

**Minutes of the ISSD Executive Council Mid-Year Meeting
June 21- 22, 2003**

- PRESENT: Richard A. Chefetz, MD, President
Steven N. Gold, PhD, President-elect
Su Baker, M.Ed., Secretary/Treasurer
Ruth Blizard, PhD, Director
Paul F Dell, PhD, Director
Don Fridley, PhD., Director, Editor ISSD News
Gary Peterson, MD, Director
Clare Pain, MD, Director
Eli Somer, PhD, International Director
- GUEST: Dennis Pilon, ACSW, MSW, Chair Component Societies
Committee
- ABSENT: A. Steven Frankel, PhD, JD, Past President
Ellert R.S. Nijenhuis, PhD, Director
- STAFF: John Waxman, Sherwood President
Rick Koepke, MSW, MSIS, Executive Director
Aurelia McCoy, Administrator
Marti Buckley, Member Coordinator
- CALL TO ORDER: Dr. Chefetz called the meeting to order at 1:35p.m. CST.
- APPROVAL OF MINUTES: On motion made by Ms. Baker, seconded by Dr. Fridley, and carried, the minutes of the March 2, 2003 meeting of the Executive Council were approved.
- REVIEW OF ACTION ITEMS: The list of action items established during the last meeting was reviewed (attachment 1). Any items noted as not having been completed were to be carried over onto the list attached to the minutes of this meeting.
- TREASURER REPORT: **December 31, 2002 Audited Financial Statements:** Ms. Baker reported on the audited version of the 2002-year end

finances, which shows an increase in assets of \$90,949. ISSD's financial position as of December 31, 2002 was \$204,309 in net assets.

May 31, 2003 Financial Statements: reflect that Year-To-Date dues and other income are a little less than anticipated. The budget for this year anticipates a loss of approximately \$10,000. Expenditures have also been added that were not originally included in the 2003 budget, such as the CTE project, website updates, and the mid-year meeting.

Finance Committee Membership: Ms. Baker reported one of the persons interested in participating on the committee has withdrawn her interest due to health reasons. Ms. Baker asked the Executive Council for suggestions of individuals to serve on the Finance Committee.

Dr. Chefetz suggested Tom Tudor because of his experience in running a business and a foundation. He also suggested a broadcast email to ISSD members to recruit individuals. Ms. Baker will also contact Dennis Pilon from the Michigan Component Group to see if members from the component group would be interested in participating on the Finance Committee.

SLIDING SCALE FEES:

Dr. Somer introduced the sliding scale fees proposal to the Executive Council and gave an explanation of the concept and worksheets that will set membership dues according to a method that makes membership dues equivalent by country, according to purchasing power parity (PPP).

An online calculator on the ISSD website can be installed and interested professionals can key in their country and determine their ISSD fees. Dr. Somer proposed that the fee categories be set for 100%, 90%, 75%, 50%, 25% and 10%.

Discussion continued on the principle cost of the *Journal of Trauma and Dissociation*, ISSD NEWS and postage charges for members from the poorer countries.

The Executive Council was in consensus that there should be a minimum cost for membership that covers the basic expenses of journals, newsletters and miscellaneous mailings.

A decision regarding the sliding fee scale was scheduled for the following day.

PROJECT
UPDATES:

Annual Conference: The preliminary program is being typeset and includes 150 presenters, including 4 plenary speakers. The preliminary program should be online soon and in the mail by mid July. Ten meeting rooms will be available simultaneously except during general sessions. Paper sessions will be given 20 minutes a piece. Ms. Baker would also like to include on the Town Hall meeting agenda 15 minutes for past presidents to share their history of ISSD.

Dr. Chefetz discussed two ideas for future conferences. The first idea is to have pre-conference workshops because of their popularity at the ISTSS meeting and to raise money for ISSD. He also has an interest in meetings with more of a research theme that go in tandem with clinical meetings.

The second idea is to digitally record the plenary sessions at the 2003 annual meeting so we can do a streaming video broadcast on the ISSD website and have the broadcast available to the public. Dr. Chefetz will contact the plenary speakers to get their consent to video broadcast their sessions.

DDPTP: Dr. Chefetz reported on the Dissociation Disorder Psychotherapy Training Program. From a review of past records (2001-2002 and 2002-2003), a total of 43 members has actually taken the course in comparison to over 150 non-members. After reviewing the results of the member records, the decision was made to give a \$50 discount to ISSD members who register for the 2003-2004 DDPTP course.

Evaluations from the 2002-2003 online course show the course was rated very highly by participants. Ten people are ready to register for the 2003-2004 online training program. Participants of the online course are excited about attending the ISSD annual meeting so they can meet each other face to face and continue their discussions.

A letter was sent to all ISSD non-members who are graduates of the program inviting them to become members of ISSD. For the new fiscal year, Dr. Chefetz suggested we offer non-members who participate in DDPTP a discounted membership (a reduced rate to cover our journal and newsletter fees).

On motion made by Dr. Peterson and seconded by Ms. Baker and carried, that we give a \$50 discount to those 2003 -2004 course participants who are not ISSD members as they become ISSD members for the first year of membership.

Advanced Course: Drs. Chefetz and Frankel have had a number of discussions on the advanced DDPTP course and one of the aspects of the program is a videotape component for the course

DDPTP Directors: Dr. Chefetz would like the Executive Council to include on the September meeting agenda the topic of making the DDPTP Director positions formal and setting up a similar relationship to ISSD as we have with the *Journal of Trauma and Dissociation*. A formal set up would protect ISSD and ensure the expertise of the course. Dr. Chefetz will prepare material for the September meeting so the Executive Council can further discuss.

Membership Directory: Dr. Pain reported on the progress of the 2003 Member Directory. Sherwood is in the process of editing the document. The directory includes alphabetical and geographical listings of members. On each page there is an asterisk next to each member who requested to be included on the referral listing. For members who are students or retired, Dr. Pain suggests not to include on the referral listing because their discounted membership signifies reduced income.

On motion made by Ms Baker and seconded by Dr. Peterson and carried, ISSD referral listing is only available and offered to full members in the print directory and the online directory.

ISSD members will be made aware that if they choose the student or retired category they will not have the opportunity of being included on the referral listing. Also it will be included in the printed and online directory that the referral option is only for full members.

Dr. Clare informed the Executive Council there are some problems with the tools in the appendix section of the member directory that need to be worked out. Also additional pages may be needed that might increase the cost of the directory. To limit the number of printed pages, Dr. Chefetz suggested

decreasing the font on references in the Child and Adolescent Guidelines.

Ad: The Executive Council was in consensus to include an ad in the member directory promoting the Dissociation Disorder Psychotherapy Training Program.

Specialty Areas: The Executive Council was in consensus to change the “specialty” title to special interest on the online member application and directory. ISSD members will be able to choose from the various specialty options when updating their member information on the online application and directory.

The specialties areas listed on the new ISSD application are adulthood, adolescence, forensic, childhood, research, education and other. The specialty areas will not be included in the printed directory.

WEBSITE
UPDATE:

Online Processing: Chris Comstock continue to make updates on the ISSD website. The online, real time processing system should be ready for processing DDPTP applications by Monday, June 23. The online application for conference registration should be up and running by mid July.

The process to access the Atrium has changed and members have been informed of the new change. Chris Comstock will include the printed member directory as a PDF on the Atrium.

MEMBERSHIP
MARKETING:

Dr. Pain reported on the activities to promote ISSD and increase ISSD membership. A prospective membership packet is sent in response to interested inquiries. This packet includes a letter from Dr. Pain, a member brochure, a video order form, current conference information, a past issue of the newsletter, and a DDPTP flyer. A new member packet is sent to new members of ISSD which includes a welcome letter, professional certificate, tape order form of past ISSD conferences, list serve information, and back issues of the newsletter. A couple of member brochures will be mailed with the membership directory along with a letter of appreciation including a request to members to distribute the brochures to their colleagues.

Dr. Chefetz also suggested to Dr. Pain to consider including in the prospective and new member packets a CD with additional information about ISSD. The information included on the CD will be different for prospective members vs. new members.

The 189 people who were members in 2002 but who had not renewed for 2003 were contacted and 41 have rejoined for the 2003 fiscal year. Also a letter was mailed to all non-member graduates of the DDPTP group soliciting membership.

Marketing Booth: Ms. Baker showed a sample of the display board that will be shipped to meetings and conferences to promote ISSD. The Executive Council made several suggestions to enhance the display. Ms. Baker will report back to Rita Bauer to make the necessary changes.

The printing and laminating of each display is approximately \$80 US dollars. To save money, Dr. Chefetz suggested shipping the display unlaminated in a tube and having volunteers laminate the display once it arrives. Rita Bauer will investigate the different prices for laminated and unlaminated display boards.

Dr. Chefetz asked Dr. Pain to investigate another display design, possibly in the shape of a totem pole or tripod cones and evaluate what type of display would be more eye catching/appealing.

Dr. Clare will compile a list of professional conferences/meetings that the Executive Council can review to determine where we should exhibit. After the selection and approval Dr. Pain will contact conference organizers individually to get permission to exhibit.

CHILD AND ADOLESCENT GUIDELINES:

The Executive Council reviewed the Child and Adolescent Guidelines edited by Dr. John O'Neil. Dr. Pain recommended several minor changes to the guidelines that were accepted by the Executive Council.

The minor changes that were agreed upon were on page 6, section 3b, include in parenthesis the word "leading" in the sentence "Avoid (leading) suggestive questioning in evaluating children's responses in interview...and on page 8, section 4,

line 6 include in parenthesis the word “leading” in the sentence Don’t be too suggestive (leading) in questioning as this may encourage the child... The next minor change was made on page13, section 6, line19. The term “special code words” was deleted and changed to “cue words”.

On motion made by Dr. Peterson and seconded by Dr. Fridley and carried, the Guidelines for the Evaluation and Treatment of Dissociative Symptoms in Children and Adolescents were approved with the additions and minor changes.

The approved guidelines will be included in the 2003 member directory.

VIDEO PROJECT:

Distribution Plan: Drs. Blizard and Gold reported on the educational booklet that will accompany the distribution of ISSD videos. Dr. Gold’s students have finished the content of the booklet and are busy completing the citations and references that will be included. Dr. Blizard will review the content of the booklet and in the final draft stage Dr. Chefetz will review.

Dr. Gold would like to include in the educational booklet the review article by David H. Gleaves and Etzel Cardeña “An Examination of the Diagnostic Validity of Dissociative Identity Disorder.” The logic behind this concept is if it is sent to academia and the review article makes a very strong case of validity of the DID diagnosis, that would make a strong impression on the academic field.

The necessary steps outlined in the review article written by Gleaves and Cardeña will be included on the CD without elaboration and will refer readers to the actual article for references. Dr. Gold will contact the editor of the *Clinical Psychology Review* to request permission to reprint portions of the review article. The Executive Council was in consensus to make the educational booklet into a CD format for duplication.

Drs. Blizard and Gold will re-evaluate the associations that were investigated by the Video Distribution Committee and determine a distribution list for the videos.

Dr. Chefetz would like the video distribution project to be completed by the September Executive Council Meeting.

New Video: Dr. Chefetz reviewed a video produced by Sereta A. Robinson in Tucson entitled “Angel”. It will be shown at the film presentation Monday night at ISSD International Fall Conference. This is a potential video that could be offered through ISSD website if it is proper and does not create controversy to an extent that it would create liability.

ISSD Video 2: Dr. Chefetz have had several inquiries about ISSD developing a video to help people understand diagnosis, how to make a diagnosis and how to do diagnostic interviews, etc. Dr. Chefetz idea in the production of a diagnosis video is to enlist the expertise of Drs. Richard Lowenstein, Richard Kluff, and Frank Putnam. The video would have a script or outline that is closely followed in term of direction and production so a good teaching tool is produced.

The Executive Council was in consensus with this new video project. Dr. Chefetz will contact Dr. Marcia Cotton to ask if she will be in charge of this new project.

TRAUMA FOUNDATION:

Dr. Blizard gave a brief report on the plans of the Trauma Foundation. The Board has been struggling with the purpose of the Foundation. The Chair, Charlene Divoky is interested in the purpose and goals of ISSD. Dr. Blizard believes this is an excellent time for collaboration between the Trauma Foundation and ISSD.

Dr. Chefetz requested that Dr. Blizard write a one or two page narrative about the progress and discussions of the Foundation meetings and send it to the Executive Council for review.

ARGENTINEAN TRAUMA GROUP:

Dr. Gold reported the Argentinean Trauma Group has produced and distributed the first issue of a Spanish language profession journal - *The Latin American Journal of Psychology Trauma*.

Dr. Gold has been in communication with the editor of the journal and believes it would be advantageous for ISSD to work with the Argentinean Trauma Group since ISSD does not have much representation in Central and South America and being involved could make a big impact on our society.

The Executive Council was in agreement that ISSD swap ads with the Argentinean Trauma Group in the conference final programs and share membership listings.

The Executive Council was in consensus to send back issues of JTD and ISSD newsletters to share with colleagues.

Dr. Gold agreed to work with Dr. Mauricio Cortina (a well know professional in Mexico, and Spanish speaking countries in Europe) on an online seminar in Spanish. Dr. Pain mentioned Alex Tarnopolsky is also a Spanish speaking ISSD member.

Dr. Gold suggested one of the groups we might want to market with as well is the Milton H. Erickson Foundation, which also has connections with Latin America as well.

REGIONAL SEMINAR:

Dr. Chefetz had invited Dennis Pilon, Chair of ISSD Component Societies Committee, to participate via conference call. Mr. Pilon joined the meeting at this point. The Southeastern Michigan Trauma and Dissociation Study Group has experienced financial success in running regional meeting in their state. Dennis Pilon might be the ideal person to cultivate the opportunities in New York and Los Angeles.

The Executive Council was informed that New York and Los Angeles are the two largest population centers in the country and ISSD membership is low in both places. Dr. Chefetz would like to create interest by providing ISSD regional meetings to provide opportunities for professionals to connect and learn more about ISSD. Dennis Pilon thinks this is an excellent idea and gave history on the success of past conferences.

On motion made by Dr. Fridley and seconded by Dr. Gold and carried, ISSD Executive Council will investigate and plan one-day educational programs in Los Angeles and New York in the spring of 2004.

The Executive Council was in consensus that Dennis Pilon be responsible for the coordination of the two regional meetings with a committee of Drs. Fridley and Pain. The committee will contact possible speakers regarding their availability. Dr.

Chefetz will contact Daphne Simon for her assistance in finding a facility for the regional meeting in New York. Dr. Fridley will contact Del Amo Hospital to see if their auditorium is available. Dennis Pilon will be in contact with Mr. Koepke to share material and information about past meetings.

Meeting Adjourned 5:35p.m.

Dr. Chefetz called the meeting to order at 8:35a.m.on Sunday, June 22.

FUNDRAISING:

Study Findings: Cassandra Thayer and Karen Davis from CTE Davis Associates discussed the findings and recommendations of ISSD Fundraising Feasibility Study. Ms. Thayer is head of the project and provided an evaluation of the final report and context for discussion. A synopsis of the survey revealed:

- ISSD is not prepared to initiate a fundraising campaign to raise 2 million dollars at this time. At this time the Society has the potential to raise as much as \$200,000 from members and other known constituents.
- To successfully accomplish its objectives, the ISSD will need to engage in planning and preparatory activities prior to embarking upon a major fundraising initiative.

Dr. Gold moderated the discussion of the CTE Survey findings rather than Dr. Chefetz since the implementation of a fundraising plan will be conducted during Dr. Gold's presidency.

Dr. Chefetz made the following motion which was seconded by Dr. Gold that the Executive Council directs Drs Dell, Nijenhuis, Pain and Somer to establish a core group of collaborators, develop an administrative structure and plan an initial invitational meeting of the research branch of ISSD which will be known as the Consortium for the Study of Chronic Traumatization. The purpose of the Consortium is to:

1. Provide a think tank to assess current research related to dissociative processes and related phenomenon.
2. To produce a research agenda that points the way to identifying and filling gaps of knowledge.
3. To coordinate and establish an annual invitational research conference. The first in which would be in New Orleans in 2004.

4. To work toward the promotion and establishment of a consensus conference on dissociative processes and psychiatric disorders in collaboration with NMNH, National Academy of Sciences, or the National Science Foundation or some other appropriate organizations.

Ms. Baker had several concerns about establishing an open research conference at the 2004 New Orleans conference. At this time, we don't know if the hotel has the accommodations or an extra day at the hotel for a research meeting. If we are able to get the extra day, Ms. Baker cannot guarantee that registrants will stay over an extra day to attend the research meeting. It would be a smaller audience/conference and we don't know if the hotel will agree to a much smaller room block. Also we need to take into consideration, holding the research meeting simultaneously during the regular annual conference might take away from both meetings.

Dr. Chefetz clarified that the meeting would be only for a small number of invited attendees. Dr. Chefetz suggested an amendment to his original motion.

On motion made by Dr. Chefetz and seconded by Dr. Fridley Somer, Dr. Chefetz proposed an amendment to the original motion which was made by Drs. Chefetz and Fridley, the purpose of the Consortium, section number 3 would state, "To coordinate and establish an annual invitational research meeting".

The Executive Council continued discussion of the motion and was in consensus to change the wording of "research branch of ISSD to be known as the Consortium for the Study of Chronic Traumatization" to be reworded to state "the research branch of ISSD which will form a *consortium for the study of chronic traumatization".

*Consortium will be spelled with a small c.

On motion made by Dr. Chefetz and seconded by Dr. Gold and carried. The Executive Council directs Drs. Dell, Nijenhuis, Pain and Somer to establish a core group of collaborators, develop an administrative structure and plan an initial invitational meeting of the research branch of ISSD which will form a consortium for the study of chronic traumatization. The purpose of the consortium is to:

1. Provide a think tank to assess current research related to dissociative processes and related phenomenon.
2. To produce a research agenda that points the way to identifying and filling gaps of knowledge.
3. To coordinate and establish an initial invitational research meeting.
4. To work toward the promotion and establishment of a consensus conference on dissociative processes and psychiatric disorders in collaboration with NMNH, National Academy of Sciences, or the National Science Foundation or some other appropriate organizations.

QUALITY OF
LIFE:

Dr. Dell reported on the aids research epidemiology study, conducted by Kaiser Permanente. The study results report the number of adverse childhood experiences show a powerful linear correlation with all kinds of negative health outcomes.

Dr. Dell suggested that it would be a good idea to get some of ISSD research concerns tied into the Kaiser Permanente Research. Presently it is not possible to directly connect with Kaiser Permanente. However, ISSD can conduct a large quality of life study of dissociative patients and utilize many of the same measures that are used in Kaiser Permanente studies so we can have directly comparable data. Data can be collected with the help of ISSD membership and the direct advocacy and sponsorship of ISSD and the Executive Council.

Dr. Dell proposed putting together a specific research proposal (the fine details to be resolved by the November meeting). At the November ISSD Conference we will ask members to make a commitment and contribution to ISSD in terms of research.

Members will be asked to contribute to the research by accepting a research packet (that can be duplicated) and collecting data on 5 – 10 patients.

This would be a large ISSD study of at least 300 patients. At least half of the study patients will be dissociative. The study would utilize the ACE questionnaire and measure a variety of things including the health of our patients by using the health appraisal questionnaire from Kaiser Permanente.

Ms. Baker suggested introducing this research packet not only at the November conference but also producing the research packet in PDF format and posting it on the Atrium. ISSD Headquarters could send a broadcast email message to members informing them of the new study; remind members how to access the Atrium and to download the research packet in PDF format.

On motion made by Dr. Dell and seconded by Dr. Fridley and carried, ISSD Executive Council directs Dr. Dell to put together a specific research proposal that would involve health, quality of life and a variety of health symptoms looking at adverse childhood experiences.

The Executive Council expressed a hope that all pieces will be in place to launch at the meeting in November.

SLIDING SCALE FEE:

The Executive Council was in consensus to use one option of the Purchasing Power Parity models that were presented.

The Executive Council continued their discussion on what to charge countries in the 0% member rate and what should be the minimum cost based on the dues scale. Dr. Chefetz suggested to charge the 0% group the minimum amount of administrative cost for membership. Ms. Baker informed the group, the minimum cost for the *Journal of Trauma and Dissociation*, ISSD newsletter and postage was \$30.

On motion made by Ms. Baker and seconded by Dr. Chefetz and carried, ISSD Executive Council establishes a sliding fee scale based on Purchasing Power Parity as presented to be in effect for the 2004 membership year. Regular membership dues are set at \$149 with discounts at 75%, 50%, 25% and 0% with a minimum payment of a \$30.00 fee. Furthermore in the 1st year, the Finance Committee will evaluate how this is affecting ISSD overall budget and report back to the Executive Council.

NOMINATING COMMITTEE:

Dr. Chefetz expressed his opinion of the appointment of the Nominating Committee and chair for the ISSD 2003 election. The nominating committee have a significant number of ISSD international members with the hope of having more international representation on the Council.

The nominating committee must consist of the immediate past president, 2 members of the Executive Council and two members from ISSD membership.

On motion made by Dr. Peterson and seconded by Dr. Fridley and carried, ISSD Executive Council appoints Dr. Frankel as Chair of the 2003 Nominating Committee. The nominating committee members from the Executive Council are Su Baker and Eli Somer. The nominating committee members from ISSD membership are Michaela Huber/alternate Vedat Sar, Jean Goodwin/alternate Margo Rivera

The Executive Council discussed the pros and cons of a director not succeeding him/herself in office. No action was taken on this issue.

NEW BUSINESS:

The Executive Council continued their discussing on fundraising.

On motion made by Dr. Gold and seconded by Ms. Baker and carried, the Executive Council directs Drs. Chefetz and Gold to submit a proposal and working model at the November meeting for the establishment of a development advisory committee and a public relations committee of ISSD.

June 21 - 22, 2003 ACTION ITEMS – Attachment 1

BAKER

1. Ms. Baker has been in contact with Professional Programs; they have agreed to give a 10% discount to student purchasing cassette tapes at the conference but have not agreed to a discount on tapes purchased online.
Completed
2. Scholarship information will be included on ISSD website
Completed
3. The Finance Committee will do an analysis on how much we would need to raise the dues of US members in order to maintain revenue neutral stance and to discourage the loss of dues.
Completed
4. Ms. Baker will contact Tom Tudor to invite him to participate on the Finance Committee.
5. Ms. Baker will contact the Michigan Component Group to see if anyone is interested in participating on the Finance Committee.
6. Ms. Baker will develop a 20th anniversary ISSD memorabilia booklet to be distributed at the 2003 annual meeting.
7. Ms. Baker will investigate the cost of digitally recording the preliminary sessions at the 2003 annual meeting.
8. Ms. Baker will send a PDF file of the Gleaves and Etzel Cardena to Drs Blizard, Gold and the Sherwood Group to include in the video educational booklet.
9. The Finance Committee will evaluate, on an annual basis, how the sliding fee membership scale is affecting ISSD overall budget
10. Su Baker appointed to the 2003 Nominating Committee.

BLIZARD

11. Dr. Blizard will review and work on content of the Dissociative Disorder booklet.

12. Complete timeline for the video and CD distribution project.
13. Dr. Blizzard will complete a one or two page narrative of the doings of the Trauma Foundation and will distribute to the Executive Council.

CHEFETZ

14. Psychotherapy Course Task Force will explore the interest in publishing a book on the training programs.
Continue
15. Dr. Chefetz will work on research agenda
Continue
16. Dr. Chefetz will write Dr. Wharton formally to accept his resignation.
Completed
17. Dr. Chefetz will revise the ISSD Adult Guidelines with the goal of having them completed by the Executive Council meeting in New Orleans in 2004
Continue
18. Dr. Chefetz agreed to put the franchise concept on hold and develop a proposal that address the concerns that were raised by the Executive Council
Continue
19. 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.
20. Drs. Chefetz and Pain will discuss which articles and material to include on a CD for members vs. non- members.
21. Dr. Chefetz will contact ASCH on a presidential level to discuss issues relating to meeting.
22. Dr. Chefetz will contact Haworth Press to determine the cost for an electronic version of the *Journal of Trauma and Dissociation*.
23. Dr. Chefetz will contact plenary speakers to get their permission to video tape their session.

24. Dr. Chefetz will prepare material for the September meeting to formalize the DDPTP Director positions.
25. Dr. Chefetz will send an appreciation letter to the Child and Adolescent Task Force and Dr. John O'Neil for a job well done.
26. Dr. Chefetz will do the final review of the dissociative disorder booklet.
27. Dr. Chefetz will contact Dr. Marcia Cotton to ask if she will be in charge of the new video project.
28. Dr. Chefetz will contact Daphne Simeon in New York for her assistance in finding a facility for a regional meeting.

DELL

29. Drs. Dell, Nijenhuis and Somer will do research on dissociative disorder diagnostic and research tools to be included in the dissociative disorder educational booklet.
30. 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.
31. 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.
32. 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.

EXECUTIVE COUNCIL

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

Continue

34. 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

35. The Executive Council was in consensus for the following: ISSD will create a permanent display for the FVSAI conference. Drs Waters and Silberg will attend FVSAI meeting and maintain a booth for distributing ISSD information.

36. Executive Council members who would like a copy of the past DDPTP bibliography will contact Dr. Chefetz.

37. ISSD Executive Council will investigate and plan educational programs in Los Angeles and New York.

FRANKEL

38. Nominating Committee will develop recommendations for revised wording of the ISSD bylaws concerning the number of consecutive terms that directors can serve and how long between terms would be acceptable.

Completed

39. Dr. Frankel is organizing the Nominating Committee; seven people have expressed an interest in being nominated for an elected position.

Continue

40. Executive Council will complete discussion of the relation between ISSD and the JTD editors. Discussions have begun between Dr. Chu and Bob Geffner to work out a transition regarding journal editor appointments.

Continue

41. 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

FRIDLEY

42. Dr. Fridley will complete a manual for newsletter editors to assist new volunteer editors. This project has been delayed due to other events but should be completed within a month.

Continue

43. Drs. Frankel and Fridley will contact Bob Geffner to discuss ISSD conducting a symposium and/or presentation for the FVSAI conference relating to family violence and its relation to dissociation.
44. Dr. Fridley will contact Del Amo Hospital to see if their auditorium is available for a regional meeting.
45. 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.

GOLD

46. Dr. Chefetz appointed Dr. Gold to contact Bob Geffner/Esther Giller to see if Haworth Press/Sidran has an interest in publishing a small monograph of a dissociative disorder booklet, which includes guidelines. ISSD would provide them with the material and they would publish it for profit but also provide free copies to distribute with the videos.
Discontinued
47. Dr. Gold will be presenting at the Male Survivors conference in September and will also distribute ISSD material.
48. Dr. Gold will complete the content of the dissociative disorder booklet.
49. Dr. Gold will contact the editor of the *Clinical Psychology Reviews* journal to request permission to reprint the (Gleaves and Cardeña) article.
50. Dr. Gold will complete timeline for the video and CD distribution project.

NIJENHUIS

51. Drs. Dell, Nijenhuis and Somer will do research on dissociative disorder diagnostic and research tools to be included in the dissociative disorder educational booklet.
52. 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.

PAIN

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

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

55. 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.

56. 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.

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

57. 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.

58. Dr. Pain will contact ISSD past presidents and invite to the Town Hall Meeting at the annual meeting.

59. Dr. Pain will investigate another display design, possibly in the shape of a totem pole or tripod cones and evaluate what type of display would be more eye catching at a conference or convention.

60. Dr. Pain will investigate the different prices for display boards that are laminated vs. unlaminated to reduce shipping cost as much as possible.

61. 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.

62. 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.

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O'NEIL

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

PETERSON

65. Dr. Peterson will develop a proposal in terms of tentative dates, and different structured agendas for frequent telephone meetings for the Executive Council. Will share information with Dr. Chefetz.

PILON

66. 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.

SILBERG

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

68. Dr. Silberg will write an article for ISSD NEWS on the background and activities of the Leadership Council for Mental Health, Justice and the Media
Continue

SOMER

69. Dr. Somer agreed to have the approved Child and Adolescent Guidelines translated into the Hebrew language and integrated into teachings in Israel.

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

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

72. 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.

73. Dr. Somer will serve on the 2003 Nominating Committee.

STAFF

74. Mr. Koepke will complete budget for video distribution project.

75. Mr. Koepke will communicate with Dennis Pilon about past regional meeting budgets, promotional material, and information about past meetings.

76. Sherwood will be responsible for the production of the membership directory.

77. Sherwood will investigate the cost of creation and duplication of CDs that can be distributed at professional conferences/meetings.

78. Sherwood will include an ad in the 2003 Member Directory promoting the DDPTP program
Completed

79. Sherwood will make the minor changes to the Child and Adolescent Guidelines and email the corrected guidelines to Chris Comstock and the Executive Council.

80. Sherwood will change the font on the first page of the Child and Adolescent Guidelines. Eliminate the Courier font on the first page and the header font should be in Times Roman.
Completed

81. Sherwood will include on ISSD member renewal form and brochure that students and retired members will not have the opportunity of being included on the referral listing.

82. Sherwood will be in contact with Dr. Pain to share details about the EMDRIA meeting to insure booth and ISSD material is sent for the “free for all” distribution table in September.
Completed
83. Sherwood will send a broadcast email to ISSD members informing them of openings on the Finance Committee.
Completed
84. Sherwood will send a broadcast email to ISSD members requesting old pictures and memorabilia’s of ISSD past annual meetings.
Completed
85. Sherwood will pull photos from past ISSD newsletters; will check in storage for old photos.
86. Sherwood will work with Drs. Blizard and Gold in getting copyright permission for the video booklet.
87. Sherwood will share list with Drs. Blizard and Gold of associations investigated for video.
Completed
88. Order ISSD videos for distribution once Drs. Blizard and Gold have completed booklet and determine number of videos.
89. Sherwood will be responsible for the mailing of the videos and CDs.