**Minutes of CSPP Board Retreat**

**January 11, 2014
10:00 AM – 3:00 PM**

**Attendees:**Elaine Hunter, Allison Brownlow, Carlo Codato, Jill Delaney Michael Kahn (until 1:15 pm), Jane Keat, Dean Leone, Ellen Nasper, Nancy Sachner (11:00 am to 1:30 pm), Mickey Silverman, Ann Singer, Wendy Stewart, Rachel Torello, Barbara Marcus

**Absentees:** Anna Badini, Ira Moses, Lois Fox

Elaine Hunter opened the retreat at 10:30 am. Ellen Nasper moved to approve the minutes of the 11/23/2013 Board meeting. Carlo Codato seconded the motion. The minutes were unanimously approved.

**I. Continuing Education Committee’s Report**

Elaine Hunter reported based on notes sent by Ira Moses. An announcement for the next conference has gone to the NASW listserve. Ira is working with Ellen Nasper, who will be taking over as chair of the committee, on the transition. There is just one conference to schedule for the fall, in addition to the Joint Conference with WNEPS, which is already being planned. All thanked Ellen for agreeing to take on this role. Ellen reminded us all to let her know if we have ideas for good speakers. Ellen will form a committee, which will include members of the current committee. The Board discussed the issue of rising rates at New Haven Lawn Club. Should we consider moving? While some pointed out that we have a long tradition of meeting there, others wondered if the atmosphere at the Lawn Club makes the organization seem intimidating and less open to newcomers. Ellen will investigate various new possible venues to explore at least. Ellen would welcome suggestions from Board members.

**II. Treasurer's, Finance Committee's, & Communication Coordinator's Reports – Jill Delaney**

Jill presented the report of the last Finance Committee meeting (Attachment A below). The Board discussed the accounting from the last three conferences. Overall we made a loss, though two conferences were profitable. However, Jill will review the accounting and work with Carlo Codato to check payments have been received from each attendee, since the Balsam conference had the same number of attendees as the other two conferences, but shows significantly less income. There remains some uncertainty about honoraria. Jill believes that we should be providing $599 to all speakers, except CSPP or WNEPS members. However, the issue of travel costs has been coming up. All agreed a clearer policy would be helpful. Ellen Nasper will discuss policies for honoraria and travel costs with her committee and bring a proposal to board.

Michael Kahn suggested moving to an online bank account with a better interest rate instead of our current checking account and and CD. This may also be more convenient. The Board was interested in this possibility. Jill will research this.

While dues are down from $13,540 to $10,610, Ellen reported that checks for 37 more people who registered late, approx. $2,500, are still to be passed onto Jill and deposited. Finance Committee considered changing the due date to reduce competition with other organizations and returning to a fully paper renewal process. Change in due date has been discussed before and not changed. The problem of people not noticing the email request for renewals this year was discussed further during the Corresponding Secretary’s Report below. Michael noted the importance of making a more compelling plea to membership to renew, explicating the value of the organization, in addition to any operational changes we may make.

Jill also pointed out that Board members are not using MailChimp for their communications with the community. Part of the problem is that it slows down the process of sending something out. All agreed that formal announcements from the Board should be sent through MailChimp, or whatever new, standardized email template we transition to with the website changes.

**III. Membership & Website Committees’ Reports, APA Div. 39: Rachel Torello**We have continued to attract about one new member a month. We have not yet clarified whether we should ask prospective members about any ethical violations, or whether we merely ask if they are licensed or license-eligible. We should ask other local chapters how they handle this.

Rachel presented the Website committee’s proposal for a website overhaul that would be driven by a new membership management software (Attachment B below). The website needs to look nicer, but also work better! The Board discussed how this would streamline various operations of the organization, including the renewal process. Ellen Nasper moved to accept the proposal. Dean Leone seconded, and the proposal was unanimously approved.

Div 39 Section IV (Local Chapters) is offering stipends to students/ECPs to attend the Division’s Spring Meeting. There are seven nominees, including one from our chapter, and the Section only has funds for four, so are asking for contributions from local chapters. Rachel moved for CSPP to send $100 to Section IV for this purpose. Ellen Nasper seconded the motion. The motion was approved, with one abstention from Michael Kahn.

**IV. Early Career Committee's Report: Michael Kahn**

Michael asked to fund another award to a worthy young CSPP member for this year.  It has been two years since our first award, at the $250 level.  If we wish to go ahead, we should post the description of criteria for nominees and time frame, in time for the forthcoming newsletter. The award would be given at the final Spring conference meeting. The Board discussed whether a financial gift is the key to nurturing early career professionals. While some members believed that the money is symbolic, other members proposed a more tangible award, such as a book or a subscription. Dean Leone moved to give an award to a worthy nominee. Mickey Silverman seconded. All agreed. Ellen Nasper moved for the award to be one year of free membership, one year of free conferences, a book, and a certificate. Dean Leone seconded the motion. The motion was approved with one abstention, Ann Singer.

Michael reported that one new mentee/mentor match was made this year. He stated that suggestions for how to reach younger potential members are always welcomed. The Board wondered whether, as a group, we experience some resistance to reaching out to new and early career people, given that it is a constant topic at meetings, yet we seem to make little progress. We discussed ideas, including informational evenings to introduce the organization to students, a lecture series on starting a private practice, and some mini-meetings the Diversity Committee would like to propose. It was pointed out that these ideas reveal overlap between committees: Early Career, Strategic Outreach, Continuing Education, and Diversity Committees, as well as the work of regional representatives. The

NASW blast was effective. Carlo Codato reminded the Board that we are at our best at conferences, and it was agreed that we should have a membership representative at each conference to encourage people to sign up.

**V. Long Range Planning Committee's Report: Nancy Sachner**

The Board discussed some points of the Committee’s report (Attachment C below).

1. Finalization of revisions of By-laws.

Student members currently do not have voting rights or the ability to sit on the Board. Should we change this? There was some discussion of what student membership is really about, and that offering reduced fees to a certain group does not necessarily mean the group has different membership status, as is the case with ECP and Retired members, who are given reduced fees but considered full members. Jill Delaney moved that all members, including student members, be eligible to vote and serve on the executive board. Nancy seconded the motion. It was unanimously approved.

The Board discussed the issue of how to name what has most recently been named the Continuing Education Committee. This name was meant to capture the option for the committee to oversee additional educational offerings beyond the clinical conferences. However, the former title for the chair of the committee, Clinical Conference Chair, was understood to have more gravitas and prestige than Continuing Education Chair. Furthermore, organizing clinical conferences is a very large job. Jill Delaney proposed two committees, a Clinical Conference Committee and an Education Committee. There was some interest in this idea, but also concern about having too many committees with too much potential overlap. Jill Delaney and Rachel Torello pointed out that this function of the organization requires a robust committee with strong support from multiple active members, and that the work should not all fall on the chair in any case. It was also noted that an additional committee could be formed later if necessary. Barbara Marcus moved to change the committee name to the Clinical Conference and Education Committee. Ellen Nasper seconded the motion. Allison Brownlow clarified in the discussion that regional committees should be able to develop their own programming and work with the Clinical Conference and Education Committee around scheduling. The motion was unanimously approved.

2. Archives

We need to determine how to and for how long to store our records. Wendy Stewart, as Historian, has a box of paper records. While there may be legal guidelines re: how long to store certain information, it was considered that executive board minutes should be kept forever to serve as part of the organization’s history. We may be able to keep digital records on the new website. We could consider scanning old records to store them digitally. Wendy will check with other organizations about their practices. In the meantime, Jane Keat will organize executive board minutes that we already have as digital documents, by obtaining past minutes from Anna Badini, Jill Delaney, and Matthew Shaw.

**VI. Regional Representatives’ Reports: Allison Brownlow, Elaine Hunter, Michael Kahn, Ann Singer**

Elaine presented the Fairfield County regional report on behalf of Lois Fox. Allison, Michael, and Ann presented updates from their regions. (See Attachment D for all the regional reports.) The Board praised the regional representatives for their hard work and progress.

**VII. Corresponding Secretary's Report: Ellen Nasper**

Ellen presented her report (Attachment E).The Board discussed whether we should give members the option of receiving the Membership Directory in hard copy but not the rest of the mailings. The Board agreed that this seemed like a reasonable option to provide, but was unsure about how to price it. The Board decided that Ellen should check with Stephanie Kloos about the actual printing costs involved.

The Board discussed whether we should change the format of the membership directory as has been proposed. It was noted that our new online membership directory will be flexible and searchable. The Board agreed not to make any drastic changes to the directory format at this point, because we are generally moving away from paper copies.

The Board discussed whether we should return to “snail mail” for membership renewal next year, given the low response rate this year and numerous members’ comments that they did not notice the request to renew in their email inboxes. Many Board members thought that enhancing our electronic requests for renewal is a better strategy. Given our planned new website, renewing membership online will be possible next year, which many members have requested. Part of the problem has perhaps been that we currently have neither a wholly online nor a wholly paper process. We will be encouraging members to go to our new website to sign up for the May conference, so more people will be acquainted with it, and it will be good to continue directing people to the website for these functions. Rachel Torello proposed a postcard mailer to all, directing people to the website. Ellen Nasper will find out the cost of such a postcard mailing.

The Board reviewed the list of who receives postcards from Stephanie Kloos to publicize conferences. Some adjustments were suggested, such as sending fewer to WNEPS. While email announcements and postings on other organizations’ calendars may be more important at the moment, there was no proposal to stop mailing postcards entirely at this point.

**VIII. Joint Conference Committee's Report: Barbara Marcus**

Barbara Marcus presented this report (See Attachment F). The Board thanked her for her work on this upcoming conference.

**IX. Registrars’ Report: Carlo Codato**

Anna Badini may not be available for the February conference, so Carlo is planning around this. New membership brochures will be available at the conference. Rachel will bring paper applications to the conference just in case people would rather fill them out on the spot rather than going to the website.

**X. Diversity Committee’s Report: Ellen Nasper**

Ellen handed out the Diversity Survey, drafted by Michael Kahn. All Board members should complete the survey and send it to Ellen, including our comments on the experience of completing the survey. Elaine suggested using Survey Monkey when we present this survey to the membership.

**XI. Coordinating Committee’s Report & Strategic Outreach Efforts: Dean Leone**Coordinating Committee: Dean encouraged members to use the calendar on the website when scheduling events to avoid conflicts. The calendar also includes events of other related organizations. Jill Delaney will ask Westchester to send notifications of their events to us to include on the calendar.

Strategic Outreach: Dean is working on trying to refine who is receiving our marketing materials. Board members received our current mailing list for “snail mail” and email, and should send suggestions and corrections to Dean. Also, the email list does not seem to include names and titles/organizational affiliations, so Board members should let Dean know if they can identify people attached to the email addresses we have. This database will be further refined as we transition to the new website and membership/contact management software.

Dean reported that his efforts to bring new people and groups into the organizations have not generated many new members or conference attendees and that he is considering that it may be necessary to shift efforts from outreach to something more like “inreach.” We need to bring in our own friends and colleagues, before reaching out to completely new groups. If 30 of our members each brought one new person in, it would have great impact. Elaine Hunter noted that, even if people come to educational events and do not become members, this helps us spread the word and debunk myths about psychoanalytic approaches. Ellen Nasper noted that Board members need to take more responsibility for this. The Board agreed that we should do more to bring more friends and colleagues into the organizations.

**XII. Brochure Design Committee’s Report: Elaine Hunter**

Elaine reported that Anna Badini and she have found a company that will launch a logo design contest for us. For offering the minimum prize of $275, we will get to choose from 50 – 100 designs, and we will own the copyrights to the one we choose. The Brochure Design Committee plans to cull the submissions as they come in and share their top three choices via email for a board vote. The company does not give us much time to choose (perhaps as little as a week), so we will go with the one that gets the most votes by the deadline. Rachel Torello moved to approve hiring this company to launch a logo design contest. Ellen Nasper seconded. Barbara Marcus wanted to use local talent instead. Some members were concerned about only having three options. The motion was approved with three abstentions: Barbara Marcus, Ann Singer, and Wendy Stewart.

**XIII. Newsletter Committee’s Report: Mickey Silverman**

Mickey presented her report. The Board decided not to include In Memoriam pieces for people not associated with our group. The Board suggested that Ellen Nasper be featured in the Spotlight section for the next newsletter. Dean Leone and Elaine Hunter will write a shared message for the next newsletter to mark the leadership transition.

**XIV. Nominating Committee’s Plan: Dean Leone**

Dean reported that the Committee, consisting of him, Barbara Marcus, Elaine Hunter, and Wendy Stewart, is in place. It will have its first meeting in the next few weeks. Board members should send ideas about potential nominees to Dean.

Elaine thanked the committee for their work and closed the meeting at 2:50 pm.

**ATTACHMENTS**

**A. Finance Committee Report**

CSPP RETREAT

JANUARY 11, 2014

The Finance Committee met in October, 2013. Committee Members in attendance were Elaine Hunter, Ellen Nasper and Michael Kahn.

The following matters were discussed:

The website IS setup to accept Dues payments. How to best maximize this to our advantage?

Michael suggested we offer a greater discount to Non-Members for Clinical Conferences.

Jill suggested changing the date of Dues Renewal so that we are not competing with other organizations that renew in the Fall months. Possibly make dues payable by October 1st.

Ellen suggested that we consider returning to a paper mailing for Membership renewal. Stephanie Kloos reported that this would be only a matter of several hundred dollars above what it costs now.

Elaine reported that NHLC has increased their fees to $10 per head.

Jill reported that we need 50 people per conference in order to break even. In light of this it was proposed that we raise the conference fee to $45 for early registration, and $60 for late registration. Non-members could be charged an additional $20.

We can reduce honorarium costs by making sure that we have at least one speaker from our own organization or WNEPS.

Ellen stressed that we increase our efforts for outreach.

Michael proposed a yearly “free” panel discussion of some sort.

Respectfully submitted,

Jill Delaney

**B. Website Committee Report**

January 11, 2014

Members: Rachel Torello, Jany Keat, Kathryn White

**“Wild Apricot” Webhost Proposal**

After much research, the website committee is proposing that we move from our current webhost (atomicshops) to a different one: Wild Apricot. Here are some of the details:

* In addition to allowing us to have a more modern, clean look, the site also is able to help us manage or membership
* Multiple account administrators
* Membership and contact database – Board members could access the database, update as needed, then immediately all are seeing most up-to-date information; database would be stored on cloud; could instantly pull records for anyone and view membership status, event registrations, etc.
* Email - can send unlimited number of emails to contacts, create recipient lists based on any criteria, such as membership status or event attendance, can use professionally designed email templates for e-newsletters, etc., or create own, can even track email delivery, opens, and links clicked for every message and every contact.
* Online member applications - allows for different membership levels with different pricing, option to hold a membership until approved by an administrator
* Renewal automation – could automate renewal reminders and invoices, and set different pricing, renewal policy and access rules for different membership levels, with no limits.
* Online event registration – more easily customize event registration forms, with different prices for different member levels, e.g.; registration payments are automatically recorded in your database, events can be easily promoted to members in database
* Accept online payments – direct integration with Paypal or Google Wallet (replacing Google Checkout) and many others, can easily track payments received
* Members only restricted access section – could restrict based on different membership levels, have a public and a private member directory
* $25/month with up to 250 members, goes up to $50/month with up to 500 members

2014 Timeline:

March: Transition to new site; transfer all existing data from current site

April: Will request that members register for May conference using new site

June: Implement new member management system.

Nov-Dec: Online membership renewal

**C. Report of Long-Range Planning Committee**

**January 11, 2014**

What accomplished:

1. Finalization of revisions of By-laws (after last tweaking at retreat)

2. Brainstorming on how best to respond to Dee Unterbach's offers

What to be accomplished by May:

1. Finalize revisions to Policies and Procedures.

Other goals:

1. Archives - determine where and how

2. How best to use Stephanie; i.e., how to increase digital

3. Consultation with Finance Committee re: proposals for long range planning and opportunities for planned giving

**D. Regional Reports**

New Haven (submitted by Allison Brownlow)

Plans for 2014

1.  Study group -- about ten meetings, every 4-6 weeks

Create member email to announce meeting time, directions to meeting site, organize readings: currently reading "Change in Psychotherapy: A Unifying Paradigm" by The Boston Change Process Study Group, (make available or direct members where to find readings on Internet, Amazon, etc.).  Organize snacks (coffee, tea, fruit, cheese, and cookies etc.).

2. Psychoanalysis and the Cinema -- about 2 to 3 times a year

Choose film with psychoanalytic interest, March 15, 2014 film "August: Osage County" (see separate flyer).  At times join with other regional reps to do outreach and include other regions.

3. Psychoanalytic book club -- announcement in February, planned for March

Books planned this year:  "The Goldfinch" by Donna Tartt, "Flight Behavior" by Barbara Kingsolver. Review and discussion. Summarize for newsletter. Buy and serve coffee, tea, snacks for occasion.

4. Mini meetings

 Planning:  Meet and Greet cocktail party March or April. Possibly at Elaine’s!

5. Assist other regional reps as needed. As an example, join Michael Kahn to present CSPP to libraries, clinics, and other organizations.

Hartford (submitted by Michael Kahn)

The interrelationship/relational study group meets monthly and consists of 10 senior level members, half of whom are members of CSPP.  Recruitment efforts continue to have the others join.

Discussions about forming a peer supervision group are underway for younger candidates for membership.

Fairfield (submitted by Lois Fox)

The Fairfield County region remains lively. We still have two study groups that have been ongoing for many years, reading both books and articles. In December we had a discussion on the movie Shame. Although it was billed as a movie about sex addiction, we also had many others seems that resonated. It was well worth watching for the photography, acting, and Carey Mulligan’s heartbreaking song!

There are no specific plans yet for spring, but I am considering a networking cocktail hour at a local restaurant.

Eastern Connecticut (submitted by Ann Singer)

We currently have 2 peer supervision groups in the Waterford/New London area; one will have its first meeting this Tuesday, and the other has been meeting approximately every other week for about 2 years.

There is also one peer supervision group in the Branford/North Branford area with 2 new members; the core group has been meeting every other week (when possible) for about 2 years.

The plan for the spring is to find more ways to reach out to psychotherapists in the Eastern Shoreline and New London/Norwich/Mystic area to publicize CSSP and its many offerings.

**E. Corresponding Secretary Report to the CSPP Board**

**January 11, 2014**

**Ellen D. Nasper, Ph.D.**

1. Membership Renewals for 2014 and the Membership Directory

Report: As of January 1, we have received 152 total renewals for 2014. This is down from a membership of 175 last year. Of these 4 were for student members, 6 were for retirees, 5 were early career (under 7 years since degree). 40 members requested to receive materials by mail rather than electronically.

Our fees have increased to $85 for full members, $30 for student members, $ for retired members, and $50 for early career members. We have charged an extra $10 to receive announcements and the Membership Directory on paper.

Comment: More than one member requested that she be able to receive the Membership Directory in hard copy but not the rest of the mailings.

--Should we offer this option?

Membership Directory Format: It has been proposed that we use an alternate format for the membership directory. The proposed alternative would have smaller print, permitting more entries per page. It would also include categorizing members by office location and by clinical specialty.

--Should we change the Directory format?

1. Review of the Renewal Process

a. Cost vs Effectiveness. In an effort at cost saving, our initial and follow up outreach for membership renewal were electronic. Many people reported that they either did not notice or did not respond to the electronic request to renew. This was not a problem the previous year when we did the renewal outreach by mail.

--Should we return to using paper copies and mail for membership renewal next year?

b. Develop the capacity for an electronic renewal process

Several members requested that they be able to renew using the CSPP Website. Currently we are not equipped to renew on the website. In addition, several people requested that they would want to use paypal when renewing on the website.

--Is this a direction we should plan to take?

 Other decisions made this year concerning membership and renewals

The CSPP membership year runs from January 1 to December 31.

The membership renewal period is from September 1 until October 31.

Following October 31, renewals are accepted with an additional $10 late fee.

Listing in the Membership Directory is only guaranteed to members whose renewals are received by December 1.

Members who miss the Directory deadline will be added to the online directory.

People who join CSPP after May 1 of any year are not due to renew their membership until the September of the following year

1. Publicizing Conferences

Currently Stephanie Skloos mails packets of post cards to various locations to publicize conferences. The current list appears below:

24 postcards: Joan Cricca

Yale University

Dept. of Psychiatry

25 Park Street; Room 613

New Haven, CT  06519

5 postcards each to the following:

David Snow, Ph.D.

The Consultation Center

389 Whitney Avenue

New Haven, CT  06511

Betty Litto

Dept. of Psychology

Box 208205

New Haven, CT  06520-8205

Leslie Lothstein

Institute of Living

400 Washington Street

Hartford, CT  06106

Division of Mental Hygiene

Yale University Health Services Center

17 Hillhouse Avenue

New Haven, CT  06520

50 postcards: to Kathy Wilcox, WNEPS

CSCSW members: sent to approx. 150 to their home addresses from supplied list.

Misc. nonmembers: sent to approx. 60 from collected addresses.

Total: 304 (approx.)

Individual's cost: approx. 85 cents each including postcard printing/cutting, first class postage and labeling (210 x .85 = $178.50)

Bulk mailing: approx. $50 total

--Total approx. cost for sending to nonmembers: $228.50

--Do we think this is a worthwhile expenditure? Should we expand to local Universities departments of Social Work and other related disciplines, and to other Mental Health clinics?

**F. Report on the CSPP-WNEPS Joint Program Committee**

**Barbara Marcus, Chair**

This is a brief update of our report from the Board meeting of September 2013. The committee met at my home on September 29th to finalize the panel and date of the joint conference. As previously announced, the conference will be held at the New Haven Lawn Club on November 22, 2014 and the panel, moderated by Sid Phillips, will consist of Michael Diamond and Donald Moss who will speak on topics of clinical relevance related to men and masculinities.

 In discussing the format, it was decided to have only two speakers in order to allow Diamond and Moss to engage one another and to leave time for plentiful audience discussion. Both speakers were enthusiastic about this format. They will be in touch with Barbara to refine the topics and titles of their papers.

Carole Goldberg, the president and treasurer of WNEPS to coordinate programming and funding reported to us that the WNEPS Board has approved sharing an equal portion of the proposed budget expenses and sharing 50-50 in any profits.

Our next committee meeting will be held on January 26th at my home. In the spirit of the season, only those wearing appropriate Super Bowl team jerseys or UConn Huskies paraphernalia will be admitted. The agenda will include further refining the format, beginning to design the brochure and other materials, and planning our advertising campaign.

**G. Newsletter Report**

(for Retreat, Jan.2014)

To date: two “Calls for Submissions” have been put out on the listserv, detailing and encouraging the variety of offerings what will be considered with suggestions for length and underlining the availability of editing for rough drafts. Most of the submissions are now being organized, integrated and edited for a February (Fall/Winter;2013-2014) issue. We are waiting for brief reports from study, peer, film groups and would welcome help from the regional reps. An overview with a few lines would serve as a column just highlighting the many activities going on in-house. We do have some new members contributing although as usual most of the writing has been undertaken by committee members. The listserv will continue to be a source for pulling together commentary on conferences and on the many practice issues that are now facing us all. It has also served to make the newsletter more inclusive.

We welcome the Feb. 8th conference but may have to cover it for the June issue. Pres. Message, Letter to the Members, A Photo Essay, Readings Revisited, News and Notes etc. are among the usual columns. We have not done a “Member Spotlight” for some time and encourage suggestions for the June issue. A question for the retreat: are “In Memoriam” columns to be reserved for members and those who are known to many members and how to decide? We also now have an updated list of other Div.39 newsletter editors to whom we can send this coming issue and a few back issues and inviting them to share their newsletters with us.

Comments? Suggestions? …. Changes? Next issue should be out as Spring/Summer, 2014, hopefully no later than end June or July.

Mickey Silverman, On behalf of the Editorial Committee