

**INTERNATIONAL ASSOCIATION OF LARYNGECTOMEES  
MINUTES**

**Annual Meeting of Club Delegates**

The Peabody Hotel, Little Rock, AR  
Saturday, August 30, 2008

**I. CALL TO ORDER**

President Tina Long called the 57<sup>th</sup> Annual Meeting of Club Delegates to order on Saturday, August 30, 2008, at 9:15 a.m. in Salon C of the Peabody Hotel.

Secretary, Terrie Hall called the roll by state/country and club name. Delegates were asked to stand to be counted. There were 27 clubs represented: Twenty-five (25) from the United States, one (1) from Norway, and one (1) from Canada. Forty-five (45) delegates were registered to vote at this meeting: Forty-four (44) 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 Sapp Funderburk (Greater Greenville Laryngectomee Club) to approve the minutes of the Annual Meeting of Club Delegates held on Saturday, July 14, 2007, at the Sheraton Burlington Hotel & Conference Center, Burlington, VT. The motion was seconded by Jack Henslee, (Look Who's Talking) and approved.

**III. OFFICER'S REPORTS**

A. PRESIDENT'S REPORT

The Board of Directors worked very hard this past year.

- The Board held the very first successful Internet meeting and teleconference meetings.
- A new webmaster was hired who has already made many changes.
- Thanks to Tom Herring who put together a new database which all the Board members will learn how to use.

- Sapp Funderburk accepted the Treasurer's position, and has sorted out our QuickBooks accounts and made sure all club information was posted correctly in the accounting books and on the Web site.
- The IAL, through the Community Outreach Committee has been working with the Head and Neck Cancer Alliance (formally the Yul Brynner Foundation,) to work on spreading the news about the IAL and cancer awareness and screenings. Both groups hope to include all the other head and neck cancer organizations in future events.
- Our four volunteers Elizabeth Finchem, John Ready, Sid Young and Ron Langseth, agreed to represent the IAL during the *Stand up 2 Cancer* events. This event has been orchestrated by all major news affiliates and celebrities to raise money for research. These four people will pay their own transportation and lodging.
- The spouse/caregivers ("Companions" – is the name they prefer) met on Friday, August 29, 2008, and have planned several projects for their group. They are going to work on a web site just for companions, they will schedule presentations (with the help of the IAL) that they would be interested in attending, and will plan some day trips in the host city.

The Town Hall Meeting held on Thursday, August 28, 2008, was a huge success and the IAL plan to make this an annual event.

The Commons Area was a new addition to the Annual Meeting. Because of the location, downstairs away from all the activities, not many people have come in to check it out. Games were provided and coffee was served in the afternoon. We did have a puzzle that several people are working on putting together throughout the week. The IAL plans to have another Commons Area next year, but the room hopefully will be next to the vendor room and near all the activities.

The IAL and Delegates applauded the audio-visual person, David Long, who was responsible for taking care of all the audio visual requirements for both the Annual Meeting and Voice Institute.

## B. VICE-PRESIDENT'S REPORT

### Annual Meeting

The Annual Meeting's first two days went well with the exception of some program room location confusion. The program was not as accurate as it needed to be, but all-in-all the event is going well. The

Voice Institute has been doing very well and many people have commented that they were pleased with the program.

There have been a few issues with the hotel that are being addressed. The primary issue was the lighting. Apparently, the hotels lighting system is quite complex and they did not have an onsite person to correct the problem. This was resolved, but was not completed before the AM/VI at this point.

#### C. TREASURER'S REPORT

Sapp Funderburk reported that the 2007 Audited Statement is not available yet.

Each Delegate was given a Financial Statement for the first six months, along with an explanation, in their Delegate's packets. Sapp reviewed several key points on the statements during the meeting.

#### D. AUXILIARY REPORT

Terrie Hall, Secretary/Treasurer was unable to give an Auxiliary report at this time of the Delegates Meeting since the Auxiliary has not met at this point.

### **IV. STANDING COMMITTEE REPORTS**

#### A. FINANCE COMMITTEE

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; Also present were Elizabeth Finchem, Bob Herbst, John Ready, Janice Hayes, Terrie Hall, Dr. Philip Doyle and Tina Long.

Meeting adjourned at 8:50 a.m.

#### B. REHABILITATION AND MEDICAL AFFAIRS

The Committee met at 9:00 a.m. in room 1930. 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 were 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 submitted 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.

### C. NOMINATING

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.

### D. SPEECH STANDARDS

The Committee met at 8:00 a.m. in Room 1930.

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 9:12 a.m.

## E. 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 and 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 are:

- 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 2<sup>nd</sup> 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 waiting until we can spend \$8,000.00-12,000.00 on 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.

Tom Herring reported on web site revision work that he, Sapp Funderburk, Terrie Hall and Ron LeClair discussed to resolve the problems 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 for bulk discount mailings.

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 late submissions and errors that required time consuming corrections.
- \* 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, 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 to 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 2007 to Ron LeClair for web site. Also discussed were: Standing Rules update for web site. PA Committee expense items needed from Sapp Funderburk for 2008-09 PA budget. 2008-09 Regional Conference “seed money” for budgeting.

Bob Herbst, - Report as Forum Monitor

Bob Herbst updated the Board 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 VI to update their skills.

Awards for this year were discussed and prepared as follows:

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

Old Timers honored were: Jessie Hart, Mary Jane Renner, Barbara Nitschneider and Joe Marasco.

Dedication Awards were given for Judy Breckon and Jane Varner.

Memorial Awards were given for Jay LeMaster, Philip Clemmons and Dave Maguire.

Plans 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 info for Mrs. Prohaska not located yet. She was from Southern Arizona.

Meeting adjourned at 5:00 p.m.

## F. BYLAWS

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, Tina Long 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.

Chair, Sapp Funderburk presented each proposed bylaw change and the vote was taken by the Delegates.

A motion was made by Sapp Funderburk (Greater Greenville Laryngectomee Club) and seconded by David Blevins (Tidewater Lost Chord Club) to adopt the first proposed Bylaw Amendment.

### **Proposed Bylaw Amendment I**

At the AM in Burlington in 2007, the Executive Committee was removed as a committee. However the term "Executive Committee" was not removed from each place that it appears. In addition the term "Board of Directors" needed to be added in places to make the sentence read correctly.

### **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.
- d. 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:** 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.

After discussion, the motion carried.

A motion was made by Tina Long (Greater Atlanta Voice Masters) and seconded by Libby Fitzgerald (Danbury New Voices Club of Laryngectomees) to adopt the second proposed Bylaw Amendment.

## **Proposed Bylaw Amendment II**

Changes the number of days required for the formal notification of the membership of meetings. Forty-five days will give clubs longer to deal with the issues to come before the membership at the Annual Meeting. Current Bylaw:

**Article IV – Membership - Section D - Meetings of Members**

**Item 2.** The Secretary shall give to each member organization not less than *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 Bylaws, 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 *thirty* days before the Annual Meeting of Club Delegates.

**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 *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.

Proposed Change:

**Item 2.** The Secretary shall give to each member organization not less than **forty-five** 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 Bylaws, 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** days before the Annual Meeting of Club Delegates.

## **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** 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.

A motion was made by James Kennedy (Lost Chord Club of Central Arkansas) and seconded by Charles Sutton (Lost Chord Club of St. Paul) to adopt the third proposed Bylaw Amendment.

### **Proposed Bylaw Amendment III**

Changes to the term "Immediate Past President" to "Past President". In addition it defines the position and formulates how to deal with who is the Past President in case of dispute. It also changes the wording from "Immediate Past President" to "Past President" at several places in the Bylaws.

To define the office of Past President add:

### **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 Bylaws 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).**

Jack Henslee, (Look Who's Talking) made the motion to eliminate the entire proposed Bylaw change, which was seconded by Barbara Nitschneider, (North Shore Lost Chord Club).

Motion to eliminate the entire Bylaw failed.

Motion to the proposed Bylaw III failed.

A motion was made by David Blevins (Tidewater Lost Chord Club) and seconded by Jack Henslee (Look Who's Talking) to adopt proposed Bylaw Amendment IV.

### **Proposed Bylaw Amendment IV**

At the Annual Meeting in 2007 the Bylaws were amended to eliminate the term "At-Large" therefore clarifying the makeup of the Board. In several places the amendment makes changes to make a sentence grammatically correct and/or more easily read. It changes the term of office for the Board members elected to full terms in 2008 to three years from two and better defines the term limits. It sets the times for Board meetings and procedures for holding and changing the Interim meeting. It more clearly defines and sets procedures for holding meetings by electronic means.

Motion made by David Blevins (Tidewater Lost Chord Club) to divide the sections in the proposed Bylaw Amendment IV into a number of parts, motion seconded by Tom Herring (Western Piedmont Speak Easy).

Motion carried.

Current Bylaws:

### **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 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.

### **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. Directors-at-Large need not be laryngectomees nor belong to an IAL organization. See Article VI, Section A, Item 1.

#### **Item 2. Nominations**

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

Motion made by David Blevins (Tidewater Lost Chord Club) to accept Item 2. Election Procedure proposed amendment and seconded by Bob Herbst, (The Lost Chord Club of New Haven).

Motion carried.

### **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 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.

Motion made by David Blevins (Tidewater Lost Chord Club) to accept Item 3. Term of Office proposed amendment and seconded by Jack Henslee, (Look Who's Talking).

Motion carried.

### **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.

Motion to accept was made by Mike Rosenbranz, (New Voice Club of South Florida) and seconded by David Blevins, (Tidewater Lost Chord Club).

Motion failed.

Motion to accept Section C – Meetings, Item 1. was made by Pat Sanders, (WebWhispers Nu Voice Club) and seconded by Libby Fitzgerald, (Danbury New Voices Club of Laryngectomees).

## **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.

Current bylaw, Item 1. Last sentence.

The President may call for additional meetings of the Board of Directors at the site of the Annual Meeting of the Delegates.

Proposed Bylaw change Item 1. Last Sentence to read:

The President may call for additional meetings of the Board of Directors at the **site and time** of the Annual Meeting of the Delegates.

Proposed Change:

## **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.

### **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 must** belong to an IAL organization; **or be associated with an IAL organization if not a laryngectomee.** See Article VI, Section A, item 1.

#### **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** days before the Annual

Meeting of Club Delegates. Further nominations may be made from the floor at the time the election is held.

Motion made by David Blevins (Tidewater Lost Chord Club) to accept Item 1-2. Election Procedure proposed amendment and seconded by Bob Herbst, (The Lost Chord Club of New Haven).

Motion carried.

Motion to accept Item 3. Election Procedures was made by Pat Sanders, (WebWhispers Nu Voice Club) and seconded by Ed McDermott, (Toronto Lost Chord Club).

### **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, **except in case of force majeure (an extraordinary event or circumstance beyond the individuals control such as acts of God, debilitating sickness, etc. It is not intended to excuse minor inabilities)**. 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.

Motion carried.

Motion made by David Blevins (Tidewater Lost Chord Club) to accept Item 4. Term of Office proposed amendment and seconded by Jack Henslee, (Look Who's Talking).

### **Item 4.** Term of Office

- b. 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, two-year term for Director to be elected. The lowest vote winner will serve the one year term.**

Motion failed.

Motion to accept Section C – Meetings, Item 1. was made by Pat Sanders, (WebWhispers Nu Voice Club) and seconded by Libby Fitzgerald, (Danbury New Voices Club of Laryngectomees).

### **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.**

Motion failed.

Motion to accept was made by Sapp Funderburk, (Greater Greenville Laryngectomee Club), and seconded by David Blevins, (Tidewater Lost Chord Club).

Current bylaw, Item 1. Last sentence.

The President may call for additional meetings of the Board of

Directors at the he site of the Annual Meeting of the Delegates.

Proposed Bylaw change Item 1. Last Sentence to read:

The President may call for additional meetings of the Board of Directors at the **site and time** of the Annual Meeting of the Delegates.

Current Bylaw:

**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. Meeting shall be fixed by the Board of Directors.

Proposed change:

**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.**

Motion failed

Motion was made by Pat Sanders (WebWhispers Nu Voice Club) and seconded by Jack Henslee (Look Who's Talking) to adopt the following proposed amendment to the proposed amendment.

**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 **prior to** the change being made. This notice will include date and time of the new meeting dates and the site of the meeting.

Current Bylaw:

**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.

Proposed Change:

**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 Bylaws. The rules are to be developed to make the electronic meeting operate as close to a face to face meeting as is practicable.**

Motion to adopt proposed amendment failed.

Jack Henslee (Look Who's Talking) moved and Barbara Nitschneider (North Shore Lost Chord Club) seconded to amend the proposed amendment to read as follows:

**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 **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 Bylaws. The rules are to be developed to make the electronic meeting operate as close to a face to face meeting as is practicable.

Motion passed.

### **Proposed Bylaw Amendment V**

Amendment V deals with the committees and their responsibilities. It changes the thirty-day notification requirement to forty-five days (see II) for the notification of nominations. States the Association's desire to encourage international membership and sets the requirements for international Board members and Officers. Sets rules for proposing amendments, and for printed material to be handed out in opposition to changes. The Public Affairs Committee has in the past dealt with the web site, this amendment formalizes that practice and limits which officers, Board members and employees may make changes to the web site. It also clarifies the Annual Meeting Committee make-up.

Motion was made by Tom Herring (Western Piedmont Speak Easy) and seconded by Libby Fitzgerald Mike Rosenbranz (New Voice Club of South Florida) to accept Proposed Amendment V Article VIII – Committees.

Current Bylaw:

#### **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 at least thirty days before the Annual Meeting of Club Delegates.

Proposed Change:

#### **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** days before the Annual Meeting of Club Delegates.
- 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.**

Motion failed.

Motion to delete part of c. and change the current c. to b. was proposed by Jack Henslee (Look Who's Talking) and seconded by Bruce "Buck" Martin (WebWhispers Nu Voice Club).

Proposed change:

- b. **To review all Nominee Applications.**
  - 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.**

c. 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** days before the Annual Meeting of Club Delegates.

Motion Carried.

Motion to accept Article VIII – Committees: Section A – Standing Committees; Bylaws and Procedures was made by Mike Rosenbranz (New Voice Club of South Florida), and seconded by Libby Fitzgerald (Danbury New Voice Club of Laryngectomees).

Current Bylaw:

Bylaws and Procedures: This Committee is responsible for:

- c. Credentials: To observe and regulate the Annual Meeting of Club Delegates.
- 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 Organization of the IAL by regular mail post marked no later than thirty days prior to the stated Annual Meeting of Delegates. The proposed changes shall be posted on the IAL Web site.

Proposed Change:

- 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.**
- f. All changes proposed by the Bylaw Committee shall be forwarded to the Secretary. **All proposed changes to the Bylaws will include 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 thirty days prior to the stated Annual Meeting of Delegates. The proposed changes shall be posted on the IAL Web site.

Motion carried.

Motion to accept Article VI – was made by Sapp Funderburk (Greater Greenville Laryngectomee Club), and seconded by Tom Herring (Western Piedmont Speak Easy).

### **Proposed Bylaw Amendment VI**

Amendment VI corrects a grammatical error and changes the notification time limit as in the previous bylaw changes II and V.

Motion to accept Article XI – Amendments was made by Sapp Funderburk (Greater Greenville Laryngectomee Club), and seconded by Bruce “Buck” Martin (WebWhispers Nu Voice Club).

Current Bylaw:

#### **Article XI – Amendments:**

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

Proposed Change:

#### **Article XI – Amendments:**

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

Motion to accept proposed Amendment VII made by Tom Cleveland (WebWhispers Nu Voice Club) seconded by Jack Henslee (Look Who's Talking)

Motion passed.

### **Proposed Bylaw Amendment VII**

Amendment VII deals with the make-up of the member organization for renewals after December 31, 2009.

**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.)**

Motion failed.

Motion was made by Elizabeth Finchem (Nu Voice Club of Southern Arizona) and seconded by Pat Sanders (WebWhispers Nu Voice Club) to accept the proposed Amendment VIII: Article V Officers: Section C: and Article VI Board of Directors: Section D: Removal from Office.

### **Proposed Bylaw Amendment VIII**

To clarify the sections dealing with the removal from office of both Officers and Board Members.

Current Bylaw:

**Article V** Officers:

Section C: Removal from Office:

Any 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:

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

Proposed Change:

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:

2. Any member of the Board of Directors may be removed from Office by an appropriate resolution approved by **two-thirds** vote of the Directors attending a meeting of the Board of Directors.

Motion to accept Amendment VIII as presented was made by Tina Long (Greater Atlanta Voice Masters), and seconded by James Kennedy (Lost Chord Club of Central Arkansas).

Motion carried.

## **V. SPECIAL COMMITTEE REPORTS**

### **1. SEARCH COMMITTEE FOR EXECUTIVE DIRECTOR**

The Committee met at 9:00 a.m. in the Lafayette Room. Members present were: Chair, Bob Herbst, Janice Hayes, David Blevins, Sapp Funderburk and Tina Long, ex-officio.

Bob Herbst agreed to take over the chair of the Search Committee months after the search had been established. John Ready was Chair and because of time, other obligations and duties Bob agreed to take over. 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.

Meeting adjourned at 10:05 a.m.

### **2. SEARCH COMMITTEE FOR VOICE INSTITUTE DIRECTOR**

Present: Philip Doyle (Chair), Elizabeth Finchem, Terrie Hall, Bob Herbst, John Ready, and 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.

## **VI. OLD BUSINESS**

## **VII. NEW BUSINESS**

Jack Henslee (Look Who's Talking) moved that the slate be declared invalid. He stated his belief that the Nominating Committee was illegal, he moved that the slate be suspended, and that the membership make nominations for all Officers and Directors be made from the floor. The motion was seconded by Barbara Nitschneider (North Shore Lost Chord Club).

Motion failed.

Terrie Hall, Chair presented the following slate for Officers:

|                 |  |
|-----------------|--|
| President:      | Tina Long, Suwanee, Georgia              |
| Vice-President: | John Ready, Redwood City, California     |
| Secretary:      | Terrie Hall, Lexington, North Carolina   |
| Treasurer:      | Sapp Funderburk, Taylors, South Carolina |

For Directors:

Six to be elected. Two with the lowest votes for a one-year term, all others for a two-year term.

|                   |                          |
|-------------------|--------------------------|
| Kay Allison       | Mason, Michigan          |
| David Blevins     | Virginia Beach, Virginia |
| Elizabeth Finchem | Tucson, Arizona          |
| Janice Hayes      | Marietta, Georgia        |
| Bob Herbst        | New Haven, Connecticut   |
| Sheldon Shultz    | Manteca, California      |

Chair, Terrie Hall announced that she had received two nominations from the floor for Director at which time Bruce "Buck" Martin (WebWhispers Nu Voice Club) made the nomination for Tom Cleveland (Kalamazoo, Michigan) as Director and; Tom Cleveland made the motion for Joe Marasco (Norfolk, Virginia) as Director.

Shirley Olson, Majella and Noel Best were appointed Tellers.

Libby Fitzgerald (Danbury New Voices Club of Laryngectomees) made the motion that the Officers for a three-year term be elected by acclamation, seconded by James Kennedy (Lost Chord Club of Central Arkansas).

|                 |                 |
|-----------------|-----------------|
| President:      | Tina Long       |
| Vice-President: | John Ready      |
| Secretary:      | Terrie Hall     |
| Treasurer:      | Sapp Funderburk |

Motion carried

Voting for Directors was completed by paper ballots and the following were elected for a two-year term:

|             |               |            |
|-------------|---------------|------------|
| Kay Allison | David Blevins | Bob Herbst |
| Joe Marasco |               |            |

The following for a one-year term:

|               |                |
|---------------|----------------|
| Tom Cleveland | Sheldon Shultz |
|---------------|----------------|

President Tina Long called for a meeting of the new Officers and Directors on Sunday, August 31, 2008, at 10:00 a.m.

## **VIII. ADJOURNMENT**

A motion was made by Sapp Funderburk (Greater Greenville

Laryngectomee Club) and seconded by Tom Herring (Western Piedmont Speak Easy) to adjourn the 2008 Annual Meeting of the Delegates.

Motion passed unanimously.

Meeting adjourned at 2:26 p.m.

Respectfully Submitted,  
Terrie Hall, IAL Secretary