

**INTERNATIONAL ASSOCIATION OF LARYNGECTOMEES
MINUTES**

MEETING OF THE BOARD OF DIRECTORS

The Holiday Inn Clarksville, Indiana

Tuesday, June 15, 2010

I. CALL TO ORDER

President Bob Herbst called the meeting to order at 12:46 p.m. in the Elliott Room of The Holiday Inn Clarksville Hotel in Clarksville, Indiana on Tuesday, June 15, 2010.

II. ROLL CALL

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

Kay Allison	
David Blevins	Arrived Late: Sapp Funderburk
Torbjorn Bull-Njaa	
Tom Cleveland	Absent: Joe Marasco
Dr. Philip Doyle	
Terrie Hall	Guest: Elizabeth Finchem
Wade Hampton	
Bob Herbst	
Tom Herring	
Dave Ross	

**III. APPROVAL OF SAN MATEO BOARD OF DIRECTORS MEETING
MINUTES**

Terrie Hall moved to accept the Minutes of the Board of Directors that was held on Sunday, June 27, 2009. The motion was seconded by Tom Herring.

Motion carried.

Terrie Hall moved to accept the Action(s) Taken by the Board – Article VI, Section H – Informal Action by Directors from February 15, 2010 to May 5, 2010 and was seconded by Kay Allison.

Motion carried.

IV. STANDING COMMITTEE REPORTS

A. ANNUAL MEETING

The Committee convened at 4:00 p.m. in the Dickens room at The Holiday Inn Clarksville, Indiana on Monday, June 14, 2010. The entire Board was present for this meeting, with guest Elizabeth Finchem.

Wade Hampton reported that he has been working on negotiations with seven hotels in the Kansas City, Missouri area. Five out of seven responded and were comparable to what we had at Clarksville, Indiana. The dates will be June 13-19th, 2011. Wade stated that one hotel in particular the Holiday Inn South Coco Key meets all the requirements and needs for IAL meetings to be held.

Wade Hampton announced that he will make the motion that the Board agree to the contract submitted by the Holiday Inn South Coco Key hotel.

Meeting adjourned at 5:30 p.m.

B. BYLAWS

The Committee meeting convened at 4:00 p.m. on Monday, June 14, 2010 in the Elliott Room of the Holiday Inn Clarksville, Indiana. Present were David Blevins, Chair; Tom Herring, Vice-Chair; and Sapp Funderburk.

The Bylaw amendments being presented to the Delegates were briefly reviewed and Committee members were asked to be thinking about amendments that might be needed next year.

The meeting adjourned at 4:10 p.m.

C. FINANCE

The Finance Committee meeting will be held at 9:15 a.m. on Wednesday, June 16, 2010.

D. REHABILITATION AND MEDICAL AFFAIRS

The Committee convened on Tuesday, June 15, 2010 at 9:00 a.m. in the Manning Room. Present were: Philip Doyle, (Chair), Kay Allison (Vice-Chair), Tom Cleveland, Jeff Searl, Elizabeth Finchem, (non-BOD Committee member).

Chair Philip Doyle will ask for Board approval to pursue the remake and rename of the "Check the Neck" video to a DVD format and also to make it accessible as a download from the web site.

Chair Philip Doyle will also request the Board's approval for a motion to be made for Medical Affairs Committee to pursue the making of a CPR DVD.

The meeting was concluded at 10:20 a.m.

E. PUBLIC AFFAIRS

The Public Affairs Committee convened at 9:45 a.m. on June 15th, 2010 in the Dickens room of the Holiday Inn Clarksville, Indiana. Members present were: David Blevins, Chair; Tom Herring, Vice Chair; Tom Cleveland. Dave Ross and Wade Hampton VP (ex-officio). Elizabeth Finchem (Non-BOD Committee member).

Chair David Blevins reported that the last three issues of the *IAL News* had produced a net profit of \$3,519.38; the 2010 program had matched last year's profit of approximately \$1,700; orange Emergency cards were being revised; no further revisions of "First Steps" had been made but that improvements in graphics were being worked on and funding sources sought, stoma photos were provided to the American Red Cross in their revisions of an EMS publication to include information about laryngectomees, the Public Affairs Committee looked forward to working with the

Medical Affairs Committee in the creation of a CPR DVD and communications with medical personnel about working with laryngectomees.

Chair David Blevins will make a motion for Board's approval to produce four issues of the *IAL News* vs. three for this upcoming year.

Meeting adjourned at 11:00 a.m.

F. SPEECH STANDARDS

The Committee convened at 5:00 p.m. on Monday, June 14, 2010 in Dickens room at The Holiday Inn Clarksville, Indiana. Committee members present: Philip Doyle (Chair), Kay Allison (Vice-Chair), Jeff Searl (VI Director), Elizabeth Finchem (non BOD Committee member), Wade Hampton (ex-officio) and David Blevins (guest).

Chair Philip Doyle stated,

"Overview

Two issues remained primary in our discussion. First, there is a continued need to establish and formalize a protocol for IAL certification as an IAL alaryngeal speech instructor. As a related topic, updates to the examination process will need to be considered further. Our continued efforts to notify those who take the exam in a timely manner are essential. Additionally, the committee will work in collaboration with the webmaster in an effort to make sure that postings on the web site are accurate.

Establishing a Protocol for VI Evaluation

The current IAL evaluation process for identification as an alaryngeal speech instructor continues to provide some challenges. However, the revised examination will continue to be used this year for the second time with follow-up to take place within the committee. Some modifications may be considered by the committee and changes that are deemed appropriate will be made as required.

List of IAL Speech Instructors – Web Site

Considerable effort has been directed toward identifying individuals who have met the Speech Instructor status, but have not yet been listed on the IAL web site. Philip Doyle indicated that at least 6 individuals had contacted either him or Dr. Jeff Searl in regard to this problem. Most of this concern has been resolved, but several remain and will be addressed as soon as accurate information becomes available.

A clear process for the timely notification of candidates, as well as a full listing on the web site will need to continue. There was a period of several years where the transfer of information from VI to webmaster was not as efficient as it might have been. Several committee members also raised the issue of making sure that the list on the website is accurate. At present, some names of those who are retired or deceased appear on the posted list. The committee will strive to identify potential names for deletion as appropriate. Further, the ability to carefully and regularly monitor the list for currency and accuracy is necessary and a plan for regular monitoring will be discussed in the months to come.”

Meeting adjourned at 6:20 p.m.

G. NOMINATING COMMITTEE

The Committee met in Dickens Room at 3:00 p.m. on Monday, June 14, 2010. Present were: Chair, Terrie Hall, and David Blevins. Absent: Joe Marasco.

The following slate will be presented by the committee:

For President:	Bob Herbst
For Vice-President:	Wade Hampton
Treasurer:	Joe Marasco
For Directors:	Kay Allison David Blevins Sapp Funderburk Torbjorn Bull-Njaa

Meeting Adjourned at 3:25 p.m.

H. INTERNATIONAL OUTREACH

The meeting was held in the Elliott Room in the Holiday Inn Clarksville, Indiana at 9:14 a.m. on Tuesday, June 15, 2010. Members present were: Tom Herring, Chair; Torbjorn Bull-Njaa, Bob Herbst (ex-officio), Wade Hampton (ex-officio).

Chair Tom Herring stated that "the committee was organized in November 2007 when he first became a member of the Board of Directors. The Committee was to gather information on how to proceed with making communication connections with foreign Associations or organizations. The Committee did establish contact with a few organizations but due to other on-going duties, were unable to progress as much as was desired.

Our progress has been very limited since this committee was formed to explore contacts and the exchange of information with European, Asian, and other overseas laryngectomee organizations and associations. It wasn't until Torbjorn was elected to the Board in 2009 that his appointment to this committee began to work toward organizing contacts in Europe and Asia.

Torbjorn Bull-Njaa of Norway is a member of the Board of Directors and has attended the Confederation of European Laryngectomees where he represents the Norwegians Association of Laryngectomees. His understanding of the Confederation European Laryngectomees (CEL) organization is very thorough. Per what Torbjorn has said, 'the French have their own group, the English have theirs and most of Eastern Europe has very few if any formal organizations. Most of the methods of speech are esophageal speech because these countries can't afford EL or TEP equipment for that type of speech. The European association is having organizational problems due to language barriers that are already apparent with the English and the French. With the advent of the former Eastern Bloc countries coming online, they may expect more problems associated with language. Most already speak some English but not German or French. Torbjorn's ideas of an International Association of Laryngectomees differ from what our

organization is and plans to be. We don't see any great changes in the near future.

The Committee has Mr. Emil Rojas in the Philippines, and is attempting to engage Mr. Andres Velez, of Puerto Rico as our Latin American contact. We are also engaging the Japanese Association of Laryngectomees to better understand their organization and their annual meetings.

The Committee has sent several past Board Members other influential people of the IAL, as well as all the member of the Board of Directors, a questionnaire asking for ideas on the general direction the IAL should take for the future of this international organization. Some responses advised that the IAL should not try to begin any type of activities involving outside entities until it get their own house in order.

Some Committee members plan to maintain some type of connection with as many international entities that they can gather. Then they can begin the planned network of associations and organizations devoted to the information on the well being of Laryngectomee's education and rehabilitation. Our job is to help the organizations organize their own local associations, raise their own money and to procure the equipment and material necessary to support their own rehabilitation."

Meeting adjourned at 11:38 a.m.

I. COMMUNITY OUTREACH COMMITTEE: HEAD & NECK ALLIANCE COMMITTEE

The Committee convened at 10:00 a. m. on Tuesday, June 15, 2009 in the Dickens Room, at the Holiday Inn Clarksville, Indiana. Members present were: Dave Ross, Chair; David Blevins, Tom Cleveland, Wade Hampton (ex-officio) and Bob Herbst (ex-officio). Guest: Elizabeth Finchem. Absent: Terrie Hall and Joe Marasco

Chair, Dave Ross stated that "only one topic was discussed, that being the Laryngectomee Education/Support Packet prepared by the Daytona Beach Nu Voice Club is available. Chair, Dave Ross requested the committee consider putting before the entire IAL

Board of Directors the issue of approving that the Board formally recommends all IAL affiliated Clubs individually participate in the reproduction and distribution of the Packets.

Concern was expressed that such Board of Directors actions would imply the IAL Board approves of the content of the packet. It was generally agreed the packet was needed and a suggestion was made that:

1. Dave Ross makes an announcement regarding the Packet to the general membership Meeting and that;
2. An article about the availability of the packet would be published in the next *IAL* newsletter.

This was unanimously agreed to and further, it was decided that no motion/vote of the committee was required."
Meeting adjourned at 11:00 a.m.

V. OLD BUSINESS

There was no old business.

VI. NEW BUSINESS

Chair David Blevins moved that the Board accept the four Proposed Bylaw changes as presented by the Bylaws Committee.

Sapp seconded and motion carried unanimously.

Chair Philip Doyle presented a motion asking for Board approval for the Rehabilitation & Medical Affairs Committee to pursue the remake and renaming of the "Check the Neck" video to a DVD that can be posted on the web site for easy access and download capability.

Motion seconded by Tom Cleveland.

Motion carried.

Chair Philip Doyle moved that the Board approve the Medical Affairs Committee to pursue the making of a CPR DVD.
Motion seconded by David Blevins.

Motion carried.

Chair David Blevins moved for the Board to approve the production of four issues of the *IAL News* vs. three per year. Motion Seconded by Terrie Hall.

Motion carried.

Chair David Blevins moved that the Board appoint a Gatekeeper for the web site. Susan Reeves was nominated. Motion seconded by Wade Hampton.

Motion carried.

VII. ANNOUNCEMENTS

Dave Ross, Chair for the Community Outreach Committee announced that he will be doing some random videotaping while here in Clarksville at the AM/VI this week.

VIII. ADJOURNMENT

Motion was made by Tom Cleveland and seconded by David Blevins to adjourn.

Motion carried.

Meeting adjourned at 4:50 p.m.

Respectfully submitted,
Terrie Hall, IAL Secretary