

**INTERNATIONAL ASSOCIATION OF LARYNGECTOMEES  
MINUTES**

**Annual Meeting of Club Delegates**

The Holiday Inn Coco Key Resort, Kansas City, Missouri  
Saturday, June 18, 2011

**I. CALL TO ORDER**

President Bob Herbst called the 60<sup>th</sup> Annual Meeting of Club Delegates to order on Saturday, June 18, 2011, at 8:20 a.m. in the Grand Ballroom of the Holiday Inn Coco Key Resort, Kansas City, Missouri.

**II. ROLL CALL**

Secretary Terrie Hall called the roll by state/country and club name. Delegates were asked to stand to be counted. There were twenty-seven (27) clubs represented: Twenty-six (26) from the United States and one (1) from Canada. Forty-four (44) Delegates were registered to vote at this meeting: Thirty-six (36) were present. Enough Delegates were present to have a quorum to conduct business.

**III. MINUTES – ANNUAL MEETING OF CLUB DELEGATES, at The Holiday Inn, Clarksville, IN – 2010**

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, June 19, 2010, at The Holiday Inn, Clarksville, IN. The motion was seconded by Tom Cleveland (Kalamazoo Speakeasy Club) and approved.

**IV. ANNUAL MEETING RULES**

A motion was made by David Blevins (Tidewater Lost Cord Club) to approve the Annual Meeting Rules for the 2011 Delegates Meeting at the Holiday Inn Coco Key Resort in Kansas City, MO. The motion was seconded by Ed Chapman (S.E. Washington Laryngectomee Club) and approved unanimously.

## **V. OFFICER'S REPORTS**

### **A. PRESIDENT'S REPORT**

President, Bob Herbst stated "the Board of Directors Committee Meetings commenced on Monday late afternoon of June 13th and concluded on Wednesday June 14<sup>th</sup> with a Board of Director's Meeting.

In addition, he stated that the 2011 Voice Institute had the highest attendance with the 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.

He stated that Wade Hampton, Vice-President, also serving as Interim Treasurer has nearly completed recording our future expense and revenue numbers in QuickBooks.

He said that this was needed for our own knowledge and to be ready to apply for the grants and foundation monies needed to build the IAL back to a strong financial organization that can function in the black and help those in need. We brought in Ron Leclair and three ladies from WTRC at no cost to the IAL to get a better handle on our Web site [www.theial.com](http://www.theial.com). We also instituted a sponsorship program and premiered the film Laryngectomees Loving Life (LLL) to excellent reviews.

Bob concluded by stating that the Holiday Inn Coco Key Resort Kansas City, Missouri AM/VI appeared to be a success in every quantifiable aspect and that the Board is determined to turn this organization around and has instituted methods and cost savings to get there, and expects that the next AM/VI in Durham North Carolina will be an even bigger success in June 2012.

### **B. VICE-PRESIDENT'S REPORT**

It was a great pleasure to see the familiar faces as the 2011 AM/VI opened at the Holiday Inn Coco Key Resort in Kansas City. Attendance was up to 262 which was an increase in revenue and participation. New attendees comprised a significant addition to the overall attendance. Economic conditions contributed to a reduction in some vendor sponsorship but efforts of the local clubs in the Kansas City area made up a large contribution to the bottom line. Final figures will be available in August for the 2011 AM/VI.

The VI was one of the biggest with over 60 graduate students. The increased attendance and enthusiasm of the graduate students made it

fun and very productive. Interim VI Director, Philip Doyle and his staff put on a memorable event. Students received hands on experience in addition to the educational seminars.

The 2012 AM/VI will be held June at the Sheraton Imperial Hotel in Durham, NC. With the colleges and universities in the Raleigh/Durham/Chapel Hill area, we expect to have another outstanding VI. The area is serviced by Raleigh/Durham Airport and has close proximity to interstate highways 40, 85 and 95. The hotel has free shuttles 24/7.

The IAL is pressing ahead to new challenges with a full slate of projects and goals for 2012. Our progress has been steady and productive. We, on the BOD, wish to continue a responsible and frugal approach to directing the IAL. The revision and rewrite of our bylaws presents a significant opportunity to simplify and clarify vague or conflicting sections. This is the board's and the delegates' opportunity to weigh in on the language and direction of the IAL through the bylaws revision.

### C. TREASURER'S REPORT

Wade Hampton, Interim Treasurer, presented the following Financial Report to the Delegates - as of May 31, 2010.

The General Fund Balance is: \$99,299.85

- Of this amount \$4,250.00 is designated as the Prohaska Fund
- Also \$3,000.00 is designated for Batten Scholarships
- This leaves a Balance of **\$92,049.85**

The Debit Card Balance is: **\$ 564.63**

The Batten CDs are: \$42,936.84 & \$42,013.81

Wade stated that "out of the money we have in the General Account all bills (i.e., Hotel, Voice Institute, Travel, etc.) still need to be paid.

This is all the money the IAL has to operate. Keep in mind that we are under fire from the IRS for not filling the 2007 & 2008 990's and there is a matter of unpaid monies for an employee in 2007."

### D. AUXILIARY REPORT

Terrie Hall, Treasurer, Interim Secretary of the Auxiliary reported on behalf of President Sally Peterson that the Auxiliary will meet at 11:00 a.m., Saturday, June 18, 2011 in the Grand Ballroom D at the Holiday Inn Coco Key Resort, Kansas City, MO.

Terrie also reported that the Auxiliary had an ending balance of \$\_\_\_\_\_ as of August, 2010. In addition, she reported that the Raffle will be held at 3:30 p.m. Saturday with the auction to follow at the IAL Banquet.

## **VI. 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 presented to the Board their selection for the 2012 AM/VI which is Durham, North Carolina to be held the second week of June, 2012. 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. FINANCE COMMITTEE**

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 was up and costs were held to a minimum. The 2011 Voice Institute had 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 take no reimbursements for travel and hotel 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."

See Attachment I

Meeting adjourned at 7:00 p.m.

#### C. REHABILITATION AND 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 laryngectomee 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.

D. 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.

E. 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 states 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.

## F. 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 Laryngectomee 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. Makes the sections compatible.

Meeting concluded at 4:10 p.m.

## G. PUBLIC AFFAIRS

The Public Affairs Committee convened at 9:00 AM Tuesday, June 14, 2011 in the Imperial Room of the Holiday Inn at Coco Key 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 9:57 AM.

## VIII. AD HOC COMMITTEE REPORTS

### A. PROHASKA FUND:

The Committee convened at 9:05 a.m. in the Imperial Room at the Holiday Inn Coco Key Resort in Kansas City, MO. Members present were: Terrie Hall, Chair; David Blevins, and Bob Herbst, Ex-officio.

Chair Terrie Hall stated "there was only one applicant, and the request was for the \$500 maximum for medical financial assistance. The

applicant requested help with a prescription for several TEP prostheses.

Because of the limited funds, the committee voted that the applicant be awarded \$250.00. A formal award letter and check will go out by the end of July, 2011."

Meeting adjourned at 9:50 a.m.

B. 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 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'. (Delegates and members should receive a copy of the DVD before they leave the 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 members of 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.

C. 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.

X. OLD BUSINESS

There was no Old Business to report.

**BREAK**

President, Bob Herbst called for a 15 minute break beginning at 9:30 a.m. and requested everyone back in the room by 9:45 a.m. to reconvene and roll call.

Meeting reconvened at 9:48 a.m. with a second Roll Call conducted by Secretary, Terrie Hall.

## XI. NEW BUSINESS

### A. BYLAWS:

Chair, David Blevins presented each proposed Bylaw change so that the floor would open for discussion and votes could be made by the Delegates.

NOTE: We have noted the removal of any word(s) in *italics* and any new wording in **BOLD**.

A motion was made by Ed Chapman (S.E. Washington Laryngectomee Club) and seconded by Phil Benadum (Sacramento Lost Chord) to adopt the first proposed Bylaw Amendment.

#### Article IV - Membership

(Current Bylaw)

#### Section A - Eligibility

Members shall consist of Qualified Individual Clubs and Recognized Regional Organizations, including federations and other groups that represent a group of individual clubs. Member Regional Organizations must have a set of elected officers in accordance with their bylaws and/or constitution. Membership approval for Regional Organizations is subject to a majority vote of the IAL Board of Directors. Each club or eligible organization with paid-up dues shall be designated as a Qualified

1. IAL Member. Delegates of these clubs and organizations shall comprise the voting body of the Association and shall be laryngectomees.
2. Laryngectomees, significant others, speech professionals and health care professionals who reside in remote areas or in an area that does not support an IAL Club, may join the IAL as a Member- at-Large. Members-at-Large will be assessed annual dues at a rate that is one-half that of the smallest individual club rate. These members may not serve as delegates at the Annual Meeting of Club Delegates, or be elected to any office since these functions require the endorsement of an IAL Member Club.
3. In addition to the regular memberships, the IAL is empowered to authorize Associate Memberships to suppliers, manufacturers, health care organizations and service companies who provide medical support to laryngectomees. These members will have no voting rights but may participate as committee members if requested. Dues will be determined by a

recommendation from the Bylaws and Procedures Committee to the Board of Directors. In no case will the dues be less than that of the largest IAL Club.

(Proposed change)

#### Section A - Eligibility

Members shall consist of Qualified Individual Clubs and Recognized Regional Organizations, including federations and other groups that represent a group of individual clubs. Member Regional Organizations must have a set of elected officers in accordance with their bylaws and/or constitution. Membership approval for Regional Organizations is subject to a majority vote of the IAL Board of Directors. Each club or eligible organization with paid-up dues shall be designated as a Qualified

1. IAL Member. Delegates of these clubs and organizations shall comprise the voting body of the Association and shall be laryngectomees.
- 2.a. Laryngectomees, significant others, *speech professionals* and health care professionals who reside in remote areas or in an area that does not support an IAL Club, may join the IAL as a Member-at-Large. Members-at-Large will be assessed annual dues at a rate that is one-half that of the smallest individual club rate. These members may not serve as delegates at the Annual Meeting of Club Delegates, or be elected to any office since these functions require the endorsement of an IAL Member Club.
- b. **Student member: Student members will include undergraduate or graduate (Masters or Doctoral) students who are enrolled in a professional program of study that involves some area associated with laryngectomy and/or laryngectomee rehabilitation (e.g. Speech- Language Pathology, Nursing, Physiotherapy, Social Work, etc.). Student members will be assessed annual dues at the rate of \$15. Student members may not serve as delegates at the Annual Meeting of Club Delegates, or be elected to any office since these functions require the endorsement of an IAL Member Club.**
- c. **Professional members: Professional members include those who hold professional certification or licensure in a professional area that is associated with laryngectomy and/or laryngectomee rehabilitation (e.g., Speech-Language Pathology, Medicine, Nursing, Physiotherapy, Social Work, Counseling Psychology, etc.). Professional members will be assessed annual dues at the rate of \$35. Professional**

**members may not serve as delegates at the Annual Meeting of Club Delegates, or be elected to any office since these functions require the endorsement of an IAL Member Club.**

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Motion failed.

Motion was made by Pat Sanders (World Wide Web) and seconded by DiAnne Miller (World Wide Web) to revise last sentence in 2b. and 2.c of proposed bylaw.

(Proposed change)

#### Section A - Eligibility

Members shall consist of Qualified Individual Clubs and Recognized Regional Organizations, including federations and other groups that represent a group of individual clubs. Member Regional Organizations must have a set of elected officers in accordance with their bylaws and/or constitution. Membership approval for Regional Organizations is subject to a majority vote of the IAL Board of Directors. Each club or eligible organization with paid-up dues shall be designated as a Qualified

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- b. Student member: Student members will include undergraduate or graduate (Masters or Doctoral) students who are enrolled in

a professional program of study that involves some area associated with laryngectomy and/or laryngectomy rehabilitation (e.g. Speech- Language Pathology, Nursing, Physiotherapy, Social Work, etc.). Student members will be assessed annual dues at the rate of \$15. **Student members may not serve as delegates at the Annual Meeting of Club Delegates, or be elected to any office.**

- c. Professional members: Professional members include those who hold professional certification or licensure in a professional area that is associated with laryngectomy and/or laryngectomy rehabilitation (e.g., Speech-Language Pathology, Medicine, Nursing, Physiotherapy, Social Work, Counseling Psychology, etc.). Professional members will be assessed annual dues at the rate of \$35. **Professional members may not serve as delegates at the Annual Meeting of Club Delegates, or be elected to any office.**
3. In addition to the regular memberships, the IAL is empowered to authorize Associate Memberships to suppliers, manufacturers, health care organizations and service companies who provide medical support to laryngectomees. These members will have no voting rights but may participate as committee members if requested. Dues will be determined by a recommendation from the Bylaws and Procedures Committee to the Board of Directors. In no case will the dues be less than that of the largest IAL Club.

Motion passed.

A motion was made by Sapp Funderburk (Greater Greenville Laryngectomy Club) and seconded by Tom Cleveland (Kalamazoo Speakeasy Club) to adopt the second proposed Bylaw Amendment.

Article V – Officers

Section A – Officers and Duties

(Current Bylaw)

4. Treasurer: The Treasurer shall:
  - a. Have custody of all monies, valuable papers and documents of the Association and shall place the same for safekeeping in such depository as may be designated by the Board of Directors.
  - b. Expend the funds of the Association as directed by the Board of Directors taking proper vouchers for such expenditures.

- c. Keep, or cause to be kept, a book or books setting forth a true record of the receipts, expenditures, assets, liabilities, losses and gains of the Association.
- d. Render a statement of the financial condition of the Association when and as required by the President or the Board of Directors.
- e. Provide a fidelity bond for faithful performance of duties in the amount of at least \$2,000.00 in excess of the highest anticipated level of funds in all accounts for the term of office.
- f. Cause an audit of the books of the Association to be made annually by a certified public accountant, which must be completed before the Annual Meeting, a copy of which shall be sent to the President of the Association. Cost of the audit and the fidelity bond shall be borne by the Association.
- g. Serve as Chairman of the Finance Committee
- h. Collect and acknowledge in writing all contributions, donations, etc. to the Association.
- i. Develop, with input from the President, the Executive Director, and the Voice Institute Director a Budget for the upcoming fiscal year.
- j. This budget shall be a line item budget,
- k. This budget shall be presented to the entire Board of Directors for discussion and approval.
- l. The Treasurer shall be responsible for ensuring that the Annual Audit is completed within 120 days after the conclusion of the fiscal year (Jan 1 – Dec 31). A copy of the audit will be mailed to each Board of Director member, the Executive Director, as well as posted on the IAL website. The cost of the audit and the fidelity bond shall be borne by the Association.

(Proposed Bylaw)

4. Treasurer: The Treasurer shall:

- a. Have custody of all monies, valuable papers and documents of the Association and shall place the same for safekeeping in such depository as may be designated by the Board of Directors.
- b. Expend the funds of the Association as directed by the Board of Directors taking proper vouchers for such expenditures.
- c. Keep, or cause to be kept, a book or books setting forth a true record of the receipts, expenditures, assets, liabilities, losses and gains of the

Association. **The Treasurer shall have the authority to obtain outside resources to maintain financial records.**

- d. Render a statement of the financial condition of the Association when and as required by the President or the Board of Directors.
- e. Provide a fidelity bond for faithful performance of duties in the amount of at least \$2,000.00 in excess of the highest anticipated level of funds in all accounts for the term of office.
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- j. This budget shall be a line item budget,
- k. This budget shall be presented to the entire Board of Directors for discussion and approval.
- l. The Treasurer shall be responsible for ensuring that the Annual Audit is completed within 120 days after the conclusion of the fiscal year (Jan 1 – Dec 31). A copy of the audit will be mailed to each Board of Director member, the Executive Director, as well as posted on the IAL website. The cost of the audit and the fidelity bond shall be borne by the Association.

Motion failed.

A motion was made by Herb Simon (New Voice Club of Virginia) and seconded by Ed Chapman (S.E. Washington Laryngectomee Club) to revise the last sentence in Item 4.c. of the proposed amendment.

(Proposed Bylaw)

4. Treasurer: The Treasurer shall:

- a. Have custody of all monies, valuable papers and documents of the Association and shall place the same for safekeeping in such depository as may be designated by the Board of Directors.
- b. Expend the funds of the Association as directed by the Board of Directors taking proper vouchers for such expenditures.
- c. Keep, or cause to be kept, a book or books setting forth a true record of the receipts, expenditures, assets, liabilities, losses and gains of the Association. The Treasurer shall have the authority to obtain outside resources **with the approval of the Board of Directors of the IAL** to maintain financial records.
- d. Render a statement of the financial condition of the Association when and as required by the President or the Board of Directors.
- e. Provide a fidelity bond for faithful performance of duties in the amount of at least \$2,000.00 in excess of the highest anticipated level of funds in all accounts for the term of office.
- f. Cause an audit of the books of the Association to be made annually by a certified public accountant, which must be completed before the Annual Meeting, a copy of which shall be sent to the President of the Association. Cost of the audit and the fidelity bond shall be borne by the Association.
- g. Serve as Chairman of the Finance Committee
- h. Collect and acknowledge in writing all contributions, donations, etc. to the Association.
- i. Develop, with input from the President, the Executive Director, and the Voice Institute Director a Budget for the upcoming fiscal year.
- j. This budget shall be a line item budget,
- k. This budget shall be presented to the entire Board of Directors for discussion and approval.
- l. The Treasurer shall be responsible for ensuring that the Annual Audit is completed within 120 days after the conclusion of the fiscal year (Jan 1 – Dec 31). A copy of the audit will be mailed to each Board of Director member, the Executive Director, as well as posted on the IAL website. The cost of the audit and the fidelity bond shall be borne by the Association.

Motion passed by 2/3 vote.

A motion was made by Ed Chapman (World Wide Web) and seconded by Tom Olsavicky (Penninsula Lose Chord Club) to adopt the third proposed Bylaw Amendment.

## Article V – Officers

### Section A – Officers and Duties

(Current Bylaw)

4. Treasurer: The Treasurer shall:
  - a. Have custody of all monies, valuable papers and documents of the Association and shall place the same for safekeeping in such depository as may be designated by the Board of Directors.
  - b. Expend the funds of the Association as directed by the Board of Directors taking proper vouchers for such expenditures.
  - c. Keep, or cause to be kept, a book or books setting forth a true record of the receipts, expenditures, assets, liabilities, losses and gains of the Association.
  - d. Render a statement of the financial condition of the Association when and as required by the President or the Board of Directors.
  - e. Provide a fidelity bond for faithful performance of duties in the amount of at least \$2,000.00 in excess of the highest anticipated level of funds in all accounts for the term of office.
  - f. Cause an audit of the books of the Association to be made annually by a certified public accountant, which must be completed before the Annual Meeting, a copy of which shall be sent to the President of the Association. Cost of the audit and the fidelity bond shall be borne by the Association.
  - g. Serve as Chairman of the Finance Committee.
  - h. Collect and acknowledge in writing all contributions, donations, etc. to the Association.
  - i. Develop, with input from the President, the Executive Director, and the Voice Institute Director a Budget for the upcoming fiscal year.
  - j. This budget shall be a line item budget,
  - k. This budget shall be presented to the entire Board of Directors for discussion and approval.

- i. The Treasurer shall be responsible for ensuring that the Annual Audit is completed within 120 days after the conclusion of the fiscal year (Jan 1 – Dec 31). A copy of the audit will be mailed to each Board of Director member, the Executive Director, as well as posted on the IAL website. The cost of the audit and the fidelity bond shall be borne by the Association.

(Proposed change)

4. Treasurer: The Treasurer shall:

- a. Have custody of all monies, valuable papers and documents of the Association and shall place the same for safekeeping in such depository as may be designated by the Board of Directors.
- b. Expend the funds of the Association as directed by the Board of Directors taking proper vouchers for such expenditures.
- c. Keep, or cause to be kept, a book or books setting forth a true record of the receipts, expenditures, assets, liabilities, losses and gains of the Association.
- d. Render a statement of the financial condition of the Association when and as required by the President or the Board of Directors.
- e. Provide a fidelity bond for faithful performance of duties in the amount of at least \$2,000.00 in excess of the highest anticipated level of funds in all accounts for the term of office.
- f. Cause an audit of the books of the Association to be made annually by a certified public accountant, which must be completed before the Annual Meeting, a copy of which shall be sent to the President of the Association. Cost of the audit and the fidelity bond shall be borne by the Association.
- g. Serve as Chairman of the Finance Committee.
- h. Collect and acknowledge in writing all contributions, donations, etc. to the Association.
- h. Develop, with input from the President, the Executive Director, and the Voice Institute Director a Budget for the upcoming fiscal year.*
- i. This budget shall be a line item budget.*
- h. Develop, with input from the President, the Executive Director, and the Voice Institute Director a line item budget for the upcoming fiscal year.**
- i. This budget shall be presented to the entire Board of Directors for discussion and approval.

- j. The Treasurer shall be responsible for ensuring that the Annual Audit is completed within 120 days after the conclusion of the fiscal year (Jan 1 – Dec 31). A copy of the audit will be mailed to each Board of Director Member, the Executive Director, as well as posted on the IAL website. The cost of the audit and the fidelity bond shall be borne by the Association.

Motion passed unanimously.

A motion was made by Pat Sanders (World Wide Web) and seconded by Jack Henslee (Look Who's Talking) to adopt the fourth proposed Bylaw Amendment.

## Article VIII-Committees

### Section A-Standing Committees

(Current Bylaw)

Bylaws and Procedures: This Committee shall be responsible for:

- a. Standing Rules: To prepare and keep a set of Standing Rules governing IAL procedure.
- b. Bylaws Review: To review proposed amendments to the Bylaws submitted to the committee by the IAL Board of Directors or by a Qualified Member Organization.
- c. Credentials: To observe and regulate the Annual Meeting of Club Delegates and to facilitate the seating of the Delegates in a specific area reserved for Delegates only.
- d. Code of Ethics: To propose a Code of Ethics of the IAL and to review any changes there as proposed by an Officer of the IAL, a Board of Director, or by a Qualified Member Organization.
- e. All proposed by-law changes shall be presented at the Annual Meeting of Delegates and voted upon prior to the annual election of the Board of Directors members.
- f. All changes proposed by the By-Law 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 six weeks prior to the stated Annual Meeting of Delegates. The proposed changes shall be posted on the IAL website.

(Proposed Change)

Bylaws and Procedures: This Committee shall be responsible for:

- a. Standing Rules: To prepare and keep a set of Standing Rules governing IAL procedure.
- b. Bylaws Review: To review proposed amendments to the Bylaws submitted to the committee by the IAL Board of Directors or by a Qualified Member Organization.
- c. Credentials: To observe and regulate the Annual Meeting of Club Delegates and to facilitate the seating of the Delegates in a specific area reserved for Delegates only.
- d. Code of Ethics: To propose a Code of Ethics of the IAL and to review any changes there as proposed by an Officer of the IAL, a Board of Director, or by a Qualified Member Organization.
- e. All proposed by-law changes shall be presented at the Annual Meeting of Delegates and voted upon prior to the annual election of the Board of Directors members.
- f. All changes proposed by the By-Law 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 *six weeks* **forty five days** prior to the stated Annual Meeting of Delegates. The proposed changes shall

Motion passed unanimously.

#### B. NOMINATING COMMITTEE:

Terrie Hall, Chair presented the following slate for Officer and Directors:

Secretary: Terrie Hall – Lexington, NC

For Directors: Tom Cleveland – Kalamazoo, MI  
Philip Doyle – Ontario, CANADA  
Elizabeth Finchem – Tucson, AZ

Tom Herring – Sherrills Ford, NC  
C.W. Moreland – Independence, MO

Pat Sanders (World Wide Web) moved to adopt the Nominating Committee's slate be elected by acclamation, motion seconded by Ed Chapman (S.E. Washington Laryngectomee Club)

Motion carried and the Officer and Directors were voted into office by acclamation.

Noel Best and Charlie Blair were appointed Tellers.

President Bob Herbst called for a meeting of the new Officers and Directors to be held on Sunday, June 19, 2011, at 9:00 a.m.

C. INDIVIDUAL SPONSORSHIP WITH CLUB PARTICIPATION PROGRAM:

President, Bob Herbst presented a new individual sponsorship program with club participation for the IAL to help in getting the IAL finances in order and to have a program that people find easy to join and donate to.

The multiple levels of donations will help give people incentive to continue to contribute in the name of the individual, their loved ones, relatives, and friends. The multiple levels of donations give the individual a chance to see his/her sponsorship status continue to grow.

As of the date of today's meeting thus far \$1,500 has been donated toward the program.

The multiple levels are as follows:

Bronze \$50

Bronze\*\* \$100

Bronze \*\*\*\$150

Bronze\*\*\*\* \$200

Silver \$250

Silver \*\*\$500

Silver \*\*\* \$750

Gold \$1,000  
Gold \*\* \$2,000

Platinum \$3,000  
Platinum \*\*\$6,000  
Platinum\*\*\* \$9,000

Diamond \$10,000  
Diamond \*\* \$20,000

Life time donor \$25,000 up

After the President's presentation and layout of the program, an overwhelming number of Delegates came forward and handed President, Bob Herbst their donations of cash/checks to put towards the initiation of the program.

## **XII. ADJOURNMENT**

A motion was made by Sapp Funderburk (Greater Greenville Laryngectomee Club) and seconded by, Tom Herring (Western Piedmont Speak Easy) to adjourn the 2011 Annual Meeting of the Delegates.

Motion passed unanimously.

Meeting adjourned at 11:16 a.m.

Respectfully submitted,  
Terrie Hall, IAL Secretary

## ATTACHMENT I

2010

### Support & Income

General Fund Income	\$ 17,038.64
Annual Meeting	\$ 18,150.00
Donation	\$ 14,125.65
Voice Institute	\$ 15,951.90
IAL News Income	\$ 23,775.00
Club Member Dues	\$ 5,195.00
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Total Income	\$ 94,236.19

### Expenses

Prior Period Adjustment	\$ 18,557.98
Annual Meeting	\$ 30,053.93
Voice Institute	\$ 20,861.14
Print & Mail IAL News	\$ 28,024.62
Prohaska	\$ 750.00
Executive Director	\$ 8,731.87
Insurance	\$ 3,462.20
Freight and Postage	\$ 1,644.75
Bank & Card Process Fees	\$ 1,392.17
Telephone	\$ 1,303.78
Training	\$ 318.75
Audit/ Tax Return	\$ 2,369.94
Miscellaneous	\$ 2,537.77
Office Supplies	
<hr/>	
Total Expenses	\$ 120,008.90

Total Program \$(25,772.71)