

**INTERNATIONAL ASSOCIATION OF LARYNGECTOMEES
MINUTES**

MEETING OF THE BOARD OF DIRECTORS

The Peabody Hotel, Little Rock, Arkansas
Wednesday, August 27, 2008

I. CALL TO ORDER

President Tina Long called the meeting to order in the Lafayette Room of the Peabody Hotel on Wednesday, August 27, 2008, at 8:42 a.m. Those attending were:

David Blevins
Dr. Philip Doyle
Elizabeth Finchem
Sapp Funderburk
Terrie Hall
Janice Hayes
Bob Herbst
Tom Herring
Tina Long
John Ready

Absent: Dr. Jeff Searl

Guests: Wayne Baker
Jack Henslee
Ron LeClair

II. APPROVAL OF LITTE ROCK INTERIM BOD MINUTES

A motion was made by David Blevins to accept the Interim Meeting Minutes of the Board of Directors for Saturday, March 15, 2008. The motion was seconded by Elizabeth Finchem. Motion carried.

III. STANDING COMMITTEE REPORTS

A. ANNUAL MEETING

B. BYLAWS

The Bylaws Committee met at 8:00 a.m. in the Lafayette Room. Present were Sapp Funderburk, Chair, Tom Herring, and David Blevins.

The following Bylaws are to be presented at the Delegates meeting.

Amendment # 1

Under the authority of Article VII, Section A, By-Laws and Procedures, item b: the By-Laws Committee and the Board of Directors submit this amendment to the By-Laws of the International Association of Laryngectomees for your review prior to the Annual Meeting of Club Delegates to be held on Saturday, August 30, 2008 at the Peabody Little Rock Hotel, Little Rock, Arkansas.

NOTE: In order to save your reading time we have noted the removal of any word(s) in *italics* and any new wording in **bold and underlined**.

There are numerous ones presented as one change. At the 2007 Annual Meeting the Executive Committee was eliminated. In light of that all references to that Committee need to be removed from the existing ByLaws and either the sentence must end with a period or with the words Board of Directors.

Article IV – Membership

Section B – Dues

Item 2. Dues for member organizations where foreign exchange may present a problem shall be negotiated by the Finance Committee on an individual basis, subject to approval by the (*Executive Committee.*) **Board of Directors.**

Section D - Meetings of Members

Item 1. The Annual Meeting of the members of the Association shall be held between April 15 and September 15 of each year, immediately preceding the stated Annual Meeting of the Board of

Directors. *(unless otherwise ordered by the Executive Committee.)* The date and place of such meetings shall be fixed by *(the Executive Committee with the approval of)* **the Board of Directors.**

Article V – Officers

Section A – Officers and Duties

Item 1. President: The President shall:

- b. Preside over all meetings of the Board of Directors. *(and the Executive Committee of the Association.)*
- c. Call emergency or special meetings of the Association Delegates, the Board of Directors, *(the Executive Committee)* or any Committee as necessary.
- c. Appoint all Members and Chairmen of Committees, *(the Executive Committee,)* except the Nominating Committee, the Annual Meeting Committee and the Chairman of the Finance Committee.

Item 3. Secretary: The Secretary shall:

- a. Give or cause to be given all required notices of all Meetings of Club Delegates, **and** the Board of Directors. *(and the Executive Committee.)*
- b. Record all proceedings of the Meetings of the Club Delegates, **and** Board of Directors *(the Executive Committee)* in a book to be kept for that purpose.

Item 4. Treasurer: The Treasurer shall:

- b. Expend the funds of the Association as directed by the Board of Directors, *(or the Executive Committee,)* taking proper vouchers for such expenditures.

Article VI – Board of Directors

Section C – Meetings

Item 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 and at the same place of such meeting *(unless otherwise ordered by the Executive Committee.)*
unless otherwise ordered by the Board of Directors.

Article VIII – Committees

The Board of Directors may create Committees, whether standing or special, as may be deemed appropriate. The term, composition and duties of each such committee shall be fixed in the resolution creating it. Agreements or relations with outside organizations or individuals committing the IAL to a course of action are prohibited without prior approval of the Board of Directors. *(or the Executive Committee.)*

Section A - Standing Committees

Item 6. The structure and duties of the Standing Committees shall be:

Nominating: This Committee shall consist of five persons to include the IAL Immediate Past President and four others selected *(by the outgoing Executive Committee,)* and approved by the Board of Directors at the Annual Meeting. All Committee members shall be Directors of the IAL and must have served a minimum of one full term as a Director of the IAL. The chairman shall be the IAL Immediate Past President. In the event that there is no Immediate Past President, then the chairman shall be elected by the members of the Nominating Committee from that Committee's members. The duties of the committee shall be:

Article IX - Association Honors

A person who has rendered outstanding service to the IAL may, on the nomination of the *(Executive Committee or)* **Board of Directors or** by the Nominating Committee, be elected as an Honorary Life Member of the Association at any stated Annual Meeting of the Delegates.

Amendment # 2

To require more time for notification of membership of meetings, changes, etc.

Article IV – Membership

Section D - Meetings of Members

Item 2. The Secretary shall give to each member organization not less than **forty-five** (*thirty*) days written notice of each stated meeting of the membership. The notice shall state the time and place of the meeting and, in general terms, the purpose of the meeting.

Item 3. Copies of proposed changes in By-Laws, slates for the election of Officers and Directors, and proposed changes in Charter Standards will be mailed to member organizations for distribution to their Delegates, postmarked at least **forty-five** (*thirty*) days before the Annual Meeting of Club Delegates.

Rationale:

This additional fifteen day notice will give all clubs adequate time to have their respective meetings for the discussion of any proposed ByLaw changes, candidates up for election or re-election, and for their own election of delegates for the upcoming Annual Meeting.

Article V – Officers

Section B - Election of Officers

Item 1. Election Procedure:

The Officers shall be elected at the Annual Meeting of Club Delegates from the slate presented by the Nominating Committee, which shall have been mailed to the qualified member organizations at least **forty-five** (*thirty*) days prior to the Delegates' Meeting. Additional nominations of eligible members of the Board of Directors shall be permitted from the floor at the meeting, before the election.

Rationale:

This additional fifteen days notice will give all clubs adequate time to have their respective meetings for the discussion of any proposed ByLaw changes, candidates up for election or re-election, and for their own election of delegates for the upcoming Annual Meeting.

Amendment # 3 - To define the office of Past President

Article V – Officers

Item 5. Past Presidents:

- a. **The individual to last serve a complete term as President is the Past President. "Term" is defined as being either nominated and elected to the office of the President thereby serving a full three-year term, or two-year term if elected before 2007, or due to a vacancy in the Office the individual was next in line to follow in the order of succession and thereby acting as Interim President. The last Past President who is willing to serve will serve on the Board of Directors with full voting powers until another individual qualifies as Past President. In the event that there are questions as to who should serve, the Board of Directors will select a person, by 2/3 majority vote, someone that has held the office of President to serve as Past President.**

- b. **In order that the amended By-Laws will reflect the change in a., above, the following Articles, Sections and Items are amended to change the wording from "Immediate Past President to read "Past President".**

Article VI Board of Directors

Section A Composition and Powers – Item 1

Section B – Election of Directors – Item 4. Term of office- (b.)

Article VIII – Committees – Section A – Standing Committees – Item 6. Nominating: (there are 3 references to Immediate Past President to be changed).

Rationale:

The issue of who exactly is the last Immediate Past President of the IAL was discussed at last year’s Annual Meeting. There will continue to be much discussion on the subject unless there is a specific amendment to the ByLaws. We have attempted to describe in such a manner the word “term” and how it would relate to this issue. We have also attempted to cover the bases should more than one past president be eligible for this “new” position by allowing the Board to vote. One of the stipulations you will notice is that they must be “willing to serve.” Some who have been Immediate Past Presidents have NOT been willing to serve.

Amendment # 4

To better define the election of the Board of Directors

Article VI – Board of Directors

Section A - Composition and Powers

The Board of Directors shall consist of thirteen members. This Board shall consist of four officers, the Past President, and eight members who have been nominated and elected, **at least** six of **the eight**, non-officer members must be laryngectomees. All Directors must be members of a qualified laryngectomee organization.

(**NOTE:** Immediate Past President changes with proposed change #3)

Section B – Election of Directors

Item 1. Eligibility

Only a laryngectomee belonging to a qualified IAL member Organization shall be eligible for election as a Director. If, during the Director’s tenure of office, the qualified organization to which

the Director belongs should leave the IAL, the Director shall be permitted to finish out the term. **All directors** (*at-Large need not be laryngectomees nor*) **must** belong to an IAL organization; **or be associated with an IAL organization if not a laryngectomee.** See Article VI, Section A, item 1.

Rationale:

Since we eliminated the At-Large Directors during the 2007 Annual Meeting we can delete the verbiage here. This still leaves open the possibility of having up to two non-laryngectomees on the Board.

Item 2. Nominations

The Nominating Committee shall nominate one or more candidates for each impending vacancy on the Board. The slate shall be mailed **and posted on the IAL Web site** to qualified IAL Clubs and Organizations at least **forty five** (*thirty*) days before the Annual Meeting of Club Delegates. Further nominations may be made from the floor at the time the election is held.

Rationale:

Again in an effort to make everyone aware of the work of the Nominating Committee we proposed posting the slate of candidates on the IAL Web site. We also are proposing a forty five day notice so member clubs have adequate time to discuss the slate of potential Board Members and officers.

Item 3. Election Procedure

Members of the Board of Directors shall be elected at the Annual Meeting of Club Delegates. An individual nominated for the Board of Directors must be present at the **Annual Delegates'** Meeting to be eligible for election, (*unless he/she has notified the President of a valid reason for not attending*) Individuals nominated from the floor must be present, they must have informed the Chair of the Nominating Committee of their intention to be nominated for the Board of Directors at least 24 hours in advance, or they must have previously submitted an application for the Board of Directors to the Nominating Committee, along with a letter of endorsement from their club. If a nomination is withdrawn, that individual is precluded from

re-nomination at that Annual Meeting, except by 2/3 vote of the delegates for re-nomination.

Rationale:

At the AM in Burlington the wording in Section A caused a great deal of confusion; this attempts to rectify that. Section B attempts to improve the notification process so that any member can get the information in a timely matter. We feel that anyone who is willing to run for a position on the Board of Directors either as a member or an officer needs to be present at the Annual Meeting when their name appears on the ballot. We also understand that certain circumstances may arise where the prospective candidate would be unable to be present; however they might want to choose a time more convenient for them to run/attend.

Item 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 themselves for only one additional two-year term on the Board. The person may run again after a two-year period has elapsed.*

a. A person elected to the Board of Directors shall serve initially for a term of three years beginning in 2008. No person shall serve for more than two complete consecutive terms as a Board member and/or Officer without a two year period of not being a member of the Board or Officer. If a person were elected to fill less than two years of an unexpired term of a Board member or Officer they would be eligible to serve 2 consecutive terms after filling out the unexpired term. For the 2008 Annual meeting there will be four full terms and one one year term for Director to be elected. The lowest vote winner will serve the one year term.

Rationale:

This is a complete rewording of this article. It specifically spells out terms should someone be appointed to fill a vacancy on the Board. This also includes both Officers and Board Members. Again a newly elected Officer or Board Member is just getting their feet wet during the first year. With two additional years to

complete instead of one year the lessons learned during that first year will not go to waste. It would also keep someone from being elected to a vacant seat shortly after another person had been elected to a three year term and then being elected to two full terms totaling more than eight consecutive years combined as an Officer and Board member.

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. (Omit, now covered under Article V, Number 5)

Rationale:

If the prior amendment passed under Article V, Officers, and we now have a specific definition for Past President this is no longer needed.

c. If necessary, Officers shall serve as Directors on the Board of Directors to permit them to serve out their full term of office. (Omit in its entirety.)

Rationale:

If the above term of office (a.) amendment has passed c. becomes obsolete.

Section C – Meetings

Item 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 and at the same place of such meeting unless otherwise ordered by the Board of Directors. **Any additional meetings of the Board of Directors 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. The President may call for additional meetings of the Board of Directors at the site of the Annual Meeting of the Delegates.**

Rationale:

It is important for the newly elected officers of the Board of Directors to meet immediately following the Delegates Meeting so that any old or new business can be conducted. Additional meetings of the new Board may be necessary and if so should be conducted while the Board is all-together in one central location. Should the President feel this is necessary he/she should have the authority to call such meetings.

Item 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 President shall set the dates of the Interim Board Meeting with the approval of the Board of Directors. The Interim Meeting site and or dates may be changed with a 2/3 vote of the Board of Directors and such notice will be posted on the Web site within five days of the change being made. This notice will include date and time of the new meeting dates and the site of the meeting.**

Rationale:

The Board of Directors should be approving the dates of the Interim Board Meeting. A location and or date change may be necessary, for example due to weather. A vote by 2/3 majority of the Board Members would be required to change the location or date(s) with the new location being posted on the Web site. This would give adequate time for those non-board members who might wish to attend

Item 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. **This meeting may be held via electronic means (e-mail, telephone) with no less than five days notice, by electronic means from the President and the Secretary. An announcement of the meeting and any action(s) will be posted on the web site within five days of the meeting. The minutes of this special meeting shall be posted on the IAL Web site within 14 days of the meeting. All records surrounding each Special Meeting will be kept on a separate floppy disk or CD or other portable electronic means. The Board of directors may adopt rules that are not inconsistent with parliamentary**

authority in Article X of these By-Laws. The rules are to be developed to make the electronic meeting operate as close to a face to face meeting as is practicable.

Rationale:

The writers realize that the best way to conduct business is face-to-face; however in today's world conducting business over the Internet has become commonplace. We feel that with the proper safeguards -- five (5) day notice of the meeting, all records concerning this meeting stored for future viewing by the general membership if so desired, and the posting of the outcome of the business conducted within seven (7) working days -- the integrity of the meetings will be ensured and keep the membership informed.

Item 4. The Secretary shall give each Director no less than 10 days written notice of any meeting of the Board of Directors, **not to include Special meetings held by electronic means.** These notices shall state the time and place of the meeting and the purpose **(s) and agenda** of each meeting.

Rationale:

The writers here realize that as with any business meeting a notice of the meeting, whether in person or on the Internet, needs to occur. Again stating a specific time and date and including an agenda will also help maintain the integrity of Board.

Amendment # 5

To define the responsibilities of the various Committees of the Board of Directors.

Article VIII – Committees:

Section A – Standing Committees

Item 6. The structure and duties of the Standing Committees shall be:

Nominating:The duties of the committee shall be:

b. To submit a recommended list of nominations and a biography and photo for each nominee to the President in time for copies of the nominations to be mailed to the Qualified IAL Member Organizations **and posted on the IAL Web site** at least **forty-five** (*thirty*) days before the Annual Meeting of Club Delegates.

Rationale:

Again the writers feel that 45 days will allow clubs to have ample time to review and vote on what their Delegates should do when they attend the Annual Meeting.

c. To review all Nominee Applications. As an International organization we welcome and encourage individuals not only from the United States but other countries as well to seek election to the Board of Directors. Should an individual desire to seek election the following rules will apply to all prospective candidates:

- i. **They must attend at least one Annual Meeting of the Association PRIOR to seeking election to the Board of Directors.**
- ii. **They must attend the Annual Meeting at which their name appears on the ballot.**
- iii. **Should English not be their primary language, the nominee will be responsible for providing their own interpreter, if necessary. All cost associated with this interpreter will be bourn by the nominee.**

Rationale:

This section "c" is brand new. We feel that as an International Organization we should and would welcome Board Members from different countries. We also feel that those who wish to run for office follow some basic guidelines as outlined above. These are simple and straightforward.

By-Laws and Procedures: This Committee shall be responsible for:

- c. Credentials: To observe and regulate the Annual Meeting of Club Delegates **and to facilitate the seating of delegates in a specific area reserved for delegates only.**

Rationale:

At the 2007 Annual Meeting there was a problem with the seating of the delegates and non-Delegates. We feel that a reserved special seating area for the Delegates is appropriate and expedites voting counts when done by a show of hands.

- f. **All changes proposed by the By-Law Committee shall be forwarded to the Secretary.** All proposed changes to the Bylaws will include a rationale as to why the writer would like the change(s) to be made and will be limited to 250 words or less. **That Officer will then send a notice of the proposed changes to all Qualified Member Organization of the IAL by regular mail post marked no later than forty-five (thirty) days prior to the stated Annual Meeting of Delegates. The proposed changes shall be posted on the IAL Web site.**

Rationale:

This was also an issue prior to the 2007 Annual Meeting. As a result the writers felt it only fair and equitable to specifically state the proposed change in the form of a ByLaw amendment. The proposed change would allow an individual to spell out why they thought the change is necessary but also limited them to 250 words or less, adequate verbiage for most explanations. Again the 45 days would allow club members ample time to review proposed changes, the slate of candidates etc.

- g. **Any member club or delegate to the Annual Meeting that wishes to hand out written opposition to any proposed amendment or change will submit it to the Chairman of the Bylaws Committee in sufficient quantity for copies to be given to each delegate attending the session in which the proposed changes will be brought up for discussion and a vote. The form of said proposed amendments/changes will be consistent with the amendments/changes submitted by the By-Laws Committee. This must be accomplished at least 48 hours prior to said session. All such material will be limited to 250 words per proposed amendment or**

change. All such material will carry the name(s) of the delegate(s) opposing the changes. It will also contain a statement as to the support or non-support of the member club which voted to oppose the changes.

Rationale:

This is not intended to limit anyone's right to oppose any proposal. It is to ensure all Delegates know the source of opposition and to make the meeting flow more smoothly.

Public Affairs: The Committee shall be responsible for public information and education. The duties of this committee shall be:

- a. **The IAL Web site. This valuable communication tool is the responsibility of the Public Affairs Committee.**
 1. **Ensure that all WebPages are up-dated within 3 weeks of submission. Except as otherwise provided.**
 2. **That only the President of the IAL, the Chair and Vice Chair of the Public Affairs Committee, Voice Institute Director and the Executive Director will have the authority to make Web site changes.**

Annual Meeting: This Committee shall consist of **up to nine voting** members who shall be: the IAL Vice President, chairman; the IAL President, vice chairman; the Host Club Chairman for the current year; the Host Club Chairman for the following year; (*the Supervisor of Speech Therapy at the Annual Meeting*) Director of the IAL Voice Institute and the Executive Director. **Three additional members may be appointed at the discretion of the Annual Meeting Committee Chairman.** The duties of the Committee shall be to plan and implement the program for the Annual Meeting and to advise and assist the Host Club as needed.

Rationale:

The IAL no longer has a Supervisor of Speech Therapy; therefore only six (6) people, by position, would be on the Committee (not including three (3) possible appointees).

Amendment # 6

To keep the notification of proposed amendments consistent with other notification requirements.

Article XI – Amendments:

Amendments to these By-Laws may be made at any Annual Meeting of Club Delegates of the Association and in any manner consistent with the By-Laws by a vote of two-thirds of the delegates present, provided the proposed changes have been submitted *(to the)* **by a** qualified member organization of the IAL, postmarked at least **forty-five** *(thirty)* days prior to the date of the action.

Rationale:

The first change, omitting the words “to” and “the” changing it to “by a” is purely grammatical. The second change again is for ample time for clubs to review, vote etc.

Amendment # 7 - To add to the Charter Standards of the Member Clubs

Article IV – Membership Section C:

Item 9. Beginning with club annual renewals after 12/31/2009 a club must have at least four active, individual, dues paying officers. Each year when paying the club dues the officers will sign a statement attesting that they are making a diligent effort to comply with the Charter Standards. The Statement will be part of the form naming the officers by position with their address, phone number(s) and e-mail addresses. (if applicable, committee chairs named in #8 above with their address, phone number(s) and email address.)

Rationale:

There have been rumors of some clubs existing in name only. This at least says to the member clubs that the IAL expects its

members clubs to be in fact in existence for the benefit of all laryngectomees not just a small group or even one person. Some clubs may be so small that it is not feasible to fully meet the standards but they can make the effort. In addition they can join under Article IV, Section 2, Item 2 as a Member-at-Large if an individual has trouble joining an existing club.

Amendment # 8

To clarify the sections dealing with the removal from office of both Officers and board members.

Article V Officers:

Section C: Removal from Office:

Any **Officer** *on the Board of Directors* may be removed from office by an appropriate resolution approved by a two-thirds vote of all members of the Board of Directors.

And also:

Article VI Board of Directors:

Section D: Removal from Office:

1. Any member of the Board of Directors may be removed from Office by an appropriate resolution approved by a **2/3** *three-quarters* vote of the Directors attending a meeting of the Board of Directors.

Rationale:

Article V deals with the Officers; therefore the section on removal should deal with the removal of Officers not members of the Board of Directors. Section D of Article VI needs to comply with Robert's Rules and should meet the same standards as for the removal of officers.

C. FINANCE

The Committee meeting began at 8:10 a.m. on Tuesday, August 26, 2008 in the Lafayette Room. Members present were Sapp Funderburk, Chair; David Blevins and Tom Herring.

Items discussed were: The eight proposed amendments to the Bylaws to be presented at the Delegates meeting on August 30, 2008.

Meeting adjourned at 8:50 a.m.

At 10:00 a.m. the Board took a break and reconvened at 10:20 a.m.

At 10:30 a.m. Sapp Funderburk moved that the Board go into Executive Session, at which time all guests and observers were asked to leave.

The Board came out of Executive Session at 11:10 a.m.

D. REHABILITATION AND MEDICAL AFFAIRS

The Committee met at 9:00 a.m. in the Manning Room. Present were: Philip Doyle, Chair, Terrie Hall, Tom Herring, Jeff Searl, John Ready, ex-officio; Elizabeth Finchem, guest

The Committee met on Tuesday, August 26 to discuss three particular issues.

First, a discussion regarding the need to review the mandate and terms of reference for the IAL Medical Director took place. The current Medical Director is Dr. Mark Singer from San Francisco, CA. His present term is to end June 30, 2009. At this point, there are limited guidelines for the role of this position and defining the roles and responsibilities was identified as an area that would need to be explored in the near future. Philip Doyle will initially work on this task and bring information back to Committee within 60 days.

The second item to be discussed related to a review of the informational material entitled "Check the Neck". At the Interim Meeting in March, it was decided that a review of that material was necessary to insure that terminology was correct and that, given recent advances, that the procedures to be followed for neck breathers is current and appropriate. At the March meeting, Elizabeth Finchem arranged for a copy of the DVD to be forwarded to the chair of the Committee. This has been received and is currently under review by three head and neck surgeons affiliated with the chair's institution. He is expecting feedback to be received by the end of September and that information will be brought to the Committee for discussion. After that, the Committee will work with Ron Langseth and Elizabeth

Finchem to see about editing the original material with an updated version created for dissemination. Updates will be provided to the Board as necessary in the fall.

The third item to be discussed related to a recommendation by the Chair that "research" updates on laryngeal cancer, laryngectomy, and broad rehabilitation issues be considered for the web site. The general idea would be to select two important papers, ideally on a monthly basis, and then summarize them in lay language for access via the Web. It was unanimously agreed that this would be a good idea. Some of this information may also be utilized within the context of the newsletter. The process for posting these updates on the web is easy according to the new webmaster. A recommendation for inclusion of such research updates will be recommended to the Board.

As an outgrowth of the other discussions during the meeting, an additional item arose. This involved the consideration of working to improve the communication between the Rehabilitation and Medical Affairs Committee and the Voice Institute. Additional, clear links and communication lines should occur with the Public Affairs Committee. It was agreed that doing so would help to identify clear linkages between the three groups in an effort to be more comprehensive relative to the needs of the membership of the Association. All will work to achieve increasing levels of communication over the next year.

The meeting was concluded at 11:00 a.m.

E. ED SEARCH

The Committee met at 9:00 a.m. in the President's Suite, Members present were: Chair, Bob Herbst, Janice Hayes, David Blevins, Sapp Funderburk and Tina Long (ex-officio).

Bob Herbst agreed to take over as Chair of the Search Committee, months after the search had been established. John Ready had been Chair and because of time, other obligations and duties, Bob agreed to take over the Search Committee. After receiving the resumes on hand and adding several more individuals to the list, Bob Herbst contacted all of the candidates except one. Character references on all of the applicants were also contacted.

Narrowing the search down to three candidates the Committee discussed all applicants and went over guidelines for the job description and contract.

The finalist, a well known SLP from Texas who has been involved with laryngectomees and the IAL conventions for at least 28 years, is also willing to take on a part-time role, with commensurate salary.

The Committee hoped to announce their candidate for the Executive Director in the very near future.

F. VOICE INSTITUTE

No report was given at this time.

G. PUBLIC AFFAIRS

The Committee met at 3:00 p.m. in the Lafayette Room. Committee members present were: Elizabeth Finchem, Chair; Janice Hayes, Vice Chair; David Blevins, Tom Herring, Sapp Funderburk, Bob Herbst. Tina Long, ex-officio, John Ready, ex-officio guest Ron LeClair, Webmaster. Absent: Libby Fitzgerald

Call to order - Roll call by sign-in sheet

REPORTS:

Janice Hayes, Club Communications

Janice explained the plans she had discussed with Tom Herring, & Ron LeClair to communicate with designated club contacts, and how to facilitate the Club Communications "Helpline".

David Blevins, "IAL News" Editor

David reports the "News" is costing us more than the ad revenue received. Several solutions suggested were:

- Increased advertising.
- Increased ad rates.
- Contact Batten Foundation for yearly contribution.
- Cut back to three issues per year, instead of four.
- Reduce the number of pages from 28 to 24; saving printing & postage.
- Price compare with a local printer & mailer.
- Permanent IAL address change on post cards, brochures and other items will be included in the printer estimate.

David Blevins – Has agreed to update the IAL brochure with the permanent address, updated text & fresh photos, and prepare for the printer.

David Blevins, “First Steps” - Update on significant savings on this pending project. It seems professional review of the 2nd draft produced differences of opinion which has delayed making this basic information available. He suggests since this information is needed by new laryngectomees immediately, we need to post this on the Web site now instead of postponing making it available until \$8,000.00-12,000.00 is available for printing. The booklet can be made available by downloading until the IAL is able to print the new edition.

Tom Herring, Database Manager

Database update – Using PDF & Excel are not the best routes to take to convert the database that Tom Herring has worked on for several months to update the club information, and filter the information by state. Ron LeClair, Webmaster, has suggested solutions.

Tom Herring reported on Web site revision work Tom Herring, Sapp Funderburk, Terrie Hall and Ron LeClair discussed, regarding the P.O. rural route, to “kick out” every mailing due to lack of complete change of address as currently required by the U.S. Post Office.

Elizabeth Finchem, Web site Sub-Committee chair progress since March noted:

- * Many corrections and deletions were achieved.
- * Registrations forms were posted with great effort because of the lateness and errors.
- * Restored list of Past Presidents and Honorary Life Member list
- * Suggest including past meeting sites & dates, and an IAL

History when edit is complete.

Ron LeClair - Ron LeClair, Webmaster, reported on some design ideas he has come up with while currently helping to process the immediate changes we needed. He has been constructing pages and setting them aside until we are ready to make the transfer to our new web pages. Ron is making progress in steps or levels for a better foundation to build on for our: databases, newsletter and moderated help list and International language translation for any country. Example: French flag to link for translation to French.

Ron advises that there is no need to scrap existing site. He is building parallel sites as he develops what we need. His visit to this year's IAL AM/VI was designed for him to observe and interview Officers, Committee Chairpersons, VI Staff, and AM attendees first-hand. He has many ideas now on how proceed in building a self sufficient Web site for us.

Tom Herring, John Ready & Ron LeClair Report

Online Board of Directors and committee meetings report improvement with Skype for chat room texting, and perhaps Skype – with webcams soon.

Sapp Funderburk

New permanent IAL address is working out well for prompt UPS mail delivery.

Bylaws update & amendments - Sapp Funderburk will submit corrected copy of the Bylaws as of 2007 to Ron LeClair for Web site. Also discussed were: Standing Rules update for Web site. PA Committee expense items needed from Sapp for 2008-09 PA budget. 2008-09 Regional Conference "seed money" for budgeting.

Bob Herbst, - Report as Forum Monitor

Updated the BOD on pertinent discussion and shares open suggestions.

Ron Langseth Video/DVD Librarian

Still has inventory. Search for replacement or other options continue.

NEW BUSINESS:

AM Awards:

Jay LeMaster & Philip Clemmons Scholarship funds to be announced soon.

The two scholarship funds will come from donations to provide \$100.00 for LT's who wish to attend the VI to update their skills.

Awards for this year were discussed and prepared.

Shirley Salmon Master Clinician Lecture Series Awards were selected, engraved and presented to Joanne Fenn, and a memento given to Shirley Salmon.

Plan to reinstate anniversary certificates for Clubs and long service.

STANDUP2CANCER September 5, 2008 at the Kodak Theatre in Hollywood, CA.

Four representatives named will be John Ready, Elizabeth Finchem, Ron Langseth and Sid Young. We were invited to attend wearing "tee" shirts with the IAL name and logo. Although we will not be Presenters, this is an important media event for the IAL.

Elizabeth Finchem, Prohaska Medical Financial Assistance Fund Report:

- Revised documents were finally posted for 2007-08. Layered cap of \$500.00 for Medical Financial Assistance, and \$250.00 for Medical supplies were added
- Terrie Hall's address used to expedite applications.
- Updated documents to have new IAL address.
- Updated documents still need 2009 AM dates.
- Funding – 5K donation placed in general fund. The PA Committee recommended, and the BOD approved, a motion for a separate account that is interest bearing, such as a money market savings, to provide for Mrs. Prohaska's desire to help those in need.

Note: Further Bio information for Mrs. Prohaska has not been located yet. She was from Southern Arizona.

Meeting Adjourned at 5:00 p.m.

H. SPEECH STANDARDS

The committee met at 8:00 a.m. in the Manning Room

The Committee met to discuss how to improve the VI process for notifying participants of their test results. Some procedural changes have been discussed and will be implemented upon the completion of the program.

The Committee is looking into having ASHA provide some kind of certification so that the SLP's and the LT's who meet specific criteria can be designated as having earned a certification from the VI.

The Committee is requesting that the Voice Institute Director be on the Committee.

Meeting adjourned at 9:08 a.m.

I. VI SEARCH COMMITTEE

Present: Philip Doyle (Chair), Elizabeth Finchem, Terrie Hall, Bob Herbst, John Ready, Tina Long ex-officio.

This meeting of the Committee was used to interview Dr. Jeff Searl from the University of Kansas Medical Center for the position of Voice Institute Director. Dr. Searl's statement of interest and proposed objectives he provided with his application for the position had been distributed to members of the Committee several weeks in advance of the meeting for consideration. During the interview, a variety of questions were posed to Dr. Searl relative to the position, his objectives if offered the position, and his impressions of strengths and weaknesses of the position. All members of the Committee posed questions to Dr. Searl on an independent basis. A very fruitful and enlightening interview was conducted and a very frank and open discussion took place. The interview took approximately 45 minutes at which time Dr. Searl was dismissed and the Committee continued to meet.

Following dismissal of Dr. Searl from the interview, a brief discussion regarding the candidate ensued. Based on the materials submitted by

Dr. Searl, as well as the information provided as part of the interview, the Committee unanimously agreed to recommend to the Board that Dr. Searl be appointed as the next Voice Institute Director for a period of three years. If the recommendation of the committee is supported by the Board and Dr. Searl, his term would run from October 1, 2008 to September 30, 2011. Several issues related to the letter of understanding also were discussed prior to adjournment.

The meeting adjourned at 12:15 p.m.

J. NOMINATING COMMITTEE

The Committee met in Room 1825 at 8:30 a.m. on Tuesday, August 26, 2008. Chair Terrie Hall presented the following slate for:

President, Tina Long
Secretary, Terrie Hall

Vice-President, John Ready
Treasurer, Sapp Funderburk

For Directors:

Kay Allison
Elizabeth Finchem
Bob Herbst

David Blevins
Janice Hayes
Sheldon Shultz

Meeting Adjourned at 9:30 a.m.

IV. OLD BUSIENSS

V. NEW BUSIENSS

VI. UNFINISHED BUSINESS

VII. ADJOURNMENT

Motion was made by Sapp Funderburk and seconded by David Blevins to adjourn.

Motion carried unanimously.

The meeting adjourned at 2:05 p.m.

Respectfully submitted,
Terrie Hall, IAL Secretary