

**INTERNATIONAL SOCIETY FOR THE STUDY OF TRAUMA AND
DISSOCIATION**

ISSTD EXECUTIVE COUNCIL MEETING

**November 7, 2006
Sheraton Downtown, Los Angeles
Los Angeles, California**

Members in Attendance:

Eli Somer, PhD - President; Catherine Classen, PhD – President -elect; Fran S. Waters, DCSW, LMFT – Immediate Past President; Annita B. Jones, PsyD – Secretary Treasurer; Andreas Laddis, MD; Clare Pain; MD; Joanne Towmbly, MSW, LICSW; Janina Fisher, PhD; Lisa Butler, PhD; Remy Aquarone, MSc; Vedat Sar, MD; Suzette Boon, PhD;

Members Not Able to Attend:

Etzel Cardena, PhD

Staff in Attendance:

Gregg Robinson, CAE; Spencer Boulter

Consultant:

Bruce Wardle, CAE

8:00 a.m. – 8:30 a.m. Continental Breakfast

Welcome and Call to Order:

Meeting was called to order and everyone was welcomed by Eli Somer.

Roll Call and Determination of a Quorum:

A silent roll call was taken by Annita Jones and quorum was determined

Approval of Agenda:

The agenda as presented in the Board materials was discussed and approved as distributed.

Leadership and Board Development:

Bruce Wardle, CAE gave a leadership and board development seminar on:

- a. Role of the Board vs. Role of Staff
- b. Role of Board vs. Role of Committees
- c. Tying Our Strategic Plan to Our Annual Meeting
- d. Leadership Readiness Assessment for ISSTD Volunteers
- e. Seven Measures of Success for ISSTD – Benchmarking Handout

This was the first board development activity that was directed toward board training and awareness of associations. The program was well received and resulted in a decision to hold a strategic planning meeting in the early part of February. The location of New York City or Boston will be explored for this meeting.

Approval of Minutes:

The minutes of the October 8, 2006 conference call were reviewed. A **motion** to approve the minutes for the October 8, 2006 Executive Council conference call was made, seconded, and approved.

The EC discussed the importance of the minutes being available to the membership. A **Motion** was also made, seconded and approved to publish only the final and board approved minutes containing an executive summary of Board decisions on the ISSTD website. Care will be taken to not include any sensitive discussion notes.

Action: EC decision items will be published on the website.

Treasurer's Report:

Annita Jones gave the Treasures report for the 2006 year as well as a tentative budget for the 2007 year. She explained that the 2007 budget was very conservative but even in doing so the ISSTD showed net revenue of \$17,000 by year end. It was discussed that we use the overage to invest in our own programs such as the DDPTP and Membership marketing activities. These ideas will resume discussion at the Strategic Planning Meeting. Approval of the 2007 budget was deferred until the completion of the agenda.

Audit Report:

Annita Jones reported on the 2005 audit prepared by Porte Brown. The ISSD received a clean audit in respect to the integrity of the financial statement information. A **motion** was made to approve the 2005 audit, it was seconded and approved.

Action: Approval of the 2005 Audit

The 2007 membership dues increase was discussed. A **motion** was made to increase regular membership dues to \$167.50 and affiliate and student members will be adjusted according to the same percentage change. The motion was seconded by Remy and presented for discussion. A friendly amendment was made to change the dues to \$164 for full membership and benefits. This was seconded and approved.

Action: Full membership rates were approved for the rate of \$164.

The idea of an electronic membership rate was discussed as a possible future consideration.

International Relations:

ESTD

Suzette Boon PhD was invited to attend the Executive Council meeting as President of the ESTD. The ESTD serves as a component group of ISSTD. The role of international members and component groups was discussed at length. It was acknowledged that ESTD would receive full ISSD member benefits with the exception of meeting discounts.

A **motion** was made and seconded to create new board positions dealing with component group representation. The international director position continues in a coordinating role and ISSTD will create six new positions to represent the various continents. As the different component groups become further developed and organized appropriate candidates will be appointed to fill these new board positions. The ESTD represents the first of the component groups eligible for representation on the Board. A motion was made to accept Suzette Boon representing ESTD as a member of the Board of Directors. No action was taken at this time as an assessment will be made to review the need for an ISSTD Bylaw amendment to increase the Board.

Action: The motion was made and seconded with approval being deferred until a review of the Bylaws is complete. The Bylaws committee will report back to the EC on the progress of the Bylaws review.

Executive Directors Report:

Gregg Robinson gave the Executive Director's report on ISSTD headquarters and AMG. Activity covering the past six months was reviewed and an outline of future activity was presented. This included addressing the strategic plan, exploring a certification effort, developing a membership campaign, restructuring the annual meeting and program. Monthly reports of headquarter activity will be provided to the EC.

Section Leaders Reports:

Communications and PR Committee

Lisa Butler updated the Board on the work of the Communications and PR section. The Board discussed the need for better communication and promotion of the addition of Trauma to the Society name and purpose. The PR committee has a plan prepared that will be discussed at the PR meeting on Friday.

A concern was raised about whether to have AMG or Rita Bauer design the ISSTD newsletter. After discussing the price differences with staff it was decided to stay with Rita.

Action: By consensus it was decided to stay with Rita as the ISSTD newsletter and program designer. Headquarters will work with her on these efforts.

Education and Research Committee

Andreas explained to the EC that there would be 3 professional seminars in 2007 the speakers planned for these were Colin Ross and John Beiere. The Caul Grant Committee had 14 applications this year, 4 were selected by the committee with awards ranging from \$500-1500. By consensus, Andreas Laddis, MD and the Education and Research Committee were charged with producing for ISSTD a "Who we are, what we do/ what we believe position paper to be put on the ISSTD website. This will be produced in a brochure format. It was felt that the committee should be more than a clearinghouse but should also identify needs for Society positions, papers and specific research.

It was mentioned that some of the DDPTP courses were not providing the necessary material for the students taking them. By consensus, Janina Fisher, PhD offered to and was accepted to chair a task force to Revamp ISSTD Educational offerings. The goal of

the task force will be to deliver content rich education to Society members which will generate more net revenue to the Society.

Member Services Committee

Joanne Twombly talked about the need for a more defined process to solicit awards and fellow nominations. Staff was asked to document or recommend a process. The need for definition and structure in the identification and endorsement of component and society groups was discussed. Staff will submit a template draft document for Board review. Joanne identified the need for an ambassador program whereby members could apply for funding to attend RPO events and for that they would agree to be ambassadors and promote ISSTD.

Administration and Governance

Treasurer Annita Jones presented the financial statements to the board and the initial draft 2007 budget. From the discussion of the budget and from the recommendations of AMG and ISSTD staff a **motion** was made, seconded and approved to cancel the Baltimore Tremont Hotel contract and incur the cancellation penalty. Selection of a more appropriate venue for ISSTD's 2007 Fall Conference will take place in mid November and early December.

A **motion** was made, seconded and approved to cancel the 2008 contracted conference hotel (Holiday Inn Mart Plaza - Chicago) Staff will work to see what can be done to mitigate the Holiday Inn cancellation penalty and select a location that will more conducive to promoting meeting growth and international attendance. The Miami area is being considered.

After discussing the change in meeting locations and the need for direction and structure for the organization it was decided that the ISSTD EC will meet for a strategic planning meeting early in 2007. Funds have been allocated for this meeting. The idea of bringing in representatives from each continent has been brought up but no decision was made.

Action: Motions were made to cancel the 2007 and 2008 hotel contracts.

At this point the 2007 budget was considered for approval.

A **motion** was made, seconded and approved to adopt the 2007 budget as presented to the Board, knowing that there will be some additional net revenue adjustment made to support additional work for the society.

Action: 2007 budget was approved

President Elect's Report:

Catherine Classen reported on several ideas planned for next year. In 2007 we will continue with a review of the committee structure and encourage committees to continue taking an active part in the organization. The Call for Volunteers is underway and possible committee members will be identified through this process. Selection of committee chairs is underway and consideration of appointments will take place in the near future. Development of a certification program is being considered and further review of the process, benefits and participation in a needs assessment all need to take

place. A task force will need to be developed early in the year to move this effort along. The Certification Task Force will be meeting and outline its next steps.

Election Results:

Fran Waters reported on the results of the 2007 election. Vedat Sar, MD is President-elect; George Rhoades, PhD is Director and Joanne Twombly, MSW, LICSW is Director.

Conference Update:

Catherine Classen reported on the progress for the 2006 meeting and announced that the attendance is expected to be around 365. A full program is planned for the week. For future programs there will be a new structure in place to address the development of the program and the involvement of volunteers in the form of President-elect as conference chair and 2 co-chair positions that will focus on the education and program development and coordination. Headquarters will work directly with the committee in the development and production of the effort.

Site selection as previously discussed earlier in the meeting will take place to explore hotels that will allow ISSTD to grow its meeting size in attendance, increase international and exhibits. This will take place in the next two months to select a site for November 2007 and November 2008.

Collaboration Initiative:

The collaboration initiative has been encouraged over the past year with success in identifying several organizations that wish to explore expanding relations and opportunities to work together. To date we have meet with or spoken to IVAT, EMDRIA, APA, Division 56 of the APA, SIDRAN, and ESTD. ISSTD will continue to explore these relations for future involvement.

Website Development:

The Website Committee as chaired by Eli Somer has been developing a new design for use by the ISSTD. This will include the new logo and contain a new look reflective of the society, its membership, mission and purpose. The unveiling of the site design will take place during the Awards Luncheon.

Recognition of Outgoing Council Members:

Fran Waters and Clare Pain were recognized as outgoing council members and thanked them for their years of service to the Society and the Executive Council.

Adjournment:

Being no further business the meeting was adjourned