

**INTERNATIONAL ASSOCIATION OF LARYNGECTOMEES
MINUTES**

MEETING OF THE BOARD OF DIRECTORS

The Marriott Hotel, San Mateo, California
Wednesday, June 24, 2009

I. CALL TO ORDER

President Tina Long called the meeting to order at 9:10 a.m. in the Connect 4 room of The Marriott Hotel in San Mateo, California on Wednesday, June 24, 2009.

II. ROLL CALL

A sign-in sheet was passed and those in attendance were:

Kay Allison
David Blevins
Tom Cleveland
Dr. Philip Doyle
Sapp Funderburk
Terrie Hall
Bob Herbst
Tom Herring
Tina Long
Joe Marasco
Sheldon Shultz

Absent: Dr. Jeff Searl

Guest: Elizabeth Finchem

**III. APPROVAL OF LITTE ROCK BOARD OF DIRECTORS MEETING
MINUTES**

Motion was made by Sapp Funderburk to accept the Minutes of the Board of Directors which was held on Sunday, August 31, 2008. The motion was seconded by David Blevins.

Motion carried.

Sapp Funderburk made the motion to accept the Action Taken by the Board – Article VI, Section H – Informal Action by Directors

from January 26, 2009 to May 25, 2009 and was seconded by David Blevins.

Motion carried.

IV. STANDING COMMITTEE REPORTS

A. ANNUAL MEETING

The Committee convened at 11:00 a.m. in the Connect 3 room at The Marriott in San Mateo, CA on Monday, June 22, 2009. The entire Board was present for this meeting, with guest Elizabeth Finchem.

Bob Herbst reported that he is already in contact with the suggested hotel in the Louisville area. The Clark Memorial Hospital is only a half mile away. The Louisville International Airport (SDF) is less than 9 miles. There is even a KOA campground within a half mile. Bob Herbst is requesting more info and looking into alternative hotels. Bob Herbst also has the official proposal from Ed Chapman for a future AMVI in Spokane Washington.

Susan Reeves and Bob Herbst have been in touch with Roger Jordan from the Biloxi, Mississippi area. Roger Jordan's Biloxi Convention was blown away by Hurricane Katrina and he would like to have a representative from Biloxi and New Orleans put together a new host proposal. We already have a list of criteria on our web site that each Host club, and host city must be able to provide.

B. BYLAWS

The Committee meeting began at 11:10 a.m. on Tuesday, June 23, 2009 in the Connect 3 Room. Members present were David Blevins, Chair, Sapp Funderburk, Tom Herring and Tina Long (ex-officio).

Items discussed were the four proposed amendments to the Bylaws to be presented at the Delegates meeting on Saturday, June 27, 2009 under New Business.

The four Proposed Bylaw Changes are as follows:

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**.

Proposed Amendment #1 – Remove Club Dues from Bylaws

Article IV – Membership
Section B – Dues

(Current Bylaw)

Annual dues for the calendar year beginning January 1 for Individual Member Clubs and Regional Organizations shall be:

01-10 members	\$20.00 per year	1 Delegate
11-20 members	\$38.00 per year	2 Delegates
21-30 members	\$57.00 per year	3 Delegates
31-40 members	\$75.00 per year	4 Delegates
41-50 members	\$95.00 per year	5 Delegates
51-60 members	\$115.00 per year	6 Delegates
61- plus members	\$150.00 per year	8 Delegates
Regional Organizations	\$150.00 per year	8 Delegates

No member club or regional organization, regardless of size or location, shall be entitled to more than 8 delegates.

(Proposed change)

Annual dues for the calendar year beginning January 1 for individual Member Clubs and Regional Organizations shall be:

<i>01-10 members</i>	<i>\$20.00 per year</i>	<i>1 Delegate</i>
<i>11-20 members</i>	<i>\$38.00 per year</i>	<i>2 Delegates</i>
<i>21-30 members</i>	<i>\$57.00 per year</i>	<i>3 Delegates</i>
<i>31-40 members</i>	<i>\$75.00 per year</i>	<i>4 Delegates</i>
<i>41-50 members</i>	<i>\$95.00 per year</i>	<i>5 Delegates</i>
<i>51-60 members</i>	<i>\$115.00 per year</i>	<i>6 Delegates</i>
<i>61- plus members</i>	<i>\$150.00 per year</i>	<i>8 Delegates</i>
<i>Regional Organizations</i>	<i>\$150.00 per year</i>	<i>8 Delegates</i>

Annual Dues for the calendar year beginning January 1 for Individual Member Clubs and Regional Organizations shall be determined by 2/3s vote of the Board of Directors.

Clubs pay dues and are entitled to a number of Delegates based on their membership. Club Size Number of Delegates

01-10	1 Delegate
11-20	2 Delegates
21-30	3 Delegates
31-40	4 Delegates
41-50	5 Delegates
51-60	6 Delegates
61 plus	8 Delegates
Regional Organizations (61 plus)	8 Delegates

No member club or regional organization, regardless of size or location, shall be entitled to more than 8 delegates.

Rationale: Anything in the Bylaws is difficult and time-consuming to change and the organization cannot react to rapidly changing financial circumstances. The authority to set the dues should be given to the Board of Directors, but with the requirement of a 2/3s vote to discourage frequent or excessive increases. A membership requirement is specified for regional organizations to make it clear that such organizations must represent large numbers of members.

Proposed Amendment #2 – Increase Annual Club Dues

Article IV – Membership
Section B – Dues

(Current Bylaw)

Annual dues for the calendar year beginning January 1 for Individual Member Clubs and Regional Organizations shall be:

01-10 members	\$20.00 per year	1 Delegate
11-20 members	\$38.00 per year	2 Delegates
21-30 members	\$57.00 per year	3 Delegates
31-40 members	\$75.00 per year	4 Delegates
41-50 members	\$95.00 per year	5 Delegates
51-60 members	\$115.00 per year	6 Delegates
61- plus members	\$150.00 per year	8 Delegates
Regional Organizations	\$150.00 per year	8 Delegates

(Proposed change)

01-10 members	\$25.00 per year	1 Delegate
11-20 members	\$45.00 per year	2 Delegates
21-30 members	\$70.00 per year	3 Delegates
31-40 members	\$90.00 per year	4 Delegates
41-50 members	\$110.00 per year	5 Delegates
51-60 members	\$130.00 per year	6 Delegates
61- plus members	\$175.00 per year	8 Delegates
Regional Organizations	\$175.00 per year	8 Delegates

Rationale: It has been years since dues were raised. Declining numbers of clubs have reduced income from dues (and other sources). Additional income is needed for the IAL to continue to perform its mission.

Proposed Amendment #3 – Reduce Size of Board of Directors from 13 to 11, and eliminate Past-President as Board Member

(Current Bylaw)

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, 6 of which must be laryngectomees. All Directors must be members of a qualified laryngectomee organization.

Section B – Election of Directors

4. Term of Office

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.

(Proposed changes)

Section A - Composition and Powers

The Board of Directors shall consist of *thirteen* **eleven** members. The Board shall consist of four Officers. *The Immediate Past-President*, and *eight* **seven** members who have been nominated and elected, 6 of which must be laryngectomees. All Directors must be members of a qualified laryngectomee organization.

Section B – Election of Directors

4. Term of Office

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.

(Eliminate part 4b and re-letter the other remaining sections).

Rationale: It has been many years since a Past-President has been willing to serve on the Board, which makes the Board size 12; and it should be an odd number to break ties. The elimination of the Past-President and one other Board position saves a minimum of \$4000 per year, and IAL costs need to be cut wherever possible. It has been increasingly difficult to find a larger number of individuals willing to seek election to do the work of the IAL. The current Board has eleven members and has been very productive.

Proposed Amendment #4 – Increase Term of Board Members from Two to Three Years

(Current Bylaw)

Article VI – Board of Directors

Section B – Election of Directors, Subsection 4. Term of Office:

A person elected to the Board of Directors shall serve initially for term of two years and may succeed themselves for only one addition two-year term on the Board. The person may run again after a two-year period has elapsed.

(Proposed change)

A person elected to the Board of Directors shall serve initially for a term of *two* **three** years and may succeed themselves for only

one addition *two-year* **three-year** term on the Board. The person may run again after a two-year period has elapsed.

Rationale: It frequently takes a Board member a year to learn what they need to become productive. A three-year term would make better use of that costly educational process. It would also coincide with the three-year terms for Officers.

C. **FINANCE**

Treasurer Sapp Funderburk stated "On the recommendation from the manager of the Bank of America Office currently being used, and the accountant, we should make a couple of changes to the operation of checking accounts:

- A. Reduce by one the number of accounts.
 - 1. Short review - Three accounts started 03/2007 and kept for the last 2+ years.
 - 2. Reduce to two accounts, 'General Account' and 'VI Account'. This will eliminate the account opened in Little Rock during the IM in March 2008.
- B. All Debit cards to be linked to one account and to be kept small. The 'VI Account' should be used for this and generally kept at about \$1,000.

The Treasurer requested permission to use online banking, such as HSBC (which is best known), and CDs are FDIC Insured. We are currently over the 2,000 FDIC Insurance limit at Bank of America by \$31,301.

The collapse of the stock market last year hurt the IAL just like millions of others. Our losses almost exactly matched the market in general. In late February the order was given to UBS to liquidate our accounts. The majority of the investments were liquidated. One account had certain restrictions and could not be liquidated until mid- April. When compared to last year, given the economic turmoil of the fall and winter, I think we are in a much better place. We have placed our 'investments' in, or soon will be in, a much safer place.

It has taken almost three (3) years to reorganize, retool and figure out which way we want to go in the future. Your current BOD contributes to the financial well being of the IAL. Every BOD member made a contribution last year and has pledged to do so again. Some give money out of their pocket, some don't put in for their expenses, some can only give a little and some give a lot."

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, Elizabeth Finchem, guest.

Overview

Chair Philip Doyle stated that "since the last meeting of the Committee in August 2008 during the Little Rock AM/VI, two continuing items have been focused on. The first of these relates to general issues of updating materials specific to those who are laryngectomized. This included a review of the Check the Neck DVD.

Updating Materials

There are several IAL materials that may be out of date. For example, the present CPR guidelines may not be current. Information from the American Heart Association (2005) has been identified and will need to be discussed. Similarly, expanded information on issues such as understanding that an HME can be removed in an emergency situation should be developed. All changes should be consistent with current emergency guidelines. Upon any updating or revisions to current documentation, these materials should be provided to the new Medical Director for review and comment. P. Doyle will continue to work on these items over the next several months to insure updates in time for the meeting. Elizabeth Finchem remains the primary contact person specific to the Check the Neck DVD. Elizabeth does have good knowledge of the video and how it was developed and she will ideally serve as the liaison with the distributor and provide updates to the committee. It would appear that some joint discussion with the Public Affairs Committee should be pursued. Once completed,

information will be provided to members of the Board so that follow-up decisions (e.g., copying, distribution, etc.) can be made.

Neck Breathing and Medical Care

In recent weeks, there has been an increased level of concern specific to the perceived lack of knowledge by the medical community relative to laryngectomees and neck breathing. Based on information provided by several BOD members as well as others who have direct knowledge of such limitations, the committee should pursue a method of increasing the level of knowledge and expertise in this area for both emergency and general medical care. A discussion should take place during the AM/VI in San Mateo.

Appointment of New Medical Director

Dr. Mark Singer's term as the IAL Medical Director ends at the end of the 2009 Voice Institute. We are pleased to announce the appointment of Dr. Edward Damrose from the Department of Otolaryngology Head and Neck Surgery, Stanford University. Dr. Damrose's term will be for two years."

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

E. PROHASKA FUND COMMITTEE

The Committee convened at 1:45 p.m. on Tuesday, June 23, 2009 in Room 3011. Members present were: Chair, Terrie Hall, David Blevins, Bob Herbst and Tina Long, ex-officio

Chair Terrie Hall stated that there were four applications that had been received throughout the year. One applicant was awarded a used EL that Bob Herbst had on hand and one other one was for an EL that will be awarded.

Two applicants were requesting the full \$500 cap for medical supplies.

One application was incomplete and did not meet the criteria, so the Committee will notify the applicant to request more information to determine eligibility.

The forth applicant will be awarded the \$250.00 cap for Medical Financial Assistance.

F. PUBLIC AFFAIRS

The Public Affairs Committee convened at 12:45 p.m. on June 24th in the Connect 4 room of the San Mateo Marriott Hotel. Members present were: David Blevins, Chair; Tom Herring, Vice Chair; Tom Cleveland, Sheldon Shultz, Tina Long (ex-officio), Bob Herbst (ex-officio), and Elizabeth Finchem.

The accomplishments of the Board were reviewed by David Blevins:

“IAL News

- The graphics arts person was eliminated at a savings of \$9,600.
- Added advertisers, although we also lost several
Improved relations with advertisers
- Reduced the length of the *News* from 28 to 24 pages, saving about \$1,000 per year.
- Increased circulation by 15 -20% (8,600+)
- Reduced the deficit significantly. Loss had been about \$8,000 per year. The May issue came within a couple of hundred dollars of paying for itself. But that success depends mostly on advertisers.”

Chair David Blevins stated that “it was pointed out that the IAL News is the most cost effective service the IAL provides to the laryngectomee community. With a circulation of 8600 and delivered four times per year, it represents over 34,000 contacts with laryngectomees. By contrast, the AM/VI provides a service to perhaps 300 people. The *IAL News* might be considered the best single answer to the question: “What does the IAL do for me as an individual?”

IAL Brochure

Blevins stated that “the IAL brochure was revised and reprinted at no cost to the IAL. A special thanks to ATOS Medical and Griffin Labs who paid for the printing.”

IAL News Postcards

Used to subscribe to the IAL News, these were revised and reprinted.

First Steps

It was reported that "First Steps," a booklet designed to provide basic information for new laryngectomees, had been revised and rewritten and that a good draft is on the IAL web site Blevins stated that more work is needed to polish the document, improve the graphics and possibly find a source to pay for the printing of the booklet.

Annual Meeting/Voice Institute Program

The program was previously a monetary loss. This year it will make money, from \$500 to close to \$1000 depending on the printing bill.

Directory of Medical Suppliers

A plan exists to update and revise the directory. This may realize a small profit. It will be sent to clubs to distribute to club members and new laryngectomees.

NEW BUSINESS:

It was reported that the Public Affairs Committee and Medical Affairs Committee are exploring the creation of a new document to help deal with the continuing problem many laryngectomees face when we go into a hospital and discover that the anesthesiologist has never treated a laryngectomee.

It is hoped that by developing this product by involving anesthesiologists and ENTs and others that it will have greater credibility.

Meeting Adjourned at 2:00 p.m.

G. SPEECH STANDARDS

The Committee convened at 11:30 a.m. on Tuesday, June 23, 2009 in Connect 3 at The Marriott Hotel in San Mateo, CA. Committee Members present: Philip Doyle (Chair), Kay Allison (Vice-Chair), Jeff Searl (VI Director), Elizabeth Finchem (non BOD member), Tina Long (ex-officio), and Bob Herbst (ex-officio)

Chair Philip Doyle stated,

“Overview

A primary issue that will need to be addressed centers around the issue of establishing a protocol for IAL certification as an Alaryngeal speech instructor. As a related topic, updates to the examination process will need to be considered. Finally, the ability to document and notify those individuals who have met stated requirements in a timely fashion on the web site will be necessary.

Establishing a Protocol for VI Certification

In several discussions to date, it does appear that some consideration of a two-tiered or sequential IAL certification process as an Alaryngeal speech instructor may be necessary. The rationale underlying this potential need is two-fold. First, with the desire to attract an increasing number of young professionals and potentially students to the IAL-VI, the ability to provide a first level of basic qualification is needed. This would be contingent upon receiving the introductory level of instruction (both lecture based and initial hands-on experience) as part of full attendance at a VI. However, the ability to defer more formal supervised clinical experiences as has been done in the past also may be advisable. The second level of certification would be contingent upon the successful completion of a more formalized advanced experience which is based on direct clinical exposure and experience under the guidance of a qualified professional. This potential structure requires careful discussion and planning as well as a strategy for implementation including a timeline.

Modification of the VI Examination

Historically, those who have attended the VI have completed a written examination at the termination of the instruction period. The current examination has not been modified in at least 6-8 years. Because of continuing changes in many areas of practice including those related to treatment of laryngeal cancer and postlaryngectomy care and rehabilitation, changes are warranted. Some initial discussion of such changes has occurred, but more formal consideration of this process will be necessary in the months to come. However, a new version of the examination was developed and used for the 2009 IAL Voice Institute in San Mateo, CA.

Updating Notification of VI Examination Results

Considerable effort has been directed toward identifying individuals who have meet VI Instructor status but not yet been listed on the IAL web site. A clear process for the timely notification of candidates, as well as a full listing on the web site will need to be developed. This change will also need to consider the potential "tiered" system of identifying a candidate's level of qualification. It was agreed that those who have passed the VI examination will be eligible to have their name posted on the web site for a period of 90 days post-VI. This posting will require permission from the individual prior to any listing. Additionally, with the proposed changes in the two-tiered certification process, individuals who successfully complete both components will be listed on the IAL Instructor list which appears on the web site."

Meeting adjourned at 12:40 p.m.

H. NOMINATING COMMITTEE

The Committee met in Room 3011 at 1:30 p.m. on Tuesday, June 23, 2009. Present were: Chair, Terrie Hall, David Blevins and Joe Marasco.

The following slate was presented to the committee:

For Vice-President:

Bob Herbst

For Directors:

Tom Cleveland
Philip Doyle
Wade Hampton
Tom Herring

There will be one nomination from the floor:

Torbjorn Bull-Njaa

Meeting Adjourned at 2:00 p.m.

I. INTERNATIONAL OUTREACH

The meeting was held in the Convene 1 room in the Marriott San Mateo Hotel in San Mateo, California.

Chair Tom Herring stated that "a DVD that Jack Henslee is bringing to Tom Herring, Chair of the International Outreach Committee, will be converted to USA standards. It will be watched and listened to before we ask that Ron LeClair, the webmaster of the IAL web site places the DVD on the Spanish portion of the IAL web site. This DVD covers the video of the care and cleaning of the stoma in Spanish. Our contact in Peru has sent this DVD with Jack Henslee to be given to the IAL.

We have already put a CD covering portions of what a stoma patient goes through on the Spanish portion of the IAL web site (www.theial.com).

We also have been actively seeking foreign clubs to pay their dues and have had 16 clubs this year as compared to 5 last year. We will continue to research the foreign clubs we have information on that were past members to rejoin us as members of the IAL.

We are roughing out a program to provide excess or outdated laryngectomee supplies we received from our Vendors to foreign clubs and patients as these items have been superseded in the USA group by other commercial products that are not available outside of the USA or Europe. While the replaced items are excess to our needs, they may still be useful to our members

Outside of the USA. There are expected to be problems in sending these items via international shipment methods concerning import duties and clearing customs. When we have completed a beta version of this plan we will send it to some of our members overseas for comments before implementation.”

J. COMMUNITY OUTREACH COMMITTEE: HEAD & NECK ALLIANCE COMMITTEE

Chair Bob Herbst stated that “Dr. Phil Doyle and Bob Herbst met with Bob Kelley of Voice Restoration and had a nice sit down conversation. The Foundation for Voice Restoration Organization has a great wealth of written, internet and video information pertinent to laryngectomees. Mr. Kelley would like to form an alliance with the IAL and share information. Both Phil and I look forward to this, and will gather more info as we move along. We also want to form an official partnership with the Head and Neck Alliance (formerly known as the Yul Brynner Head and Neck Foundation). Last year at the Town Hall meeting Tina (Tina Long, IAL President) introduced me to these ladies, Edie Hapner and Meryl Kaufman as they are her friends and fellow Georgians. I tried to get them to come to SM but it did not work out.

I also do a lot of speaking in schools, with the message being don’t smoke, don’t do drugs, stay in school and take care of your body. I have partnered in this area with Marcella M. Capar a Tobacco Prevention Specialist and Barry Hummel., Jr., MD, of the Quit Doc Research and Education Foundation. They are now all familiar with the IAL.”

BREAK

The Board of Directors took a break at 10:55 a.m. and reconvened at 11:15 a.m.

V. OLD BUSINESS

David Blevins made the motion for the Board to accept the four Proposed Bylaw changes as presented by the Bylaws Committee.

Sapp seconded and motion carried unanimously.

VI. NEW BUSIENSS

Tom Cleveland made the motion that the amount up to \$10,000 be spent to get the 2007 audit completed. Joe Marasco seconded and motion carried with Sapp Funderburk not voting.

Motion made by David Blevins and seconded by Tom Cleveland that all financial reports commencing now, to be included as a separate listing by each fund:

Batten Scholarship Fund
Susanne Clark

Prohaska Fund
Elmo Poole

to include expenditures, interest earned and current total value.

Motion made by Joe Marasco and seconded by Tom Cleveland to hold the 2010 Annual Meeting and Voice Institute in Louisville, Kentucky on or about the week of June 21st.

Motion carried.

Terrie Hall made the motion that the Board accepts the expenditures that are to be awarded which the Prohaska Fund Committee recommends for three Prohaska Fund applicants.

Philip Doyle seconded and motion carried unanimously.

David Blevins made a motion that yearly proposals for upcoming AM/VI be submitted 18 months prior to said AM/VI.

Tom Herring seconded and motion carried unanimously.

Motion made by Bob Herbst and seconded by Kay Allison that the Guidelines for the Host Club's to follow be brought up to current standards by August 1, 2009.

Motion carried unanimously.

Motions from Speech Standards:

Philip Doyle made a motion which was seconded by Joe Marasco, that the IAL BOD permits the Speech Standards committee to outline procedures for the development of a two-tiered process for speech instructor certification associate with the VI.

Motion passed.

Philip Doyle made the motion which was seconded by Sapp Funderburk that the Speech Standards Committee be permitted to modify the VI examination under the guidance of the VI Director (Dr. Jeff Searl).

Motion passed.

Philip Doyle made the motion and was seconded by Terrie Hall that the Speech Standards Committee be permitted to notify attendees of the VI of their test results within 60 days of the completion of the VI and, with permission of each VI attendee, post the names of those who have passed the exam on the IAL web site; this posting is to remain on the web site for a period of 90 days once posted.

Motion passed.

Motions from Rehabilitation and Medical Affairs:

Philip Doyle moved and Kay Allison seconded that the IAL BOD permit the Rehabilitation and Medical Affairs committee to move toward generating a new informational DVD related to neck breathing that will replace the existing Check the Neck video/DVD.

Motion passed.

Philip Doyle moved and Joe Marasco seconded that the Rehabilitation and Medical Affairs Committee be permitted to work to generate and disseminate information on neck breathing through appropriate professional publication vehicles specific to a variety of health professions and associated specialties.

Motion passed.

Philip Doyle moved and Tom Cleveland seconded that the Rehabilitation and Medical Affairs Committee be permitted to generate a hard copy, lay product deliverable concerning issues related to neck breathing that is suitable for public dissemination as well as distribution via starter kits.

Motion passed.

Motion presented by Philip Doyle and seconded by David Blevins that the Rehabilitation and Medical Affairs Committee be permitted to seek information on presentation/distribution of information on neck breathing through presentations, booths, information opportunities at professional associations.

Motion passed.

Philip Doyle moved and Sheldon Shultz seconded that the Rehabilitation and Medical Affairs Committee be permitted to appoint Dr. Ed Damrose from the Department of Otolaryngology Head and Neck Surgery, Stanford University, as the new medical director for the IAL.

Motion passed.

VII. ANNOUNCEMENTS

No announcements were made at this time.

VIII. ADJOURNMENT

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

Motion carried unanimously. Meeting adjourned at 2:05 p.m.

Respectfully submitted,
Terrie Hall, IAL Secretary