

**INTERNATIONAL ASSOCIATION OF LARYNGECTOMEES  
MINUTES**

**Annual Meeting of Club Delegates**

The Sheraton Burlington Hotel & Conference Center, Burlington, VT  
Saturday, July 14, 2007

**I. CALL TO ORDER**

Interim President Andres Velez called the 56<sup>th</sup> Annual Meeting of Club Delegates to order on Saturday, July 14, 2007, at 9:15 a.m. in the Diamond Ballroom of the Sheraton Burlington Hotel & Conference Center.

Interim Secretary, Terrie Hall called the roll by state/country and club name. Delegates were asked to stand to be counted. There were 45 clubs represented: 40 from the United States, one from Puerto Rico, and four from Canada. Seventy-four (74) delegates were registered to vote at this meeting: Sixty-nine (69) were present. Enough delegates were present to have a quorum to conduct business.

**II. MINUTES – ANNUAL MEETING OF CLUB DELEGATES – 2006**

A motion was made by Terry Duga (WebWhispers) to approve the minutes of the Annual Meeting of Club Delegates held on Saturday, July 22, 2006, at the Hyatt Regency Woodfield Hotel, Schaumburg, IL. The motion was seconded by Sapp Funderburk (Greater Greenville Laryngectomee Club) and approved.

**III. OFFICER’S REPORTS**

**A. PRESIDENT’S REPORT**

Interim President Andres Velez stated that there would no report as he has only served as President for five days. However, the following was presented on behalf of the entire Board of Directors:

Message to Club Delegates

By now you may have heard about some of the difficulties going on over the past few months that we as members of the Board of Directors have had to deal with. We will not get into any of the particulars except to say that these distractions were collectively overcome. Listed below is

what we feel were some of the positive achievements this Board has accomplished:

1. Prohaska Funds: Developed a program to assist laryngectomees who may be in need of finance assistance for medical supplies. An application procedure was developed with Mary Jane Renner. Applications will be reviewed and awards distributed.
2. IAL Newsletter. We brought this publication in under budget by around \$1500.00 per issue which is considerably lower than before. A new editor was contracted which allowed the newsletter to be significantly improved and take on a more crisp, clean, professional appearance. Hopefully we will be able to have this “online” in the very near future.
3. Copy Editor: The savings, from these lower publication costs, allowed the Board to contract with a professional copy editor, and still have a little money left over.
4. Standing Rules: Rewrote rules to better define them in terms of specifically listed tasks and removed all mention of items that were personnel issues.
5. Code of Ethics: Approved and implemented a code, similar to those utilized in corporate America, to better “police” ourselves.
6. Oath of Office: The oath of office was updated and will now be taken by the Executive Director or other employee as well as Officers and members of the Board.
7. Updated Publications:
  - a. A Tobacco Control Speakers Manual for Laryngectomees: Public Speaking, Education and Policy Advocacy.
  - b. “First Steps” (booklet for new laryngectomees) is being revised and up dated.Both, when completed, will be printed and available online via the IAL Website.
8. IAL Website: Although this has already undergone some updating, additional restructuring of it will be done so it will be more user-friendly and be more up-to date.
9. International Laryngectomee Clubs: This year we have added 5 new clubs from outside the boundaries of the United States.

The present Board of Directors has been working diligently, and will continue to do so, to bring about policies, procedures and practices aimed at helping club members in our stated goal of laryngectomy rehabilitation. We hope to eliminate the interference and distractions that have occurred this year and with your support we will be able to achieve the rightful goals of this organization.

**B. TREASURER'S REPORT**

Ian Milne reported that the 2006 Audited Statement is not available yet. A CPA has been engaged in Jacksonville, NC who will complete the audit and file our tax returns. Also he will assess and report on our internal controls, processes, and record keeping.

Each Delegate was given a Financial Statement in their Delegates packet, and Ian reviewed several key points on the statement during the meeting.

**IV. STANDING COMMITTEE REPORTS**

**A. FINANCE COMMITTEE**

The following report was given by Chair Ian Milne.

The Finance Committee met at 2:40 p.m. in the Valcour Room.

Present were Ian Milne, Chair; Janice Hayes, Andres Velez and five guests.

The Financial Statements were reviewed and discussed. Noted were that revenues for both AM & VI were down slightly from last year, however costs will also be significantly lower as costs at this hotel were much lower.

In addition there was discussion as to whether we need to increase registration fees, vendor sponsorship and table fees.

Next Finance Committee will revisit after results are in for this year and we can do a budget for next years AM.

Meeting adjourned at 3:25 p.m.

## B. ANNUAL MEETING COMMITTEE

Chair Andres Velez gave this report.

The meeting officially began at 4:00 p.m., members present were: Walter “Gator” Mumford, Dr. Carla Gress, Ian Milne, Barbara Nitschneider, Andres Velez, Janice Hayes and Terrie Hall

The chair of this committee, Andres Velez began this meeting expressing his inexperience to conduct it since he had been in charge of the committee but for a few weeks before. It was suggested that Gary Miner gives a separate report or one to be included with this one as to events of importance that happened prior to this meeting. Nevertheless, the following themes were discussed; Walter Mumford would be the Master of ceremonies at the 56<sup>th</sup> AM / 47<sup>th</sup> VI and he will introduce the IAL officers and guests. The issue was discussed of Andres Velez having the opportunity to address the audience as Interim President of the IAL. Also discussed was the proclamation from Vermont’s Governor Jim Douglas, declaring that this week will be known as Laryngectomee’s Week in Vermont.

Last year’s difficulties were brought to discussion as to having people at the delegates meeting seated everywhere in the room and on some occasion people raising both hands when voting on a motion. It was decided by the committee to have delegates seated in the left side of the Emerald Ballroom where the AM will take place and guests and relatives would be seated on the right side. It was also decided that doors would be open during all the activities but delegates coming in after quorum had been established would not be able to vote. A Sergeant at Arms volunteer would be at the door at all times during the meeting. The host club Chair, Walter Mumford would get signs to be posted in the delegates section stating “Reserved for Delegates only “. It was also agreed that he would be responsible for the signs to be on the tables at the IAL banquet.

Dr. Carla Gress informed the committee that this year had been one of great achievements despite the many obstacles and that the Voice Institute had achieved a record attendance not attained in many years of, 22 Speech Pathologists, 27 Voice Institute Pupils and 15 Laryngectomees Trainees for a total of 64. It was decided that this information would be made public by Andres Velez at the opening ceremonies. The status of the vendors’ certificates was also discussed and Ian Milne would talk to Gary Miner relative to this issue. These certificates will be given to the vendors as an expression of gratitude for all the hard work and help they have given the IAL throughout so many years.

The host club chair Walter Mumford expressed his intentions of re-writing new host club guidelines for next year in Little Rock, Arkansas since he thought they needed a big change. Barb Nitschnider indicated that host clubs should be given some freedom to do some things.

## C. SPEECH STANDARDS

The following report was given by Chair Caryn Melvin.

Tuesday July 10<sup>th</sup> 1:00 p.m. - 2:30 p.m. Shelburne Room

WELCOME: Dr. Carla Gress and Dr. Caryn Melvin were in attendance. Guests in attendance were David Blevins, Andres Velez, Tina Long and Michael Dreisbach.

## OLD BUSINESS:

- Directory on the website
  - The directory remains non functional.
  - We now have the Excel files listing all people who attended the VI and we will be contacting them for updated information.
  - The word ‘certified’ will be removed from the website as the IAL does not certify speech instructors
  - The following disclaimer will also be added. “The speech instructors listed in this directory may be an LT or an SLP. Not all persons listed can assist with all aspects of speech rehabilitation. Be certain to ask your instructor which methods of speech rehab they perform.
  - Instructors will be encouraged to submit any continuing education in laryngectomy rehab to be posted with their information.
  - The committee is looking for volunteers to assist with updating the list of instructors.
- Lisa Proper
  - Lisa has resigned as chair of the IAL directory and we thank her for her years of service.
- Foreign applicants
  - Adding the question about the level of understanding of the English language and the use of an interpreter has been useful in assisting people from other countries to obtain maximum benefit from the VI.
- Re writing bylaws
  - Still need to be re written to reflect the way the committee functions. The committee will be working on revisions.

NEW BUSINESS:

- 2007 Batten Scholarships
  - LTs
  - VIPs
  - Allow two scholarships one for VIPs and one for LTs with a two year separation.
- Directory letters/forms revision
  - The committee is working on re writing the letters and forms that are sent to VI attendees who pass the VI exam.
- Proctoring
  - In years past VI attendees were allowed to take the exam after the VI. They would find a proctor; the test would be taken and sent back to the VI Director for grading. This year we had a 2006 attendee take the exam with a proctor. Unfortunately she indicated in an e mail communication that she had copied the test. Due to the difficulty of maintaining the security of the test the committee decided that the exam must be taken at the VI and we will no longer allow proctoring.

ADJOURNMENT

D. REHABILITATION AND MEDICAL AFFAIRS COMMITTEE

Chair Tina Long gave the following report.

The Rehabilitation and Medical Affairs Committee met on Tuesday, at 9:00 a.m., in the Velcour Room

Present: Tina Long – Chair, Terrie Hall – Vice Chair  
Dr. Caryn Melvin & Dr. Carla Gress

During the IAL Interim Board Meeting in Burlington Vermont, the Medical and Rehabilitation Committee met and agreed to revamp the responsibilities of this committee. Many ideas were agreed upon and will be put into action.

The first duty of the Medical and Rehabilitation Committee is to help the IAL chosen Medical Advisor. The Medical and Rehabilitation committee will be available to help the IAL Medical Advisor first and foremost, during the IAL Annual Meeting and Voice Institute.

The committee determined it was important to make the laryngectomee community aware of illness risks to a laryngectomized person, such as strokes, heart attacks and depression. With the help of Dr. Gress, a video will be available

during the AM/VI regarding strokes. The committee will work with other health care professionals to obtain information regarding heart attacks and depression. We would like to have the host club request information from their local Heart Association, Diabetes Association and the Mental Health Association for brochures and information to be available during the AM/VI.

Emergency information was also discussed. In many cities, the local fire stations provide a “File of Life,” this is one page of medical information a person keeps on the refrigerator door; which provides information such as: current medications, medical history, names of doctors, and relatives to contact in case of an emergency. If an emergency response team is called, one of the responders will look to see if a “File of Life” exists.

Also available in some cities, is a light that attaches to a front porch light fixture. If an emergency medical team is called, a switch can be flipped, by someone in the house; making the front porch light flash on and off, enabling the responders to find the house more easily.

The committee will provide information pertaining to both of these emergency aids, to attendees during the AM/VI, and printing the information in one of the IAL Newsletters.

Traveling away from home is another “new issue” for a laryngectomee to deal with. The committee thought it would be helpful to write an article to be printed each year just prior to the AM/VI. This article would list all the supplies a person should pack. The article should also discuss the importance of bringing a letter from one’s SLP or ENT discussing any medical peculiarities, esp. if the person will be attending the VI as a VIP. Such a note would, also, prove to be beneficial to anyone traveling in case of an emergency.

Liability should be taken into consideration, most importantly during the Voice Institute. The IAL should draft a “Hold Harmless Document” and look into liability insurance to protect the Voice Institute staff.

A letter explaining in detail what the staff will be able to provide during the Voice Institute and while attending the “Hands on Clinic” will be included. This letter should state that the VI staff will not be able to provide any medical treatments, and will have the right to refuse to perform any medical services during the “Hands on Clinic.” This letter should be signed by all VI and LTs. A similar letter should be drafted for the SLP students to sign.

It was further discussed, that the Medical and Rehabilitation Committee should request a list of all emergency information from the host club. The list should provide telephone numbers and directions to the nearest hospital. Contact information for a specific ENT and SLP should be provided. Prior arrangements

should be made with a particular ENT group and SLP, so their staff and medical team will be prepared if necessary.

The Medical and Rehabilitation Committee met for a short time during the Burlington Meeting, and we were pleased that many of our ideas were in place for the Burlington AM/VI. We discussed finishing our other projects and came up with some new concerns.

The application forms for both the VI and AM need to be re-written in order to make registration more precise and easier to decipher, i.e., which applicant is LT – VIP, annual meeting attendee, or spouse/care-giver. The committee would also suggest that all registration money should be sent to one-person one place. These suggestions should be discussed further with the VI Director, Treasure, ED and Speech Standards Committee.

The meeting was adjourned at 10:30 a.m. with no further business.

#### E. PUBLIC AFFAIRS COMMITTEE

Chair Libby Fitzgerald presented the following report.

The Public Affairs Committee meeting came to order at 10:35 A.M. on Wed., July 11<sup>th</sup> and the following people were present: Terrie Hall, Janice Hayes, David Blevins (guest), Andres Velez, Sapp Funderburk (guest), Mike Dreisbach, Marianne Peereboom, Tina Long, Libby Fitzgerald, Barb Nitschneider and Elizabeth Finchem (guest).

#### OLD BUSINESS

- I. Over the past year, IAL Board members and Dr. Carla Gress attended the following conventions:

Sept. 2006:

Barb Nitschneider and Marianne Peereboom attended the Confederation of European Laryngectomees (CEL) in Croatia. New developments in laryngectomee rehabilitation were discussed along with providing help in poorer countries.

Society of Head and Neck Nurses (SOHNN) in Toronto, Canada – attended by Philip Clemmons, representing the IAL and Dr. Carla Gress, representing the Foundation for Voice Restoration. This presence resulted in 100 nurses picking up information about us.

Nov. 2006:

American Speech-Language Hearing Association (ASHA) in Miami, FL – Philip Clemmons and Dr. Carla Gress attended this major annual convention of speech pathologists. This generated a list of 200 SLPs to be added to the IAL mailing list. They also handed out informational brochures for the IAL and WebWhispers.

Feb. 2007:

Texas Laryngectomee Association – Attended by Gary Miner. This was a mini-convention with Laryngectomees, caregivers, SLPs, students, M.D.s and vendors

March 2007:

Yul Bryner Foundation, Atlanta, GA – attended by Tina Long and Janice Hayes, it was a head and neck cancer screening held at the Atlanta Motor Speedway. It was also attended by several ENTs, SLPs and nurses, who did the screening.

Due to budgetary concerns, we voted to discontinue attending further conventions for the duration of this term.

- II. Tobacco Education Committee – chaired by Mike Dreisbach. This committee was made a subcommittee of Public Affairs. It was implemented in 2006 and while tobacco education is a worthwhile program, many agencies already exist that handle this and we would only be duplicating their efforts. Mike also stated that since the main goal of the IAL is laryngectomee rehabilitation, while we encourage individuals to reach out with this program, it was decided to discontinue it as an IAL program.
- III. Club Communications – another subcommittee of the PA Committee and chaired by Janice Hayes. The IAL Board wanted a Forum as a place for member clubs to report and discuss what was going on in their locales as well as conduct IAL Board discussions. Roy Boyd started a Forum for the IAL, but didn't think the board was using it with the frequency he demanded. Discussions became negative attacks and at the end of April, he closed the IAL Forum and it became his private forum renamed 200 Club. Since it no longer represented the IAL, we recently followed through and removed its link to the IAL website. The board is now discussing a new forum run by the board that will have the official IAL logo and be linked through our website. Andres Velez mentioned someone who might be interested and Tina Long also expressed interest in partnering on this project. Guidelines will be set up for the new forum and a vote was taken on a new forum set up. It was approved by a 6 to 2 vote.
- IV. IAL Video Library – This has been run by Ron Langseth for several years. He reported that there has been no demand for Spanish language

tapes, and as payment for past tape requests, he has checks on file totaling \$115.00. Due to personal health problems, Ron has requested that we find another video librarian.

- V. Prohaska Grant – A \$5,000 memorial donation designated to help cover medical expenses for needy laryngectomees. A committee was formed chaired by Tina Long with Terrie Hall, Mary Jane Renner and Andres Velez as the other committee members. They came up with guidelines and an application form and then announced the program. There was one applicant, but that application was denied because more substantiation was needed. Barb Nitschneider mentioned that a \$500.00 donation in memory of a member of her club was made and will be added to the Prohaska Grant. Guidelines will continue to be reviewed.

## NEW BUSINESS

- I. ***IAL News*** – A report was submitted by our editor, Karen Smith. The cost breakdown of our issues is as follows: February edition was \$7,376.15, including postage; May issue was \$7,727.35 and the convention booklet cost was approximately \$2,500, not including the cost to ship the booklets to the hotel. Since these costs were considerably lower than past publication and mailing costs, we were able to hire a professional copy editor, Amy Bissinger, who has an extensive background in this field.

Karen next submitted requirements for upcoming issues and requested that we use Word Documents for all submissions. She also asked us to use higher resolution photos in the future.

We have a major concern with our mailing list. Although we received a few of the May issues back, a first class mailing by Ultra Voice resulted in many returned pieces with bad addresses. Updating this list before August 1st is critical, because the post office is requiring new software for bulk mailings and is very sensitive to “incomplete” addresses. A file with the new guidelines was sent to us and we need to implement updating ASAP. A subcommittee will need to be formed to accomplish this since it is not Karen’s area of responsibility or expertise.

- II. Vendor Contact Information – Terrie Hall has been handling this responsibility for obtaining ***IAL News*** and convention booklet ads until a permanent Executive Director is hired. We have 12 vendors participating at the convention and they were asked to sponsor various breaks for the Annual Meeting and Voice Institute.
- III. The ***First Steps*** booklet rewrite – A first draft was presented by David Blevins. It was decided that the reading level will approximate that of the

average newspaper. It is meant for new laryngectomees and soon-to-be laryngectomees dealing with all related issues and also as a guideline for caregivers. It will include many photos and diagrams to help with the explanations. It should be positive and as upbeat as possible. It will deal with radiation and chemotherapy along with surgery and will also get into the psychological issues patients may face. All sections will be reviewed by medical professionals before publication. David is to be commended for his research and efforts to bring us closer to publication. It is hoped this information will be valid for at least 5 years. David has already consulted with Mary Jane Renner and will coordinate other medical professionals through Dr. Carla Gress.

- IV. The new chairman of the Public Affairs committee is Mike Dreisbach and we wish him well in taking over this responsibility. This committee has grown in scope over the years I have been the chair and I thank everyone for the support they've given me and am sure that support will also be extended to Mike.

#### ADJOURNMENT

The meeting was adjourned at 11:55 A.M.

#### F. BYLAWS COMMITTEE

Committee Members Present: Mike Dreisbach-Vice Chairman

Observers Present: Andres Velez, Ian Milne, Barb Nitschneider, David Blevins, Tina Long

The meeting began around 10:05 a.m. in the Shelburne Room.

The first item discussed was the feedback everyone had received from the Club 200 Forum and from various e-mails concerning the attachment of rationales to proposed by-law changes. These rationales in the past have and have not been included in the delegates packets received by them prior to the Annual Meeting. It was determined that a by-law change will be drafted to allow such rationales to be submitted along with the proposed by-law changes and included in the delegate's packet. There will be a word limit of no more than 500 words per by-law change rationale.

The next item was applicants who are desirous to run for a seat on the Board of Directors. After some debate it was felt that someone who is willing to spend the time and energy to participate in the IAL would be welcomed. In order for the delegates to become familiar with any applicant, foreign or domestic, certain guidelines need to be put in place.

Anyone wishing to run for the Board of Directors must attend at least one Annual Meeting prior to submitting their name to the nominating committee for consideration. In this way they become familiar with the delegates, can attend committee meetings, and the Annual Meeting to view how business is conducted. This individual must also attend the Annual Meeting where their name appears on the ballot. (Example: John Smith attends the Annual Meeting in 2009. John Smith decides to run for a seat on the B of D in 2010. John Smith MUST attend the 2010 meeting when his name is placed on the ballot.)

Another lively discussion was held concerning conducting Board business via e-mail. This was another issue that was brought to the committee as a result of the feedback and issues that were discussed on the Club 200 forum. We realize that the best way to conduct business is in person. The next best method would be video-conference, followed by telephone conference, the internet (e-mail), and regular mail. IF all business had to be conducted by the Board in person, very little would be accomplished due to the financial limitations of this organization. We all realize that certain safeguards must be in place to limit the potential for abuse. The committee will be drafting step by step procedures on how the board will conduct business via e-mail. Contact will be made with Terry Duga of Web Whispers to inquire about their procedures since they are a Web based organization.

The last item for discussion concerned confidentiality. Business conducted by the Board of Directors is normally confidential in nature. This is especially true when the topics are finances, personnel or legal issues. How this can best be accomplished is the difficult part. One suggestion was to have a confidentiality paragraph at the end of the e-mail. Another was to label the correspondence in the "subject" field as such. This will require additional input and thought before a specific proposed by-law change can be drafted.

#### ADJOURNMENT

The meeting adjourned around 11:45 a.m.

Chair Mike Dreisbach presented each proposed bylaw change and the vote was taken by the delegates.

A motion was made by Mike Dreisbach (Victory Voices of the Triangle) and seconded by Libby Fitzgerald (Danbury New Voice Club) to adopt the first proposed Bylaw Amendment.

## **Proposed Bylaw Amendment 1**

Current Bylaw – Page 5 – Article V – Officers – Sections A, Officers and Duties.

1. President: The President shall be the Chief Executive Officer of the association and shall:

a, b, c, d, e, f, g, h.

Proposed Bylaw – Page 5 – Article V – Officers – Sections A, Officers and Duties:

1. President: The President shall be the Chief Executive Officer of the association and shall: Add – i. The President may propose changes to the budget. These proposed changes shall be brought to the Interim Meeting of the Board of Directors for discussion, approval, possible modification and approval or disapproval. Proposed budget changes may be brought to the attention of the Board of Directors via electronic mail (e-mail) at anytime during the fiscal year.

After discussion, the motion Failed.

A motion was made by Jack Henslee (Look Who's Talking) and seconded by Frank Smith (Barbara Smith Laryngectomee Club of Hartford) to adopt the following amendment to the amendment.

Proposed Bylaw – Add i. Have the option to propose changes to the budget. These proposed changes shall be brought to the Interim Meeting of the Board of Directors for discussion, approval, possible modification and approval or disapproval. Proposed budget changes may be brought to the attention of the Board of Directors via electronic mail (e-mail) at anytime during the fiscal year.

After discussion, the motion failed.

Proposed Bylaw – Add i.

i. Shall have the option to propose changes to the budget. These proposed changes shall be brought to the Interim Meeting of the Board of Directors for discussion, approval, possible modification and disapproval. Proposed budget changes may be brought to the attention of the Board of Directors via electronic mail (e-mail) at anytime during the fiscal year.

The motion carried.

A motion was made by Mike Dreisbach, (Victory Voices of the Triangle) and seconded by Terry Duga (WebWhispers) to adopt the following proposed bylaw change.

## **Proposed Bylaw Amendment II**

Current Bylaw – Page 6 – Article V – Officers - Section A –Officers and Duties

4. Treasurer: The Treasurer shall: a, b, c, d, e, f, g, h.

Proposed Bylaw – Add:

- i. Develop, with input from the President, the Executive Director, and the Voice Institute Director, a budget for the upcoming fiscal year.
- j. This budget shall be a line item budget.
- k. This budget shall be presented to the entire Board of Directors for discussion and approval
- l. The Treasurer shall be responsible for ensuring that the Annual Audit is completed within 120 days after the conclusion of the fiscal year (Jan 1 – Dec. 31). A copy of the audit will be mailed to each Board of Director Member, the Executive Director, as well as posted on the IAL website. The cost of the audit and the fidelity bond shall be borne by the Association.

After discussion, the motion carried.

A motion was made by Terry Duga (WebWhispers) and seconded by Tina Long (Greater Atlanta Voice Masters) to adopt the following proposed bylaw change:

## **Proposed Bylaw Amendment III**

Current Bylaw – Page 6 – Article V Officers, Section B – Election of Officers.

2. Term of Office:

- a. The Officers shall assume office the day they are installed and shall hold office for two years until their respective successors have been elected and qualified.
- b. No Officer shall succeed himself or herself in office. In the event that a qualified Secretary or treasurer is not available they may serve a subsequent term or terms.

Proposed Bylaw – The proposed amendment will now read:

2. Term of Office

- a. Change two years to three years.
- b. Add: ,either via the Nominating Committee or from

the floor of the Annual Meeting of Delegates, they may serve a subsequent term or terms.

Add:

- c. Any member of the Board of Directors may choose to run for one additional three-year term.

After discussion, amendment failed.

Proposed Bylaw – The proposed amendment will now read:

2. Term of Office

- a. Change two years to three years.
- b. Delete: No Officer shall succeed himself or herself in office.

Add: ,either via the Nominating Committee or from the floor of the Annual Meeting of Delegates, they may serve a subsequent term or terms.

- c. Delete: Any member of the Board of Directors,

Add: Any Officer may choose to run for one additional three-year term.

After discussion, the motion carried.

A motion was then made by Mike Dreisbach (Victory Voices of the Triangle) and seconded by Terry Duga (WebWhispers) to adopt the following proposed bylaw amendment:

### **Proposed Bylaw Amendment IV**

Current Bylaw – Page 6 – Officers, Section D – Vacancies.

Should any Officer be unable to fulfill the duties of the office, the order for succession for presiding officers shall be: President, Vice President, Secretary, Treasurer until the next Annual Meeting of Club Delegates, when there will be a special election. The President, with the approval of the Board of Directors, may appoint new officers to fill vacancies until the special election can be held. The Executive Committee will determine whether an Officer is incapable of fulfilling the duties of office.

Proposed Bylaw – Should any Officer be unable to fulfill the duties of office, the order for succession for presiding officers shall be: President, Vice President, Secretary, Treasurer until the next Annual Meeting of Club Delegates, when there will be a special election. If the Office of President becomes vacant the Vice

President shall immediately succeed to the office of President. The new President shall appoint a new Vice President within thirty days to fill the vacated Vice President's term with Board of Directors approval. The President shall also have the power and duty, in consultation with the Board of Directors, to fill any other office so vacated until the end of that term of office with Board of Directors approval.

After discussion, the motion failed.

A motion was then made by Terry Duga (WebWhispers) and seconded by Jerome Rosenberg (New Voice Club of Bayamon) to adopt the following proposed bylaw amendment to the amendment:

Proposed Bylaw – Last sentence to read:

“The President shall also have the power and duty, in consultation with the Board of Directors, to fill any other office so vacated until the next meeting of delegates.”

Motion carried.

A motion was then made by Mike Dreisbach (Victory Voices of the Triangle) and seconded by Terry Duga (WebWhispers) to adopt the following proposed bylaw amendment:

### **Proposed Bylaw Amendment V**

Current Bylaw – Page 7 – Article VI – Board of Directors, Section A – Composition of Powers.

1. The Board of Directors shall consist of thirteen members. Four of these members shall consist of the four officers and shall be elected separately. The next group of nine Directors shall include the Immediate Past President, six Directors, and two Directors-At-Large, with the same voting privileges. Not more than two Directors shall be members of the same qualified organization except in the case of the Immediate Past President. The Directors shall be Laryngectomees; the Directors-At-Large may or may not be Laryngectomees. The Directors-At-Large may or may not be members of

a qualified laryngectomee organization and may be accepted from outside the IAL and its member organizations.

2. The Board of Directors shall manage and control all property and activities of the Association.
3. No monetary gifts shall be given to anyone for any purpose. This does not preclude the Board of Directors from approving grants for any specific purpose for the benefit of the IAL or from reimbursing individuals for approved expenses.

Proposed Change: 1. Will read as follows:

1. The Board of Directors shall consist of thirteen members. This Board shall consist of the four Officers, the Immediate Past President, and the eight members who have been nominated and elected, six of which must be Laryngectomees and six of which must be members of the qualified laryngectomee organization.
2. Remain the same.
3. Omit – This will be covered by our *Code of Ethics*.

After discussion, the motion failed.

Motion was then made by Sapp Funderburk (Greater Greenville Laryngectomee Club) and seconded by Wendell Ratcliffe (New Voice Society of Greater Vancouver) to adopt the following proposed amendment to the amendment.

Proposed Change: 1. Will read as follows:

1. The Board of Directors shall consist of thirteen members. This Board shall consist of four Officers, the Immediate Past President, and eight members who have been nominated and elected, six of which must be Laryngectomees. All Directors must be members of a qualified laryngectomee organization.
2. Remain the same.
3. Omit Item – To be covered by the *Code of Ethics*.

Motion carried.

A motion was then made by Mike Dreisbach (Victory Voices of the Triangle) and seconded by Terry Duga (WebWhispers) to adopt the following proposed bylaw amendment:

### **Proposed Bylaw Amendment VI**

Current Bylaw – Page 8 – Article VI – Board of Directors, Section B – Election of Directors, 4 – Term of Office.

Current Bylaw

4. Term of Office
  - a. A person elected to the Board of Directors shall serve initially for a term of two years and may succeed them for only one additional two-year term on the Board. The person may run again after a two-year period has elapsed.
  - b. The Immediate Past President shall be entitled to serve on the Board of Directors for the first two years after his term as President.
  - c. If necessary, officers shall serve as Directors on the Board of Directors to permit them to serve out their full term of office.

Proposed Change:

- a. A person elected to the Board of Directors shall serve initially for a three-year term beginning in 2007 and all subsequent elections and may succeed themselves for only one additional three-year term on the Board. The person may run again after a three-year period has elapsed. The Immediate Past President shall be entitled to serve on the Board of Directors until another individual has succeeded to the Office of Immediate Past President.
- b. Persons elected to the Board of Directors as one of the four named Officers will be allowed to serve on the Board of Directors even if they would otherwise be disqualified to serve on the Board due to term limits.
- c. Omit.

Motion was made by Jack Henslee (Look Who's Talking) to table amendment until next meeting of the Delegates, seconded by Ian Milne (Vancouver Island Laryngectomy Club)

Motion Carried.

BREAK – at 12:00 p.m. Interim President Anders Velez called for a lunch break of one hour. Meeting to reconvene at 1:00 p.m.

MEETING WAS CALLED BACK TO ORDER

Interim President Andres Velez called the 55<sup>th</sup> Annual Meeting of Club Delegates back to order on Saturday July 14<sup>th</sup> at 1:00 p.m. At which time a motion was then made by Mike Dreisbach (Victory Voices of the Triangle) and seconded by Sapp Funderburk (Greater Greenville Laryngectomee Club) to adopt the following proposed bylaw amendment:

### **Proposed Bylaw Amendment VII**

Current Bylaw – Page 9 – Article VI – Board of Directors, Section C – Meetings.

1. A stated Annual Meeting of the Board of Directors shall be held the day following the Annual Meeting of Club Delegates of the Association and at the same place of such meeting, unless otherwise ordered by the Executive Committee.
2. There shall be an Interim Meeting of the Board of Directors at the site of the next Annual Meeting of Delegates provided adequate funds are available. The dates of the Interim Board Meeting shall be fixed by the Executive Committee.
2. Special Meetings of the Board of Directors may be called by the President upon request of the majority of the members of the Board of Directors.
3. The Secretary shall give each Director not less than ten days written notice of any meeting of the Board of Directors. The notice shall state the time and place of the Meeting and the purpose or purposes of each meeting.
4. The majority of the duly elected members of the Board of Directors shall constitute a quorum for the transaction of business at stated meetings of the Board of Directors.

### Proposed Change:

1. A stated Annual Meeting of the Board of Directors shall be held the day following the Annual Meeting of Club Delegates of the Association and at the same place of such meeting, unless otherwise ordered by the Executive Committee. A stated Annual Meeting of the Board of Directors shall be held at the same place as the Annual Meeting of the Association at such time or times as called by the President. The meeting shall be within the time frame of no sooner than two days prior to the Annual Meeting and no later than one day following the Annual Meeting for the newly elected Board.
2. There shall be an Interim Meeting of the Board of Directors the site of the next Annual Meeting of Delegates, provided adequate funds are available. The President shall set the dates of the Interim Board Meeting with approval of the Board of Directors.
3. Special meetings of the Board of Directors may be called by the President upon request of a majority of the members of the Board of Directors, which may be held via electronic mail (e-mail) with no less than five days notice via e-mail from the President.

4. Omit Number 4 in its entirety, and replace it with number 5 to read as follows:
5. The majority of the duly elected members of the Board of Directors shall constitute a quorum for the transaction of business at stated meetings of the Board of Directors, whether in person or by electronic mail.

Motion made by Jack Henslee (Look Who's Talking) and seconded by Marianne Peereboom (Tri-County Voice Masters Lost Cord Club) to table the amendment until the next meeting of the Delegates.

Motion Carried.

A motion was then made by Mike Dreisbach (Victory Voices of the Triangle) and seconded by Libby Fitzgerald (Danbury New Voices Club) to adopt the following proposed bylaw amendment:

### **Proposed Bylaw Amendment VIII**

Current Bylaw: – Page 9 – Article VI – Board of Directors, Section F – Informal Action by Directors.

Any action required by law to be taken at a meeting of the Directors, or any action which may be taken at a meeting of Directors may be taken without a meeting if consent is received in writing setting forth the action and approved by two-thirds of the members of the Board of Directors.

Proposed Change:

Any action required by law to be taken at meeting of the Directors, or any action which may be taken at a meeting of Directors may be taken without a meeting or completed by electronic mail if approved by two-thirds majority of the Board of Directors. If consent is received, in writing via electronic mail, setting forth the action and approved by two-thirds of the members of the Board of Directors that action will be carried out.

After discussion, motion failed.

A motion was made by Terry Duga (WebWhispers) and seconded by Ian Milne (Vancouver Island Laryngectomee Club) to adopt the following proposed change to the bylaw:

Proposed Change:

Any action required by law to be taken at a meeting of the Directors, or any action which may be taken at a meeting of Directors may be taken without a meeting or completed by electronic mail if approved by two-thirds majority of the Board of

Directors. If consent is received, in writing via electronic mail, setting forth the action and approved by two-thirds of the members of the Board of Directors that action will be carried out. Notice of any action shall be posted on the IAL website within seven days.

After discussion, motion carried.

A motion was then made by Mike Dreisbach (Victory Voices of the Triangle) and seconded by Janice Hayes (Greater Atlanta Voice Masters) to adopt the following proposed bylaw amendment:

### **Proposed Bylaw Amendment IX**

Current Bylaw: – Page 9 – Article VII – Executive Committee.

Proposed Change:

This entire article would be removed from the bylaws and all other references to said Committee in these bylaws.

Motion carried.

A motion was then made by Mike Dreisbach (Victory Voices of the Triangle) and seconded by Faye Flannery (Web Whispers) to adopt the following proposed bylaw amendment:

### **Proposed Bylaw Amendment X**

Current Bylaw – Page 11 – Article IX –Committees, Section A – Standing Committees.

5. The Chairman and Vice Chairman of each Standing Committee shall be Members of the Board of Directors, however, non-Board members with expertise in appropriate areas may be appointed to Standing Committees.

Proposed Change:

6. The Chairman and Vice Chairman of each Standing Committee shall be members of the Board of Directors; however, non-Board members with expertise in appropriate areas may be appointed to Standing Committees. The President shall have the authority to add or subtract members of any Committee, whose membership is not specified by the bylaws. This authority

is for any reason. The chair of each Committee may submit desired changes to the President, but the authority is solely that of the President.

After discussion, motion failed.

A motion was then made by Mike Dreisbach (Victory Voices of the Triangle) and seconded by Wendell Ratcliffe (New Voice Society of Greater Vancouver) to adopt the following proposed bylaw amendment:

### **Proposed Bylaw Amendment XI**

Current Bylaw – Page 11 – Article IX – Committees, Bylaws and Procedures.

This Committee shall be responsible for:

- a. Standing Rules: To prepare and keep a set of Standing Rules governing IAL procedure.
- b. Bylaws Review. To review proposed amendments to the bylaws submitted to the committee by the IAL Board of Directors or by a Qualified Member Organization.
- c. Credentials: To observe and regulate the Annual Meeting of Club Delegates.

Proposed Change:

- d. Code of Ethics: To propose a Code of Ethics of the IAL and to review any changes there to as proposed by an Officer of the IAL, a Board of Director, or by a Qualified Member Organization.
- e. All proposed bylaw changes shall be presented at the Annual Meeting of Delegates and voted upon prior to the annual election of the Board of Directors members.
- f. All changes proposed by the Bylaw Committee shall be forwarded to the Secretary. That Officer will then send a notice of the proposed changes to all Qualified Member Organizations of the IAL by regular mail post marked no later than six weeks prior to the stated Annual Meeting of Delegates.

After discussion the motion failed.

A motion was made by Terry Duga (WebWhispers) and seconded by Tina Long (Greater Atlanta Voice Masters) to adopt the following proposed bylaw amendment.

Proposed Change: Add: Sentence at end to read;

- f. All changes proposed by the Bylaw Committee shall be forwarded to the Secretary. That Officer will then send a notice of the proposed changes to all Qualified Member Organizations of the IAL by regular mail post marked no

later than six weeks prior to the stated Annual Meeting of Delegates. The proposed changes shall be posted on the IAL website.

Motion carried.

A motion was then made by Jack Henslee (Look Who's Talking) and seconded by Ian Milne (Vancouver Island Laryngectomee Club) to adopt the following proposed bylaw amendment:

### **Proposed Bylaw Amendment XII**

Current Bylaw – Article VI – Board of Directors, Section D – Removal from Office.

1. Any Director who is unable to attend a scheduled meeting of the Board of Directors shall notify the IAL President in advance of the meeting. Directors will be replaced after two consecutive unexcused absences from meetings of the Board of Directors.
2. Any member of the Board of Directors may be removed from office by an appropriate resolution approved by a three-quarters vote of the Directors attending a meeting of the Board of Directors.

Proposed Change:

Add: number 3:

3. Any Director or Officer of the IAL may be removed from office by an appropriate resolution approved by a two-thirds (2/3) vote of the Club Delegates attending the Annual Meeting of the Members.

After discussion, motion failed.

A motion was then made by Mike Dreisbach (Victory Voices of the Triangle) and seconded by Janice Hayes (Greater Atlanta Voice Masters) to adopt the following proposed bylaw amendment.

### **Proposed Bylaw Amendment XIII**

Current Bylaw – Article VII – Executive Director.

The Executive Director shall be recruited as an employee of the IAL and will be appointed by the Board of Directors. The Executive Director will report directly to the President of the IAL, who will represent the Board of Directors. Duties shall include:

1. Maintain and operate the IAL Office.
2. Handle written correspondence for the IAL and distribute basic correspondence to all clubs.
3. Handle telephone, fax and e-mail communications.
4. Provide assistance to various Committees as requested, assist in planning and organizing the Annual Meeting and assist the Host Club where needed.
5. Maintain the IAL Mailing Lists, Club Directory, and Directory of Instructors or Alaryngeal Speech, IAL publications and Video Library, and other resources.
6. Receive donations and develop presentations for acquiring corporate and foundation grants and bequests.
7. Promote the growth of IAL Clubs and membership.

Proposed Change – Replace the current Article with the following:

#### Article VIII – Employees

The Board of Directors shall have the power to hire employees or to enter into contracts with others as necessary to carry out the purposes of the International Association of Laryngectomees.

After discussion, motion approved.

A motion was then made by Mike Dreisbach (Victory Voices of the Triangle) and seconded by Janice Hayes (Greater Atlanta Voice Masters) to adopt the following proposed bylaw amendment.

#### **Proposed Bylaw Amendment XIV**

Current Bylaw – Article VI – Board of Directors – Section C - Meetings.

1. A stated Annual Meeting of the Board of Directors shall be held the day following the Annual Meeting of the Delegates of the Association at the same place of such meeting, unless otherwise ordered by the Executive Committee.
2. There shall be an Interim Meeting of the Board of Directors at the site of the next Annual Meeting of Delegates, provided adequate funds are available. The dates of the Interim Board Meeting shall be fixed by the Executive Committee.
3. Special Meetings of the Board of Directors may be called by the President upon request of a majority of the members of the Board of Directors.

4. The Secretary shall give each Director not less than ten days written notice of any meeting of the Board of Directors. The notice shall state the time and place of the Meeting and the purpose or purposes of each meeting.
5. The majority of the duly elected members of the Board of Directors shall constitute a quorum for the transaction of business at stated meetings of the Board of Directors.

Proposed Change: - Change number 3 of this section

3. Special Meetings of the Board of Directors may be called by the President upon request of a majority of the members of the Board of Directors, which may be held via electronic mail with no less than five days notice via e-mail by the President.

Proposed Change: – OMIT number 4 of this section

Proposed Change: – Change number 5 to number 4 of this section

4. The majority of the duly elected members of the Board of Directors shall constitute a quorum for the transaction of business as stated meetings of the Board of Directors whether in person or by electronic mail.

After discussion, motion was made by Terry Duga (WebWhispers) and seconded by Jack Henslee (Look Who’s Talking) to table motion until the next meeting of the Delegates.

Motion carried.

#### G. NOMINATING COMMITTEE/ELECTIONS

Chair Terrie Hall presented the following slate. She announced that she had received one nomination from the floor for a Director-At-Large position: Walter “Gator” Mumford.

<b>For President:</b>	Tina Long, Atlanta
<b>For Vice President:</b>	Andres Velez, Puerto Rico
<b>For Secretary:</b>	Terrie Hall, NC
<b>For Director-at-Large:</b>	Dr. Philip Doyle, Canada Walter “Gator” Mumford, VT

**For Director**

Elizabeth Finchem, AZ  
Sapp Funderburk, SC  
Janice Hayes, Atlanta, GA  
Wendell Ratcliffe, BC  
John Ready, CA

Noor Ali G. Haider, Karachi-SandhO, Pakistan was removed from the Ballot.

Roy Boyd, (Somerset Miracle Voice Club) withdrew his club from the voting.

Ian Milne, (Vancouver Island Laryngectomee Club) then moved that four Directors be elected. The three who receive the top three votes will fill the two-year terms, and the one who receives the fourth highest vote, the one-year term. The motion was seconded by Terry Duga (WebWhispers) and carried.

Terry Duga (WebWhispers) and David Blevins (Tidewater Lost Cord Club) were appointed as Tellers.

The following Directors were elected by paper ballot:

**For a Three-Year Term:** John Ready, Redwood City, CA  
Wendell Ratcliffe, Vancouver, BC  
Sapp Funderburk, Taylors, SC

**For a One-Year Term:** Janice Hayes, Marietta, GA

The following Director-At-Large was elected by paper ballot:

Dr. Philip Doyle, Ontario, Canada

The President, Vice President, and Secretary were elected by a hand vote to serve a three-year term.

The Officers and Directors were then officially installed.

**V. OLD BUSINESS**

There was no Old Business.

## **VI. NEW BUSINESS**

New President, Tina Long called for a meeting of the newly installed Board of Directors to meet at 4:00 p.m. in the Valcour Room. She encouraged all the membership to assist as Committee members on the various committees.

## **VII. ADJOURNMENT**

At 3:15 p.m., a motion was made, seconded and carried to adjourn.

Respectfully submitted,  
Terrie Hall, IAL Secretary