

Minutes of IASA Board Meeting, Teleconference 7.3.11

Present: Patricia Crittenden (Chair), Airi Hautamaki, Andrea Landini, Nicole Letourneau, Bente Nilsen, Emilia Sassón, Lane Strathearn, Martin Stokowy, Catherine Thomas.

Dropped call: Augusto Zagmutt

Agenda

- Discuss, amend, and approve the IASA 2011 budget
- Generate plans and responsibilities for generating income
Income from renewals so far in 2011
Alternate sources of income
- Conference
Venues and possible dates
Distinction between programme and venue responsibilities

1. CRITTENDEN WELCOMED EVERYBODY TO THE MEETING.

2. IASA ACTIVITY SINCE LAST BOARD MEETING

- Crittenden announced that there had been lots of activity in IASA on various aspects such as the treasury, DMM News, membership, Court Round Table, since the last meeting. The emails in relation to these activities had not been sent to all board members to avoid chatter.
- The 'Members Only' Bulletin is reaching people, and having a positive impact on renewal of membership.
- DMM Conferences in Bertinoro, Italy and the Tavistock Clinic in the UK are planned for 2011, and are potential sources of income.
- The impact of the recession and cuts to Social Services is worldwide and this will hinder the organisation of conferences. The UK is probably the worst hit country.
- Crittenden requested all board members to organise their own DMM conferences in their own areas

3. BUDGET

- Strathearn presented the budget for 2011 and 2012 for discussion and approval by the board.

- The budget has been adjusted to include anticipated expenses and income for the 2012 conference and is based on projected minimum expenses and profit.
- £5,000 projected income from a conference banquet is included.

All anticipated expenses were discussed. These include:

- ***Training for those working on the Treasury,***

This includes Bowen (Administrative Assistant). Bowen has had training in 'QuickBooks' and is to undergo a series of training courses in order to become executive director of IASA.

- ***Ongoing treasury expenses***

To include storage of documents. Until now, all financial documents have been stored in a box in Winnipeg. They must return to the legal authority that has jurisdiction over them, i.e., Florida. They are en route. They will be moved to electronic storage. This will require them to be scanned and put on a website and will involve a one-off cost.

There will be an ongoing cost to the website for storing the material.

- ***Audit***

We have been audited in Canada, but no one has seen the audits. Mr Spencer (attorney) has recommended that we undergo a second audit in the USA.

- ***Salary and remittances***

These have been kept in line with last year's salary.

- ***Professional fees***

Provision is made for legal fees, bookkeeping fees, in line with the previous budget.

- ***Scholarship fees***

\$2,600 was disbursed last year, \$1,000 this year.

\$11,000 is allocated for 2011 (including the \$1000 from last year).

- ***Website expenses***

These are reduced from previous years because a lot of the work has already been done on the website.

- ***Projected assets at the end of 2011***

We anticipate a net asset of \$37,000. This has to cover the funds required for the conference as well as operating expenses until October/November, 2012 (when the conference profit will be received).

Issue of fundraising is therefore urgent.

- Last year IASA received a total of £10,000 in grants and contributions from Mike Blows and Alan Lord. These will not recur.

- Membership (renewal and new members) has improved, generating increased income. The new members were derived from the A&P course in Bristol, and the AAI course in Reggio, Italy.
- We need to expand membership, as this is our only source of income.

Budget adjustment decisions

In order to accommodate projected costs in 2012, the board agreed the following budget adjustments:

- Scholarship budget to be cut to \$6,000
- Bowen (administrative assistant) to have a small increase in pay. If there is an excess of money in the account in December 2011, Bowen to be awarded a bonus.

All board members accepted the budget.

4. SCHOLARSHIPS

- There was discussion around the potential benefits to IASA of people being awarded scholarships.
- A number of courses will attract scholarships:

AAI trainers course coming up

Parent Interview course planned

CARE-Index trainers seminar

Forensic protocol – improvement of reliability for court coders

- All courses are authorised through the Family relations Institute
- Payback offered to IASA from scholarship recipients: they need to be a member of IASA, and any mentoring faculty must be member of IASA. They must be able to code data, or teach a designated method.

5. IASA MEMBERSHIP INCREASE

Increasing membership will raise money for IASA.

Action

- Landini to provide board members with lists of people from their countries whose membership has lapsed. They in turn will contact these individuals and request renewal.
- Bowen to be approached by Landini to draft a letter to lapsed members asking them to renew.
- All DMM course organisers to encourage course delegates to subscribe, in all countries, Germany especially, particularly in view of the proposed conference.

Automatic Subscription Renewal System

The option of establishing an automatic subscription renewal system was discussed, as reminders have not worked well.

Action

- Landini will discuss with Bowen the technical possibilities of setting up an automatic renewal system on the web. This is legal if people agree to it.

6. IASA FLYER

- Stokowy suggested a one-sided flyer providing information re IASA to potential members. He has drafted something already. This will help raise membership
- Strathearn proposed that this information be provided in German on the website.

Action

- Crittenden to pass flyer to Landini, who will review, modify, and return to Stokowy to use on regular basis in Germany.
- This can be used by board members in other countries

7. POSTING OF BOARD MEETING MINUTES ON THE WEBSITE.

- Letourneau suggested that the minutes of board meetings be relocated to a public space on the website. This was agreed unanimously.

Action:

- Bowen to be approached to expedite this.

8. CONFERENCE

- Proposed date for the IASA conference in Frankfurt, Germany 14 - 16th September 2012. The board accepted this date.

Three possible venues are being proposed:

1) University for Applied Sciences – has confirmed

Workable, near to Frankfurt centre

Low price, second choice

2) Goethe University

Pleasant venue, modern architecture.

Gallery for posters.

Lecture rooms big enough, well equipped.

This should cost less than 1,000 euros per day for the rooms.

Academic links at this university are an advantage: Prof Haubl(?)

Professor Maria Steuer - Institute for Attachment.

3) Monastery of Dominican Monks at centre of Frankfurt

No costs available as yet. Very nice venue

Hotel nearby.

Advantages of a university venue:

- Establish good links with the university
- Offer to deliver lectures to the university
- Potential use of the university insignia.
- Co-delivery of the conference with other institutions
- Invite students to be helpers and also attend the conference

- We may need to explore the combination of institution and location – e.g. using the monastery but including an academic institution.

IASA Conference profit in Germany

If IASA makes a profit in Germany, taxes are payable.

There were a number of suggestions made as to how to minimise tax payment. These included possible co-operation with a local organisation, making use of donations from delegates on registration for the conference.

- We may need to form a local IASA organisation

- We have budgeted \$12,000 for speakers for the 2012 conference., but lack the funds to back this.

- We would like to try and invite local speakers to speak with no fee.

- We plan to ensure that speakers are well cared for at the conference.

Action

- Await proposed budget from local conference organiser. This budget will be part of the contract to be signed, so we will have complete control of the budget to be signed, no hidden costs. The conference organiser in question is highly experienced and there should be a draft budget available this week.
The organisers would like 4,000 plus VAT, i.e., 6,000 euro's payment that will commence the negotiation.

- Crittenden, Stokowy and other board members to plan a visit to the three proposed venues on the 14th April.

- Crittenden to consult with Mr Spenser, attorney re feasibility of donations from delegates to minimise tax payments.

- Stokowy to explore with local organisations the potential benefits of co-operation for the conference . Informal co-operation that does not involve contracts. We contribute places on the programme on topics that interest their group.

- Stokowy to invite Maria Steuer from the Institute of Attachment to meet with board members in Frankfurt on 14th April 2011.

Programme Committee

Hautamaki, Letourneau , Crittenden

Co-Chair for Invited Speakers needed to join Crittenden

Tasks:

- Generate lists of potential speakers – DMM_and non DMM talks that inform the DMM
- Send out invitations, negotiate fees
- Welcome speakers when they arrive
- Venue committee will be relied on for ideas regarding German speakers

9. VACANT POSITIONS ON BOARD

Will be addressed at board meeting in June 2011.

10. ADOPTION OF ROBERTS RULES FOR IASA

Letourneau suggested that IASA consider adoption of the Roberts rules for the organisation of IASA meetings and committees. This includes the concept of standing committees, which hold regular meetings and report to the board.

Action

- Letourneau to deliver a short talk on what will change if we accept these rules, at the July board meeting.

11. LATIN AMERICA

- Latin America is represented in IASA but relatively inactive at present
- Crittenden will be visiting Montevideo the area shortly

Action

- Sasson, Zagmutt and Crittenden to meet to discuss increased Latin American participation. Sasson mentioned the idea of a Pan-American DMM conference. The issue of Zagmutt's retirement and a potential replacement for him on the board will be addressed.

12. NEXT BOARD MEETING: MIAMI JULY 2011

- It was agreed that Miami Beach would be the venue for this meeting.
- Crittenden will send requests for items for July agenda .

The meeting closed after 90 minutes.

