

**INTERNATIONAL ASSOCIATION OF LARYNGECTOMEES  
MINUTES**

**MEETING OF THE BOARD OF DIRECTORS**

The Holiday Inn Coco Key Resort, Kansas City, Missouri  
Tuesday, June 14, 2011

**I. CALL TO ORDER**

President Bob Herbst called the meeting to order at 1:15 p.m. in the Imperial Room of The Holiday Inn Coco Key Resort in Kansas City, Missouri on Tuesday, June 14, 2011.

**II. ROLL CALL**

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

Kay Allison	
David Blevins	Guest: Elaine Fulton, Parliamentarian
Tom Cleveland	
Elizabeth Finchem	Absent: Dr. Philip Doyle
Sapp Funderburk	
Terrie Hall	
Wade Hampton	
Bob Herbst	
Tom Herring	
C.W. Moreland	
Susan Reeves, Executive Director	

**III. APPROVAL OF CLARKSVILLE, INDIANA BOARD OF DIRECTORS MEETING MINUTES**

Sapp Funderburk moved to accept the Minutes of the Board of Directors that was held on Sunday, June 14, 2010. The motion was seconded by Tom Cleveland.

Motion carried.

Terrie Hall moved to accept the Action(s) Taken by the Board – Article VI, Section H – Informal Action by Directors from August 4, 2010 to May 13, 2011 and was seconded by Kay Allison.

Motion carried.

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

##### **A. ANNUAL MEETING**

The Committee met on Monday, June 13, 2011 at 3:00 p.m. in the Monarch Room. Members present were Wade Hampton, Chair, Bob Herbst, Vice-Chair, Susan Reeves, Administrative Manager (consultant) and Terrie Hall.

The Annual Meeting Committee will present to the board their selection for the 2012 AM/VI which is Durham, North Carolina. Future locations that were submitted were from the Newport News, VA, Spokane, WA, Biloxi/New Orleans and New Haven, CT.

Durham was recommended due to the many amenities that the hotel included with a \$99 room rate. Wade stated that the hotel has worked with us to provide amenities for increased enjoyment including breakfast, free parking, free Internet, and free 24 hour shuttle service to and from the airport.

Meeting adjourned at 4:08 p.m.

##### **B. SPEECH STANDARDS**

Meeting convened at 3:00 p.m., Monday, June 13, 2011 at the Holiday Inn Coco Key Resort in Kansas City, MO. Present were: Phillip Doyle – Chair, Kay Allison Vice-Chair, Elizabeth Finchem, and non-committee members - Tom Cleveland and David Blevins.

Dr. Philip Doyle reported that there were two issues to discuss:

The IAL exam needs to be revised, and the committee will be getting some of professionals to provide feedback for the changes that should be incorporated in the test.

The Committee is in the process of updating the Speech Instructor List which has been an ongoing project.

Dr. Doyle also stated that “the Committee will be contacting some past Voice Institute Faculty to obtain any records that they may have as far as attendees and those who have passed the IAL exam to make sure we have them on the list. Also, a suggestion was presented to give a handout for participants to sign which states, if they pass the test that they would be listed on the website.”

Meeting adjourned at 4:08 p.m.

### **C. NOMINATING COMMITTEE**

The Committee met in the Monarch Room at 4:00 p.m. on Monday, June 13, 2011. Members present were Chair, Terrie Hall, David Blevins and Sapp Funderburk. Absent: Tom Herring and Philip Doyle.

Chair, Terrie Hall presented the following slate for:

Secretary:	Terrie Hall
Directors:	Tom Cleveland Philip Doyle Elizabeth Finchem Tom Herring C.W. Moreland

Meeting adjourned at 4:25 p.m.

### **D. MEDICAL AFFAIRS**

The Committee convened on Monday, June 13, 2011 at 4:00 p.m. in the Imperial Room at The Holiday Inn Coco Key Resort, in Kansas City, MO. Committee members present were: Philip Doyle (Chair), Kay Allison (Vice-Chair), Tom Cleveland, and Elizabeth Finchem.

Chair, Philip Doyle stated: “There are three items of note in this report as part of the Medical Affairs Committee’s work. One is a

continuing issue and two are new initiatives that will be pursued in the months to come. The continuing item relates to the updated production of the new DVD on emergency neck breathing which is designed to replace the older "Check the Neck" video. Although this new resource will be of service to the laryngectomy community at large, it has been specifically designed and storyboarded with professionals in mind. The initial animation for the new version has been completed and is being revised to meet some additional instructional needs. Text copy for the DVD and general scripting of information has been completed. A narrator has been identified and will provide narration at no cost to the IAL. All other services have been provided pro bono, or through resources available to the chair of the committee. Public information resources and agencies have been contacted to obtain current standards for inclusion and appropriate updating of information. At present, we are hoping to have a beta version of this new instructional resource for distribution to the IAL Board of Directors for comment by late summer, with full revisions completed in the early fall.

The first new item relates to the need of the IAL to work toward increasing dissemination of information to the medical community regarding all viable alaryngeal speech methods. Information on esophageal and artificial laryngeal speech, including use of the pneumatic artificial larynx is required. Over the next few months the committee will work to develop some initial informational notices which may be modified into pamphlets that can be distributed widely to the health care community. Electronic versions can be quickly and easily distributed and copied as needed. The primary target is ear, nose and throat specialists and head and neck surgeons, with the complementary group being Speech-Language Pathologists. Getting this type of information to the SLP community is critical given that so little, if any exposure to alaryngeal methods other than tracheoesophageal puncture voice restoration is provided to students in many programs. This also raises the opportunity for unique educational opportunities via the annual IAL Voice Institute in an effort to not only provide exposure to alaryngeal options, but offer direct hands on experiences. Further discussion will continue on this important issue.

The second new item relates to an important discussion that is in part related to the above item. The IAL needs to formalize efforts to get the otolaryngology community better informed

regarding all alaryngeal options. Their input and cooperation in such an initiative is essential for its success. The chair of the committee will initially consult with Dr. Edward Damrose who serves as the IAL's current Medical Director. Several other otolaryngologists will also be contacted to seek their input and participation. Through these discussions, the committee will seek to involve additional ENT physicians across the country to seek a strategy for disseminating this information for distributions to those who will or have undergone total laryngectomy. The committee hopes to generate some recommendations by the end of the current year. Additional details will be provided to the IAL community as further information comes forward."

Meeting concluded at 5:10 p.m.

## **E. BYLAWS**

The Committee convened at 5:00 p.m., Monday, June 13, 2011 in the Monarch Room of the Holiday Inn Coco Key Resort, Kansas City, MO. Present were David Blevins, Chair; Tom Herring, Vice-Chair; Bob Herbst ex-officio and Wade Hampton ex-officio.

The four Bylaw amendments to be presented to the Delegates were briefly reviewed. One creates another category of non-laryngectomee members to include a larger percentage of those working in the field of laryngectomees rehabilitation, and is a potential source of additional income.

A second makes it clear that the Treasurer has the option to obtain bookkeeping help with prior approval of the Board. The third amendment presented combines related duties and shortens document.

The fourth amendment reads six weeks which is 42 days and Article XI-Amendments specifies forty-five days. The revision makes the sections compatible.

Meeting concluded at 4:10 p.m.

## **F. FINANCE**

The Committee convened at 5:45 p.m. on Monday, June 13, 2011 in the Imperial Room at the Holiday Inn Coco Key Resort, MO. The entire Board of Directors was present.

Wade Hampton stated that "the IAL financial records for 2010 show a steady improvement in detailed accuracy and a cautious approach to spending. The 2010 990 EZ tax form was filed on time. Our Treasurer, Joe Marasco, had health issues in 2011 that required him to resign his office. Wade Hampton the Vice President has assumed the duties until a Treasurer is appointed or elected possibly by the 2012 AM/VI.

The CPA made an adjustment of \$18,500.00 in the expense category when finalizing the year-end financial reports for 2010 in order to correct indifferences in the financial records. This difference dates back to inconsistencies made in 2007 and does not reflect a loss made in 2010."

Wade further stated that "the CPA has recommended we do not have an audit based on our net worth which is less than \$160,000.00 in total assets. This includes \$105,000.00 in CD's and \$55,000 cash in the general account. We are filing taxes on a cash balance from the bank statement. As Quick Books and our bank accounts are now reconciled with each other, the IAL has the tools to provide complete financial transparency. The need for a \$5,000.00 to \$10,000.00 audit with our financial resources would provide no tangible benefit. The requirement for an audit in the bylaws will be reviewed during a bylaws revision that is starting this year.

The IAL has outstanding fines from the IRS in excess of \$16,000.00.00. These fines consist of penalties and interest from 2007, 2008 and 2009 when the required 990 EZ tax forms were not filed. Other penalties stem from mistakes made by the CPA when the forms were submitted. The IAL also failed to report employee income on the W-2 and W-3 forms in 2007. An abatement request is being filed with the IRS to have these fines waived. Decisions from the IRS are still pending at this point.

The 2011 AM/VI attendance is up and costs were held to a minimum. The 2011 Voice Institute has the highest attendance

and lowest cost in over five years. Board of Directors expenses have basically been reduced to a fraction of previous costs due to the fact that many of the Board members are taking no reimbursements for travel and hotel room expenses. The Board has given generously. Vendor sponsorship was down, \$5,000-\$6,000 this year, which will affect the bottom line. At this point, the final 2011 AM/VI financial numbers are being compiled and the profit/loss totals will be made available when complete."

Meeting adjourned at 7:00 p.m.

### **BREAK**

President, Bob Herbst called for the Board to break at 2:40 p.m. and announced that they would reconvene at 3:00 p.m. in the Imperial Room.

Board reconvened at 3:05 p.m.

### **G. PUBLIC AFFAIRS**

The Public Affairs Committee convened at 9:00 a.m., Tuesday, June 14, 2011 in the Imperial Room of the Holiday Inn at Coco Key Resort in Kansas City, Missouri. Present were David Blevins, Chair; Tom Herring, Vice-Chair, C.W. Moreland and Elizabeth Finchem, members; and Wade Hampton and Bob Herbst, ex-officio members. Committee member Libby Fitzgerald was absent.

The Chair reported that (as directed by the Board of Directors)

(1) Four issues of the *IAL News* had been published since the previous Annual Meeting (August, November, February and April issues). Each was 24 pages in length. When all ads are paid each issue will have made a profit. The total profit for the four issues will be \$6,037.59 (the range per issue was \$585.57 to \$2,421.91). The total profit (when collected) will be an increase of \$2,518.21 over last year.

(2) The 2011 AM/VI program was 28 pages in length (8 pages longer than the 2010 program). When all of the ads are paid for

it will generate a net profit of \$2,494.57 (an increase of approximately \$800 over last year).

(3) Orange Emergency Cards were revised and those in English were printed and delivered to the Executive Director for distribution. The cost of printing and mailing them was divided between two vendors (Lauder Enterprises and Luminaud). Those in Spanish are not ready for the printer.

(4) Orange Emergency Window Stickers were revised and those in English were printed and delivered to the Executive Director for distribution. The cost of printing and mailing them was divided between two vendors (Griffin Laboratories and Lauder Enterprises). A total of 50,000 were printed. Those in Spanish are not ready for the printer.

(5) The DVD "Laryngectomees Loving Life" was completed and an initial distribution made after all Board members were given the opportunity to recommend changes to the initial draft.

(6) A number of the drawing graphics in the draft publication *First Steps* are being redrawn thanks to a donation of \$500 from the Heart of American Nu-Voice Club of Kansas City. An artist was identified through an Internet search bid process. The section of *First Steps* dealing with CPR will be expanded and some changes made to the chemotherapy/radiation section.

(7) A donation envelope was designed and printed. It is used to mail donations to the IAL.

(8) Upgrading the IAL web site and keeping it current was identified as an ongoing need. The Public Affairs Committee has responsibility for the web site. It was suggested that a subcommittee that focuses on the web site might be helpful and will be brought up at the Board meeting.

(9) Finishing the Spanish versions of the orange emergency cards and window stickers and finding a source to pay for the printing of *First Steps* were identified as the major unfinished business of the Committee.

The Committee adjourned at 9:47 AM.

## V. AD HOC COMMITTEE REPORTS

### A. COMMUNITY OUTREACH COMMITTEE:

Meeting convened at 9:00 a.m. on Tuesday, June 14, 2011 at the Holiday Inn Coco Key Resort in Kansas City, MO in the Monarch Room. Those in attendance were: Elizabeth Finchem, Chair and C.W. Moreland, Vice Chair; Bob Herbst, ex-officio; Guest: David Blevins and Tom Cleveland.

Chair, Elizabeth Finchem stated "when Dave Ross resigned from the BOD a few months ago I agreed to serve as Chair and to prepare a report for the Board of Directors and the Delegates. C. W. Moreland was appointed to fill the BOD vacancy, and sit on this committee also.

This committee began last year, at the IAL BOD meeting in Clarksville, IN. Dave Ross rolled out the plan he had been working on for many months to educate the public in general; including the medical profession as well as pre and post-op laryngeal cancer patients. Dave Ross, his local club and personal ENT developed a selection of informative materials they could distribute in a folder.

Another project Dave Ross and this Community Outreach Committee tackled at our Clarksville, IN Annual Meeting was to make a videotape of several people who attended. The result of this work is the DVD entitled Laryngectomees Loving Life. (You will receive a copy of this DVD before you leave this meeting.) The DVD will be presented during this AM/VI in the Swap Sessions. Now that the DVD has been launched the IAL hopes to get copies distributed to all the member clubs and it is hoped that ENT or SLP personnel will see the value of showing this DVD to new patients and their family.

As the BOD met earlier this week there was a discussion of what to do with this ad hoc committee. Chair, Elizabeth Finchem, explained that all the Standing Committees are essentially internal except the Public Affairs Committee, which is external in that PA's main task is 'outreach'. The Board of Directors accepted the Motion that it was time to dissolve the ad hoc Community Outreach Committee and place outreach activities under the umbrella of the Public Affairs Committee as a sub-committee."

Meeting adjourned at 10:10 a.m.

## B. MEMBERSHIP COMMITTEE:

Committee met on Tuesday, June 14, 2011 in the Imperial Room at the Holiday Inn Coco Key Resort in Kansas City, MO at 10:00 a.m. Present were Phil Doyle, Chair, Tom Cleveland, Sapp Funderburk, Bob Herbst, ex-officio and Wade Hampton, ex-officio

Chair, Philip Doyle stated, "We have brought an initiative forward this year to expand membership of the IAL to include professionals and students. Recommended fees are at \$15 per year for students and at \$35 per year for professionals in all disciplines. If this recommendation is ratified during the Delegates Meeting, we will distribute information immediately to seek new members. Through this initiative, we are hoping to see 50 new student members join the IAL by the end of the 2011 calendar year. Additionally, we are seeking to distribute information to university and clinical programs in hopes of attracting at least 50 SLPs and other professionals interested in a large range of issues related to the total rehabilitation of those who are treated for laryngeal cancer. Beyond the current meeting solicitation for new members, further distribution of the application will be done electronically with an added request to distribute to others who may also be interested in joining. Assuming that this recommendation will be ratified, we also will seek to post the application on the IAL website by mid-July."

Meeting adjourned at 10:45 a.m.

## VII. ANNOUNCEMENTS

President, Bob Herbst, stated that the Board would meet again tomorrow June 15, 2011 in the Imperial Room at 10:00 a.m. at which time the Ad Hoc Committee, Prohaska Fund report can be delivered in addition to Old and New Business matters.

## VIII. ADJOURNMENT

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

Motion carried.

Meeting adjourned at 4:24 p.m.

Respectfully submitted,  
Terrie Hall, IAL Secretary