

**Minutes of the ISSD Executive Council Meeting
September 21, 2003**

PRESENT: Richard A. Chefetz, MD, President
Steven N. Gold, PhD, President-elect
Steve Frankel, Past President
Su Baker, M.Ed., Secretary/Treasurer
Ruth Blizard, PhD, Director
Paul F Dell, PhD, Director
Don Fridley, PhD., Director, Editor ISSD News
Ellert Nijenhuis, Director
Clare Pain, MD, Director
Eli Somer, PhD, International Director

ABSENT: Gary Peterson, MD, Director

STAFF: Rick Koepke, MSW, MSIS, Executive Director

CALL TO ORDER: Dr. Chefetz called the meeting to order at 8:10a.m. CST.

APPROVAL OF MINUTES: The Executive Council reviewed the draft minutes of the June 21-22, 2003 meeting. Dr. Dell made a correction to the "Quality of Life" report, pg. 13. The first sentence should state "ACE" research not "AIDS" research.

On motion made by Dr. Dell, seconded by Dr. Fridley, and carried, the minutes of the June 21 -22, 2003 meeting of the Executive Council were approved with one correction.

On motion made by Dr. Frankel, seconded by Dr. Blizard and carried, with Ms. Baker abstaining, the minutes of the September 3, 2003 meeting of the Executive Council were approved.

ISSD BALLOT: Several of the ISSD Executive Council have not received the 2003 ballot in the mail. Rick Koepke will investigate the situation with the mail house.

TREASURER

REPORT:

August 31, 2003 Financial Statements: reflect that Year-To-Date dues, especially for new members, are approximately \$8,000 less than budgeted. The CTE fundraising project and ISSD website is costing more than budgeted. However, revenue from registrations for the annual meeting and the DDPTP course are coming in as budgeted YTD.

Finance Committee Membership: Ms. Baker reported one person interested in participating on the committee. The Executive Council gave the following suggestions of individuals to contact to serve on the Finance Committee: Nancy Funk, Jan Freeman, Linda Nordquist, Janet Migdow and Anne Dietrich. Su Baker will get in contact with these individuals and will report back to the Executive Council.

FUNDRAISING:

CTE Proposal: The Executive Council discussed the fundraising proposal to train the council in soliciting funds for the cause of dissociation. The council also discussed the approximate amount it will cost to implement the training program and the amount of money that could possibly be raised from our efforts, recruitment of more volunteers to participate in the training, contributions of the Executive Council, and tax issues. On motion made by Dr. Frankel, seconded by Dr. Fridley and carried the CTE proposal was approved by the Executive Council.

Mr. Koepke suggested that the case statement created by the Executive Council in collaboration with CTE be revisited. Originally when the case statement was constructed it was based on the conversations CTE had with various people on the attempt to raise 2 million dollars. At this point, CTE needs to refocused or narrow the case statement to reflect what we can do with the amount of money that will be raised. The executive council was in consensus to revisit the case statement and Dr. Chefetz will be in contact with the council in a week or so. Dr. Blizard being co-chair of the education committee, volunteered to chair an online discussion about the case statement.

Development Advisory Committee Update: Dr. Chefetz informed the council that Tom Tudor will chair the Development Advisory Committee and is in the process of contacting individual to participate.

Public Relations Committee Update: Drs. Chefetz and Gold did not have an update on the progress of the proposal and

working model of this committee. They will share more information at the November meeting.

RESEARCH MEETING:

Dr. Nijenhuis gave an update on the development of a core group of professionals to form a consortium for the study of chronic traumatization. Drs. Dell and Nijenhuis have agreed to co-chair the group. The professionals who have agreed to participate are Eric Vermetten and Ruth Landis, in addition to the core group of Drs Chefetz, Dell, Nijenhuis, Pain and Somer. Dr. Chefetz wrote a memorandum on the infrastructure of the research group. Dr. Dell has reviewed and added a submission statement and definitions. Dr. Somer proposed that the group meet in Chicago to continue their discussions. Ms. Baker will assist in setting up a room at the Holiday Inn Mart Plaza hotel for the consortium meeting.

VIDEO PROJECT:

Drs. Blizard and Gold completed the revision of the FAQ and the remaining content for the Dissociative Disorder booklet. The video will be distributed to training programs with a CD, and an instructors' manual that includes PowerPoint slides for lectures and questions that can be used on exams. This will give instructors a lecture and all the material needed for an abnormal psychology, diagnosis, or psychopathology course. A decision was made to include extended materials on CD to make information more accessible while keeping costs down.

Dr. Gold will attempt to get the American Psychology Association (APA) mailing list for free to include with the video mailing to other academia and training programs.

Dr. Somer reminded the council of the over 200 psychology department abroad that would benefit from the video and instructors manual. Dr. Vedat Sar, Chair, Academic Task Force is trying to get Dissociation on the curricula of various universities abroad, Dr. Somer will have him contact Dr. Blizard to assist in accomplishing this task by distribution of videos.

On motion made by Dr. Fridley, seconded by Dr. Pain and carried the Executive Council authorized the expenditure for the production and distribution of 1200 copies of the dissociation video to be mailed to psychology training program.

REGIONAL
SEMINARS:

Dr. Fridley updated the council on the progress of the one-day Los Angeles seminar scheduled for 2004. A deposit has been placed on the meeting room and speakers are needed. Dr. Fridley will contact Drs. Putnam and van der Kolk to see if they are available to present at the Los Angeles seminar on March 5, 2004.

Speakers who have agreed to present at the 2004 New York seminar are Drs. Putnam and van der Kolk. Dr. Chefetz is waiting to receive confirmation from Mount Sinai Hospital that they will be able to accommodate the New York seminar on May 14, 2004.

PROJECT
UPDATES:

Annual Meeting 2003: Ms. Baker reported that registrations are coming in for the conference and that we are a little bit ahead of registration in relation to last year. On Monday, September 22, a broadcast email will be sent to members reminding them of the October 1 early registration deadline. Ms. Baker will contact presenters for this year's conference, reminding them to turn in their completed speaker contracts.

The book of memories is being produced for the 20th anniversary of ISSD meeting. Ms. Baker invited everyone on the council who would like to contribute to the booklet to send her information as soon as possible.

Annual Meeting 2004: Ms. Baker reported no major changes to the 2004 conference. The days for the 2004 conference will be Thursday through Saturday, 18 – 20 November, instead of Sunday through Tuesday. Therefore, more sleeping rooms will be needed for Saturday night because most people will probably leave on Sunday. Ms. Baker contacted the hotel to include additional rooms to the block for Saturday night.

The tentative theme of the conference: Building Bridges Bringing Dissociation into the Mainstream: the range of dissociative phenomena, the relevance of dissociation to basic

psychology, and the relevance of dissociation to general clinical practice.

Mr. Koepke explained ISTSS 2004 conference will be several days before ISSD meeting and that the ISSD meeting will overlap with the Association for Advancement of Behavior Therapy (AABT) meeting and the Conference on Innovations and Trauma Research Methods. The council discussed making some of ISSD sessions available to professionals coming to these other meetings and/or should ISSD invite several of the participants to be plenary speakers at ISSD 2004 conference. Dr. Gold informed the council that Patty Resick, a member of the ISTSS Board, is AABT's president-elect. Ms. Baker and the program committee will look at various possibilities and proposals for the 2004 conference to include professionals from the other meetings.

Annual Meeting 2005: Ms. Baker reported the hotel for the meeting in Toronto is the Marriott Eaton Center. Sleeping rooms are \$169.00 a night in Canadian dollars, which translate to approximately \$115 – \$120 in US dollars. The hotel has easy access to shopping and the down town area. The 2005 conference is scheduled 6 – 8 November 2005.

DDPTP Course: Dr. Chefetz reported that there are approximately 200 registrants throughout the various DDPTP course sites; there are another nine sites that have not started which mean we will probably have over 300 students for the 2003-2004 fiscal year.

Membership Marketing: Dr. Pain reported that ISSD tabletop displays that have been completed and have been mailed to two conferences in addition to member brochures, DDPTP course information and annual meeting preliminary programs. The Executive Council was in consensus to order two more tabletop displays to have on hand for Europe and for US conferences.

Mr. Koepke informed the council that at the end of August ISSD has 1204 members, in comparison to last year count of 1260. The numbers are still down from the 2001 end of August count of 1414 but are more than the 2000 count when the membership was 1185. In summary, for the last several years the membership count has been reasonable consistent other than 2001 fiscal year.

Dr. Pain has developed a letter of appreciation that will be mailed with the membership renewal forms. Since membership is slightly down and dues will be going up, she suggests sharing ISSD's plan of work for the future, for example, video distribution, fundraising project, research consortium, etc. The Executive Council was in consensus with Dr. Pain's suggestion.

Dr. Somer also suggested that Dr. Claire contact Mr. Aquarone, Chair, International Membership task force and Dr. Maltess in Germany to coordinate membership effort.

Dr. Pain has agreed to continue as Membership Chair for the 2003-2004 fiscal year. Dr. Gold will contact her in the next few weeks to discuss his ideas for membership recruitment efforts that we can present at the November meeting.

Quality of Life Study: Dr. Dell had several discussions with the researchers that completed the Adversed Childhood Experience (ACE) study. They are very please that ISSD is considering continuing with the study and Dr. Dell is trying to encourage the original study group and the Center for Disease Control to participate in a continuum of the study.

Dr. Dell will complete a research proposal, with specific measures, that he will share with the council. The study would involve 900 subjects, all people in therapy, of three different levels or groupings with the idea of creating 3 groups at different levels of overall psychopathology. The idea and goal behind this study is to provide a large database on dissociation, help, quality of life and a variety of measures of depression, PTSD, etc. on dissociative patients.

ISSD Web Site: Ms. Baker reported improvements are being made with the VeriSign secure server for the DDPTP and Conference online registrations. The membership pages have been created and are ready to go up in October when the new membership fees are distributed.

Dr. Gold reported the Student Committee page is back up on ISSD website. Two of his students are co-chairing the committee and also have the student list serve up and running. Dr. Gold encourages anyone in academia or who has contact with students to encourage them to look into becoming student ISSD members and joining the list serve.

There will be several events at the conference for students including the student breakfast, and the student business meeting; the Executive Council is encouraged to attend both events.

Trauma Foundation: Dr. Blizard reported the Trauma Foundation is making progress. They have made a commitment to raise money for ISTSS projects and have negotiated with CTE to do a similar assessment in collaboration with ISTSS of the amount of money that can be raised by the Foundation.

NEW BUSINESS: Dr. Chefetz suggested a new structure and function of council for the future by enlarging the population of people who do work on the council and the Society's behalf. For example, Dr. Chefetz believes as the work goes forward on the organization and publication of the dissociation source book that we will lose energy and focus on the DSM-V committee work itself, and it would be well to add a person(s) who would focus specifically on the DSM-V process and how to facilitate and engage that process.

Secondly, Dr. Chefetz would like to work with Dr. Gold and try to identify the depths of the talents there are in our candidates for council. Only ½ of the candidates can be elected and to not lose the other half we should approach them now on what path they can engage in if they are elected and even if they are not elected. For example, we should ask for a volunteer from the candidates to focus on DSM-V.

The Executive Council was in consensus with these two ideas.

The meeting was adjourned at 11:45am.

September 21, 2003 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.
2. Ms. Baker will contact the Michigan Component Group to see if anyone is interested in participating on the Finance Committee.
3. Ms. Baker will develop a 20th anniversary ISSD memorabilia booklet to be distributed at the 2003 annual meeting.
4. Ms. Baker will investigate the cost of digitally recording the preliminary sessions at the 2003 annual meeting.
5. 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.
6. The Finance Committee will evaluate, on an annual basis, how the sliding fee membership scale is affecting ISSD overall budget
7. Su Baker appointed to the 2003 Nominating Committee.
8. Ms. Baker will set up a room at the Holiday Mart Plaza hotel for the consortium for the study of chronic traumatization.
9. 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.

BLIZARD

10. Dr. Blizard will review and work on content of the Dissociative Disorder booklet.
11. Complete timeline for the video and CD distribution project.

12. Dr. Blizzard will complete a one or two page narrative of the doings of the Trauma Foundation and will distribute to the Executive Council.
13. Dr. Blizzard will chair an online discussion with the Executive Council regarding revisions to the case statement.

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 revise the ISSD Adult Guidelines with the goal of having them completed by the Executive Council meeting in New Orleans in 2004
Continue
17. 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
18. 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.
19. Drs. Chefetz and Pain will discuss which articles and material to include on a CD for members vs. non- members.
20. Dr. Chefetz will contact ASCH on a presidential level to discuss issues relating to meeting.
21. Dr. Chefetz will contact Haworth Press to determine the cost for an electronic version of the *Journal of Trauma and Dissociation*.
22. Dr. Chefetz will contact plenary speakers to get their permission to video tape their session.
23. Dr. Chefetz will prepare material for the September meeting to formalize the DDPTP Director positions.

24. Dr. Chefetz will send an appreciation letter to the Child and Adolescent Task Force and Dr. John O'Neil for a job well done.
25. Dr. Chefetz will do the final review of the dissociative disorder booklet.
26. Dr. Chefetz will contact Dr. Marcia Cotton to ask if she will be in charge of the new video project.
27. Dr. Chefetz will contact Daphne Simeon in New York for her assistance in finding a facility for a regional meeting.
28. Drs. Chefetz and Gold will complete a proposal and working model of the Public Relations Committee for the November meeting.
29. Drs. Chefetz and Gold will identify the depths and talents there are in our candidates for council.

DELL

30. Drs. Dell, Nijenhuis and Somer will do research on dissociative disorder diagnostic and research tools to be included in the dissociative disorder educational booklet.
31. 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.
32. 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.
33. 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

34. Executive Council will post abstract submission information and deadline dates to the various professional email lists to which they subscribe.
Continue
35. 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
36. 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.
37. Executive Council members who would like a copy of the past DDPTP bibliography will contact Dr. Chefetz.
38. ISSD Executive Council will investigate and plan educational programs in Los Angeles and New York.
39. The Executive Council is encouraged to attend the student breakfast and business meeting at the November meeting.
40. Executive Council is encouraged to share information about the student web page and list serve to Academia or whoever has contact with students.

FRANKEL

41. Dr. Frankel is organizing the Nominating Committee; seven people have expressed an interest in being nominated for an elected position.
Continue
42. 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
43. 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

44. 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
45. 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.
46. Dr. Fridley will contact Del Amo Hospital to see if their auditorium is available for a regional meeting.
47. Dr. Fridley will contact Drs. Putnam and Vandercook to see if they are available to present at the Los Angeles seminar.
48. 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

49. Dr. Gold will be presenting at the Male Survivors conference in September and will also distribute ISSD material.
50. Dr. Gold will complete the content of the dissociative disorder booklet.
51. Dr. Gold will contact the editor of the *Clinical Psychology Reviews* journal to request permission to reprint the (Gleaves and Cardeña) article.
52. Dr. Gold will complete timeline for the video and CD distribution project.
53. Drs. Chefetz and Gold will complete a proposal and working model of the Public Relations Committee for the November meeting.
54. Dr. Gold will contact APA for permission to use the mailing list for the video project.
55. Drs. Chefetz and Gold will identify the depths and talents there are in our candidates for council.

NIJENHUIS

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

57. 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

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

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

60. 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.

61. 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.

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

63. 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.

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

65. 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.
66. Dr. Pain will investigate the different prices for display boards that are laminated vs. unlaminated to reduce shipping cost as much as possible.
67. Dr. Pain will order two more tabletop displays to have on hand for Europe and US conferences.
68. 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.
69. 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.
70. 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.
71. Dr. Pain will complete letter of appreciation to ISSD members and include ISSD plan of work.

O'NEIL

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

PILON

73. 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

74. The Child and Adolescent Task Force will undertake work on the development of a specialty psychotherapy course for

treatment of children and adolescents.

75. 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

76. Dr. Somer agreed to have the approved Child and Adolescent Guidelines translated into the Hebrew language and integrated into teachings in Israel.
77. Drs. Dell, Nijenhuis and Somer will do research on dissociative disorder diagnostic and research tools to be included in the dissociative disorder educational booklet.
78. Dr. Somer will assist in the editing of the Dissociation 2005 source book
79. 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.

STAFF

80. Mr. Koepke will complete budget for video distribution project.
81. Mr. Koepke will communicate with Dennis Pilon about past regional meeting budgets, promotional material, and information about past meetings.
82. Sherwood will investigate the cost of creation and duplication of CDs that can be distributed at professional conferences/meetings.
83. Sherwood will make the minor changes to the Child and Adolescent Guidelines and email the corrected guidelines to Chris Comstock and the Executive Council.
84. 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.

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. Order ISSD videos for distribution once Drs. Blizard and Gold have completed booklet and determine number of videos.
88. Sherwood will be responsible for the mailing of the videos and CDs.
89. Mr. Koepke will investigate the mailing of the 2003 ballot.
90. Sherwood Group will order 1200 copies of the Dissociation video.