.
17. Dr. Frankel is to compose a letter to be mailed to all members inviting them to donate to the Society. An announcement of the upcoming letter will be included in the next newsletter.
18. Dr. Silberg will check with Sheppard Pratt regarding possible use of projection equipment at the conference in Baltimore.
19. Dr. Frankel will communicate with the anonymous donor regarding the Society's preferred use of the possible additional funds to be donated.
20. Mr. Koepke will contact Haworth Press regarding the substitution of the *Journal of Trauma Practice* as an affiliated journal for the Society.
21. International sponsorship is to be considered via e-mail.
22. Drs. Bowman and Chefetz are to move forward with implementation of a sixteenth site for the psychotherapy course via use of distance-learning technologies.
23. Ms. Baker and Dr. Silberg are to communicate with the program chairs regarding the need for communication and consultation.
24. Dr. Frankel will address with the Executive Council via e-mail the question raised by the ISSD UK group regarding involvement of consumers.
25. Drs. Chefetz and Beere will discuss next steps related to the Ad Hoc Liaison Task Force proposal.

26. Dr. Frankel and Mr. Koepke will coordinate scheduling of the next conference call, probably in April.