**CSPP Board Meeting**

**March 25th, 2017**

**8:30am-9:43am**

In attendance: Dean Leone, Nancy Sachner, Wendy Stewart, Ellen Nasper, Jeffrey Asmar, Allison Brownlow, Elaine Hunter, Anne Singer, Ashley Clayton, Nir Yeduhai, Carrie Christensen, Mickey Silverman, Jill Delaney, Barbara Marcus, Elinor Kotchen, and Rachel Torello (via phone).

Absent: Susanne Weil

**I. Vote to Approve Previous Minutes**

Dean Leone moved to approve the minutes from the board meeting on 1/28/17, Nancy Sachner seconded, and the minutes were unanimously approved

**II. Long Range Planning Committee**

Nancy Sachner reported that the Long Range Planning Committee is looking into whether CSPP has liability about content posted by members on CSPP’s listserv. In addition, the committee has suggested that, rather than members sending announcements directly to the listerv, they send them to Elaine Hunter, who would then edit them and resend them through CSPP’s website in the form of an Eblast. The board agreed that further discussion of this issue will be tabled until next meeting. Nancy indicated that the committee would like an extra $60 in its monthly budget in order to expand its email contact list to send out information to nonmembers who have attended conferences. Currently, the committee is paying $70/month for 500 recipients on its contact list, whereas it costs $130/month for 2000 contacts. Ellen Nasper moved to accept the proposal, Barbara Marcus seconded it, and it was unanimously approved. As Nancy said, the committee has recommended that board members lead only 1 committee when possible. Nancy then reported to the board that the Long Range Planning Committee has reviewed and updated CSPP’s Policies and Procedures. The proposed changes include the following: 1) The Treasurer will designate a current board member to be a secondary holder of CSPP’s bank cards and bank codes. 2) Those who are not members of CSPP are welcome to attend mini meetings, peer supervision, and study groups, at the discretion of the regional representative. After 1-3 meetings, a nonmember will be approached about joining CSPP. If an issue arises, the CSPP President will be consulted. 3) The Nominating Committee is responsible for soliciting nominations from CSPP membership. 4) The Listerv Manager is responsible for adding new members and deleting defunct members from the listserv, as well as monitoring the content of the listserv. 5) The Board will maintain an archive of documents from the past 7 years. 6) On the listserv, responses to requests for referrals should be sent directly to the original sender (i.e., backchannel). Other members interested in the response should privately email the original sender. 7) As a nonprofit, CSPP is forbidden from engaging in political activity or endorsing a political candidate. Members are also forbidden from profiting from selling items on the listserv. 8) Articles need to be included as a link rather than an attachment in emails to the membership. 9) If anyone violates the guidelines of the listserv, the Listserv Manager will contact the violator and CSPP’s President via email within 24 hours. Barbara Marcus moved to approve the current draft of the Policies and Procedures, with the understanding that further amendments are possible at a later date. Jill Delaney seconded the vote, and it was unanimously approved. Nancy encouraged the board to email her with any further questions or concerns about the Policies and Procedures. Ashley Clayton agreed to look into the parameters of how to send out articles-- whether via link or attachment. The next meeting of the Long Range Planning Committee is scheduled for June 4th, from 3:00-6:00.

**III. Event to Honor Dale Ortmeyer**

Wendy Stewart reported that she had been in communication with Inge Ortmeyer about Inge’s preferences for how CSPP can best honor Dale Ortmeyer. The board engaged in a discussion of what would be the most meaningful and appropriate way to commemorate him. It was agreed that a CSPP event would not serve as or take the place of a memorial service, but that it would be a small, intimate gathering where members would have the opportunity to share stories and memories of Dale. Rachel Torello suggested an evening event with wine and cheese, and Wendy indicated that early fall would be the best time. Wendy requested that discussion of the event be on the agenda for the next board meeting.

**IV. Registration Committee**

Nir Yeduhai informed the board that there are 145 registrants for today’s conference. The conference will be held in the NHLC ballroom because it is so big. Nir is currently the only member of the Registration Committee, but he feels that the committee needs 2 or possibly 3 people in total. Nir indicated that one Early Career Member is coming today to help with the registration table, and he will try to recruit her to join the committee. Rachel and Nir agreed to draft an email to the membership soliciting people to become part of the committee. Ellen proposed that an Early Career Member who is part of the Registration Committee get free admission to conferences. The issue will be tabled until the next board meeting.

**V. Attachment Conference**

Ellen Nasper reported on her recent meeting with liasons from the the Yale Child Study Center and the Attachment Network of CT, in order to plan a joint conference on Attachment. The conference will probably be held in Spring of 2018 so as not to conflict with CSPP’s joint conference with WNEPS in Fall 2018. Ellen believes that the Attachment Conference Committee can draw on the organizational skills and resources of the Attachment Network of CT and the Yale Child Study Center. She clarified that the conference will have a clinical focus and will include the applications of attachment theory in schools. This conference will be a way of expanding CSPP’s audience and increasing the applicability of attachment theory. Rachel Torello inquired about whether there would be joint chairs from the other organizations, which Ellen affirmed. Ellen indicated that they have another meeting scheduled for April 7th at the Yale Child Study Center.

**VI. Clinical Conference Committee**

Ellen Nasper reported that she has set the clinical conference schedule for the 2017-2018 year. The first conference is scheduled for Sept 16th with Jonathon Shay. On December 2nd Anton Hart will speak about multicultural issues, on January 20th Daniel Shaw will speak on Traumatizing Narcissim, on March 10th Deborah Luepnitz will talk about treating a client formerly seen by Winnicott, and on May 5th Kathryn White will speak about her work with a client with a psychotic mother. Ellen indicated that she plans to send out next year’s schedule to the CSPP membership in the coming weeks. Plans for the CSPP/WNEPS joint conference will be tabled for the next board meeting.

**VII. Newsletter Committee**

Mickey Silverman reported that CSPP’s next newsletter will provide an update on recent conferences and will have a section entitled “The Year of the Conference.” She requested that members send her submissions this week because the newsletter will be published imminently. There will also be articles on understanding the issues that have arisen with patients following the presidential election and within the current political environment. In particular, there will be a piece on understanding Trump supporters, and George Hagmann has written a review of the book “Hillbilly Elegy.” Elaine Hunter agreed to send Mickey the current list of Board members to post in the newsletter. Board members can be in touch with Mickey about suggestions for the newsletter. As Mickey said, a draft of the newsletter will be out to Stephanie Kloos by the end of the week.

Ashley Clayton moved to end the meeting, Jeffrey Asmar seconded, and it was unanimously approved.

**APPENDIX A:**

**CONNECTICUT SOCIETY FOR PSYCHOANALYTIC PSYCHOLOGY**

**POLICIES AND PROCEDURES**

 **Amended March, 2017**

# THE RESPONSIBILITIES OF THE EXECUTIVE BOARD MEMBERS ARE AS FOLLOWS:

1. **ELECTED OFFICERS:**
2. The **President** functions as the chief executive officer of the Society; chairs meetings of the members and of the Executive Board; appoints committee chairs; and implements such actions as may be decided upon by the members of the Society. The President shall present at each annual meeting of the Society an annual report of the work of the Society, serve as ex-officio member of all standing committees, and see that all books, reports and certificates are properly kept or filed as required by law. The President shall maintain a “Corporate Book” which will include the By-Laws, Articles of Incorporation, Policies and Procedures, and any other legal documents of the Board.
3. The **Past President** serves as a consultant to the current President and to the rest of the Board, based on his/her experience as President. In addition, he/she might be asked to serve in place of the President in the event of the President’s or President Elect’s absence or unavailability, and discharges those duties that may be assigned from time to time by the President and/or the Executive Board.

3. The **President-Elect** (who needs to have served a minimum of one term on the Board to be eligible for this position) serves in place of the President in the event of the President’s absence or unavailability, and discharges those duties that may be assigned from time to time by the President and/or the Executive Board.The President-Elect shall, in the event of the absence or inability of the President to exercise his/her office, become Acting President with all the rights, privileges, responsibilities and powers of the President. He/she is also responsible for being the Schedule Coordinator, making sure that the events placed on the website’s calendar are well-spaced throughout the year, and don’t conflict with each other. Any Board member considering an event will contact the President-Elect. He/she also shall chair or appoint a chair of the Nominating Committee, which shall select a slate of officers for the following two years and conduct an election.

4. The **Corresponding Secretary** chairs the Membership Committee (see page 2); manages the membership renewal process; facilitates publication of the new Directory; and such other duties as may be assigned, from time to time, by the President and/or Executive Board. It is the Corresponding Secretary’s duty to file any certificate required by a statute, federal or state.

5. The **Recording Secretary** records the minutes of the business meetings of the Society and of the Executive Board and such other duties as may be assigned, from time to time, by the President and/or Executive Board.

6. The **Treasurer** is responsible for the fiscal affairs of the Society and such other duties as may be assigned, from time to time, by the President and/or the Executive Board. In collaboration with the President, the Treasurer shall designate a current board member to be a secondary owner of our bank accounts and our PayPal account. The Treasurer will share all account codes with the current President.

7. The **Regional Representatives** plan study groups, mini-meetings and regional events of educational interest regarding psychoanalysis and psychodynamic psychotherapy in their respective regions, in collaboration with the Clinical Conference Chair (to avoid content and/or scheduling conflicts).

* 1. The study groups are to be small (4-8), informally meeting at a member’s home or office, with the members deciding among themselves what books, papers or clinical presentations they wish to undertake. A member may be dropped from the group if a conflict arises which isn’t resolvable.
	2. Mini-meetings are also planned by the regional reps. The invited speakers present material in their area of expertise with considerable discussion of those present. The number of professionals attending will be determined by the Regional Rep. Publicity for the meetings will extend to CSPP members in the region and to members from other regions, if space is available.
	3. Another important duty of the regional reps is to welcome new members of their region to the organization through such actions as: calling to welcome them and to determine their interests; informing them of society and regional activities; and offering to meet them at a clinical conference. The Reps will report regularly to the Board about all activities in their region.
	4. Persons who are not members of CSPP are welcome to attend mini-meetings and study groups (space permitted) as an outreach and recruiting effort, at the discretion of the Regional Representative. The person would be asked to become a CSPP member after attending 1-3 meetings. The Executive Board may be consulted if a conflict arises in a study group or mini-meeting.
1. **APPOINTED OFFICERS:**
2. The **Committee Chairs** have a major role in determining the effectiveness of their committee meetings. The Chair appoints members of his/her committee and informs the Board of all appointments. It is expected that each Chair have a committee of a least one other person or more to share ideas and actions taken. The Chair may have none except him/herself, but in that case the reason must be given and accepted by a majority vote of the Executive Board. The committee can meet in person or by conference call or email but it is strongly encouraged that at least one meeting a year should be in person. The President is ex-officio on any committee. The committees are:

	1. **Membership Committee**: The Membership Committee, chaired by the Corresponding Secretary, shall be responsible for receiving, considering and acting upon applications for membership in the Society. The committee’s recommendations will be presented to the Board and applicants will be notified of the Board’s decision. The Membership Committee shall be responsible for forwarding new members’ information to our database manager, listserv manager, Regional Representatives, and Newsletter Committee chair. The membership files of the Society shall be maintained by this committee for three years.
	2. **Clinical Conference Committee**: The Conference Committee shall be responsible for arranging the clinical conference programs and various other educational programs of the Society.
	3. **Newsletter Committee**: The Newsletter Committee shall be responsible for producing a newsletter and distributing it to the membership and interested parties.
	4. **Early Career Committee**: The Early Career Committee shall be responsible for eliciting interest in CSPP from students, residents, interns and other early career professionals (ECPs), and to help this population get actively involved in our organization.

Tasks include:

1. Do outreach (solicit ECP volunteers to join committees, help at the registration table during clinical conferences, etc.)
2. Promote and coordinate the Mentorship Program
3. Provide networking opportunities, such as social events
4. Develop programs tailored to meet the needs and interests of ECPs, such as a workshop series, study groups, etc.
5. Continue to honor ECPs by giving an award (no more than once a year, if there are appropriate candidates) for outstanding service to CSPP
6. Offer a stipend for an ECP to attend the annual Division 39 conference
	1. **Long-Range Planning Committee**: The LRP Committee shall be responsible for overseeing and monitoring the overall functioning of the Board. Members of the LRP Committee shall be past presidents, the current president, and the president-elect.
	2. **The Nominating Committee**: Every two years, the Nominating Committee shall be formed. It is to be chaired by the President-Elect, and shall also include the President, Past-President and Chair of the Long-Range Planning Committee as well as others designated by the Chair. The Nominating Committee shall be responsible for soliciting nominations from the membership for the Society’s elected officials, proposing a slate to the Board, sending electronic election ballots to all members, tallying the ballots, and announcing the winners.
7. The **Section IV Representative to Division 39** functions as the liaison between the Board and the national organization. The rep makes every effort to attend (or appoint a designee to attend) national Section IV meetings and provides feedback to the Long-Range Planning Committee. The rep informs the Section IV Chair and other chapter representatives of CSPP activities by attending meetings and contributing periodic reports to the Section IV newsletter.
8. The **Liaison to Western New England Psychoanalytic Society** functions as a bridge between the Board and WNEPS. He/she also serves as chair of the Joint Program committee, which brings the two societies together to collaborate on developing a clinical conference that is of interest to their members.
9. The **Historian** provides the President and the Board with a historical perspective on current issues that the Board is facing, and advises the Board concerning the By-laws and Policies and Procedures as they effect current Board functioning; andmaintains an Archive (see A-7).
10. The **Website Manager** is responsible for monitoring, updating, and posting information on the CSPP website. She/he also shall work to develop new pages on the website, with input from the Board. When an event (other than a clinical conference) is ready to be posted on the website, the event’s sponsor will send the Website Manager the following information:
11. Name of the sponsor (a Committee, a Regional Rep, etc.)
12. Name of the presenter
13. Title of the presentation
14. Date and time
15. Place (include directions)
16. For members only, or open to all?
17. Limited seating? If so, how many?
18. Is there a fee? If so, how much?
19. Contact person’s phone number or email address (which can be posted as a link)
20. The **Listserv Manager** is responsible for adding new members and deleting lapsed members from the CSPP Listserv; and for monitoring the content of the listserv to ensure that all members adhere to the guidelines (see details below, under “**OTHER POLICIES AND PROCEDURES”,** R).
21. The **Registration Committee** processes registration applications for each clinical conference, which involves the following tasks:
22. Receives all clinical conference registrations, and may be required to receive registrations for other events as well
23. Keeps track of attendance at events by creating spreadsheets and sign-in sheets

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1. Assumes primary responsibility for the registration table at conferences and other events
2. Appoints a committee member to be responsible for securing Continuing Education (CE) credits for social workers and psychologists attending CSPP conferences and related events
3. Provides the evaluation forms to be completed by attendees
4. Creates the certificates of attendance to be distributed at the end of the conference
5. Reports registration numbers and any relevant information to the CSPP Board
6. Consolidates and communicates the results of conference evaluations to the Board
7. Works with the CSPP Treasurer to ensure proper payment for CE credit

**OTHER POLICIES AND PROCEDURES:**

1. The Executive Board should be limited to no more than 20 members.
2. Regular attendance at Board meetings is expected, except in cases when personal or family medical issues preclude regular attendance. If a member is unable to attend, appropriate arrangements to give committee or officers’ reports should be made.
3. Board members are strongly encouraged to attend all Clinical Conferences.
4. Board members are expected to actively participate in their elected or assigned roles. Officers are responsible for fulfilling their functions as specified in the By-Laws. Committee chairs are responsible for setting a yearly agenda for their Committee (approved by the President), submitting a yearly budget, requesting needed funds**,** working with members of the Committee to achieve goals, recruiting from the membership at large to participate in committee work and making regular progress reports to the Board. All members of the Board will submit an end-of-the-year report to the President. The report will include accomplishments of the previous year and goals for the future.
5. No formal exiting process for Board members is in place at this time. It is recommended that the incoming President poll the current Committee Chairs regarding their interest in continuing in their positions. Incoming Presidents have the power to appoint new committee chairs and liaisons in consultation with the Board. However, it is recommended that Board members continue to serve in their positions as long as they demonstrate continued active participation and to remove themselves when they no longer can make a reasonable commitment. A Board member may submit his/her resignation to the President in writing, giving sufficient time for the President to appoint a new member to the position. If the President or other Board members deem that a fellow member is not fulfilling his/her responsibilities, the President or his/her designee will discuss the issue with the member in question. If the problem is not successfully resolved, the President will consult the Long-Range Planning Committee for advice and/or guidance, and if necessary, bring it to the Board for a vote. If a majority of theBoard decides that it is appropriate to ask the member to resign**,** this decision will be considered final.
6. The Board will maintain an Archive which will include all Society documents for the past 7 years that are not contained in the Corporate Book (i.e. Board meeting minutes, Listserv Guidelines, copies of newsletters, etc.) The purpose of the Archive is to protect the Society’s history, record successes and processes of the organization and to be of concrete help to future Boards.
7. A majority of Board members present and voting will constitute a legal quorum.
8. All members of the Board are included in the Directors and Officers Liability Insurance policy of the American Psychological Association.
9. The Board will vote to designate a recipient of The **Distinguished Service Award** to a member who has provided outstanding leadership and/or contributions to the Society. The award will be given at the discretion of the Board when there is an appropriate recipient.
10. The Board will vote to designate a recipient of **The Early Career Award** by inviting nominations from the membership. This award is designated for recognition of a new mental health professional who displays initiative, interest and the promise of accomplishment in the fields of psychoanalysis and/or psychoanalytic psychotherapy. Such recognition can be in the form of clinical work, research, teaching, and/or scholarly writing.
11. Books and announcements by members and presenters which are relevant to the field may be displayed at the Clinical Conferences.
12. The annual membership dues are: $85.00 Regular Member; $50.00 Early Career (less than 7 year’s post-graduate degree); $30.00 Retirees (no longer practicing); and $20.00 Student (graduate students, postdocs, and psychoanalytic candidates). An additional $10.00 is added to all fees that are sent in late.
13. The registration fees for two-hour clinical conferences are: Members: $40; Non-members: $50; Retirees: $25; Early Career Members: $25; Student Members: $10; Student non-members: $15. An additional $10 is added to all fees that are sent in late.
14. Members who join after May 1st do not have to pay for membership until the next calendar year’s renewal period (which runs from 9/1-12/31).
15. All members of the Society are encouraged but not required to join APA Division 39.
16. Newsletter announcements of educational activities relevant to CSPP’s mission may be included at the discretion of the Editor.
17. Confidentiality requirements regarding clinical case material are in effect at all Society sponsored events.
18. The **Listserv Guidelines** are:
19. To ensure confidentiality, requests for referrals must be limited to:
20. The type of expertise sought
21. The geographical location of services sought
22. The particulars of an insurance provider (if a specific insurance company is needed)
23. The age and gender of the patient, if necessary
24. Any other patient information and/or descriptors must be GENERIC and kept to an ABSOLUTE MINIMUM
25. Responses to such a request should be sent directly to the sender (Click “Reply to Sender”, rather than “Reply to All”). This is called “back-channeling”, and any further communication between the sender and the responder(s) should be back-channeled, rather than communicated through the Listserv. Other members who are also interested in receiving the responses, should email the sender. The relative merits of a specific therapist should not be discussed in an open forum, but may be communicated by backchannelling.
26. As a non-profit organization, we are legally prohibited from engaging in for-profit activities or engaging in any form of political endorsements. Furthermore, the APA forbids posting full text articles, so if a member has a publication to share with other members, they need to provide the link from which the article can be accessed. Members may not promote anything from which they receive commercial benefit (such as selling a book on the Listserv), but they may announce their new book, article, presentation, etc. on the Listserv.
27. In order to provide our members with a sense of community within CSPP, the Listserv is open to any matter that may be of interest to the general membership, other than confidential information. Acceptable topics include announcements or recommendations about conferences, books, articles, films, etc. Also fine are requests for office space, cleaning companies, private items/theater tickets for sale, etc.
28. If anyone violates these guideline, the Listserv Manager shall take the following steps within 24 hours:
	1. Contact theperson to inform them that their email violated our guidelines (and cc the President)
	2. Send a reminder of our guidelines to all members, via the listserv
29. If the Listserv Manager fails to respond to the violator within 24 hours, the President will do so, and will then send a reminder of our guidelines to all members, via the listserv.

**APPENDIX B:**

**Attachment Conference Planning Report**

Ellen Nasper, Ph.D.

March 6, 2017

The Concept:

 The Attachment Conference is proposed for several purposes. It would be a collaborative effort among clinicians, researchers, and members of the educational community who are interested in Attachment Theory and its applications in clinical and educational environments. In addition it would be an opportunity to demonstrate the relevance of contemporary psychoanalytic thinking to a broader audience than we usually reach, by drawing participation from community clinicians, clinics, teachers and school administrators

Planning Participants:

 The Attachment Network of Connecticut, the Yale Child Study Center, and the Connecticut Society for Psychoanalytic Psychotherapy have agreed to work together to plan this conference. Currently there are 5 members of the Attachment Network of Connecticut (Mary Dineen Elovich, Karen Gallucci, Barbara Stern, Tina Mannarino, , four members of CSPP (Grete Laine, Susan Goodman, Virginia Shiller, Ellen Nasper) and Nancy Close of CSC on the planning committee (we hope to have more members from the Child Study Center).

Plans:

The first planning meeting to discuss a Conference on Attachment was held on Friday March 3, 2017 at the Yale Child Study Center. The first part of the meeting involved introductions. The participants include child attachment researchers, clinicians, school administrators, people who teach attachment theory applications (Circle of Security) to teachers and parents.

The general outline for the conference was agreed upon: a morning session featuring two major Attachment Theory researchers or clinicians, and an afternoon consisting of workshops on the various applications of attachment theory. There was very brief consideration of venues (both UConn Medical School and Gateway Community College might be available, as well as the Child Study Center). People generally agreed that this conference would not occur until Spring or Fall of 2018.

We will meet next on April 7, 2017.