

**INTERNATIONAL ASSOCIATION OF LARYNGECTOMEES  
MINUTES  
MEETING OF THE BOARD OF DIRECTORS**

Sheraton Imperial Hotel & Convention Center  
Durham, North Carolina

Tuesday, June 5, 2012

**I. CALL TO ORDER**

President Bob Herbst called the meeting to order at 2:45 p.m. in the Piedmont Room of The Sheraton Imperial Hotel & Convention Center in Durham, North Carolina on Tuesday, June 5, 2012.

**II. ROLL CALL**

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

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

**III. APPROVAL OF KANSAS CITY, MISSIOURI BOARD OF DIRECTORS MEETING MINUTES – June, 2011**

Sapp Funderburk moved to accept the Minutes of the Board of Directors that was held on Sunday, June 14, 2011. 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 July, 2011 to April, 2012 and was seconded by Tom Cleveland.

Motion carried.

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

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

The Committee met on Monday, June 4, 2012 at 3:00 p.m. in the Sandhills Room. Members present were Wade Hampton, Chair, Bob Herbst, Vice-Chair, Sapp Funderburk, Susan Reeves, Administrative Manager (Consultant) and Terrie Hall.

The Annual Meeting Committee presented to the Board their selection for the 2013 AM/VI which is Spokane, Washington for the first week in June, 2013. Further locations for consideration would include Buffalo, NY, Fort Worth, TX, Jacksonville, FL and New Haven, CT.

Spokane was the choice for both location and local support. The hotel, The Red Lion at the Park is also well equipped to handle our needs. Free parking and other amenities apply. Ed Chapman has provided excellent commitment and local support for the selection.

Meeting adjourned at 4:08 p.m.

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

Meeting convened at 5:00 p.m., Monday, June 4, 2012 at the Sheraton Imperial Hotel & Convention Center in Durham, NC in the Piedmont Room. Present were: Candy Moltz (Chair), Dr. Phillip Doyle, Kay Allison, Elizabeth Finchem, and non-committee member – Susan Reeves, Administrative Manager.

The Speech Standards Committee discussed the need to formalize the steps required to be included in the IAL Directory of Speech Teachers. The directory was sorely out of date and did not include many clinicians known to be effectively treating laryngectomees. Dr. Doyle agreed to research and clarify any liability issues for Speech Pathologists and/or lay instructors willing to work with Laryngectomees with speech rehabilitation.

The goal for this year was to standardize the process for everyone who was interested in being included in this directory.

It will entail formalizing the requirements as well as the application process and any fees required. Once this has been completed and approved by the BOD, the requirements will be posted on the IAL website for all to understand.

Other goals may be determined when this has been accomplished.

Meeting adjourned at 6:10 p.m.

### **C. NOMINATING COMMITTEE**

The Committee met in the Sandhills Room at 5:00 p.m. on Monday, June 4, 2011. Members present were Chair, Terrie Hall, Tom Cleveland, Tom Herring and Sapp Funderburk. Absent: Kay Allison and Dr. Philip Doyle.

Chair, Terrie Hall presented the following slate for:

President:	Bob Herbst
Vice-President:	Wade Hampton
Treasurer:	Chuck Rusky
Directors:	Kay Allison Sapp Funderburk Blayne Graves Candy Moltz

Meeting adjourned at 5:25 p.m.

### **D. MEDICAL AFFAIRS**

The Committee convened on Tuesday, June 5, 2012 at 9:00 a.m. in the Piedmont Room at The Sheraton Imperial Hotel & Convention Center in Durham, NC. Committee members present were: Candy Moltz, (Chair), Dr. Philip Doyle, Kay Allison, Tom Cleveland, Elizabeth Finchem and Susan Reeves, Administrative Manager, (Consultant).

Dr. Philip Doyle updated the group on activities over the past year. After much discussion and consensus, the following goals were developed for the 2012-2013 year:

1. Dr. Doyle will provide the new module for Emergency Neck Breathing with a target date of August 15, 2012,
2. Candy will have the above DVD reproduced at IAL (or individual club) expense in Dallas.
3. Susan will provide cardboard mailers and donation envelopes and Terrie will provide a complete list of the IAL clubs and possible address labels.
4. The new Emergency Neck Breathing DVD will be mailed out to all the member clubs by October 2012.
5. A vendor for a commercially available ambubag will be sought (Richard Najarian will be contacted) and that information posted on the IAL website for general information.
6. Obtain approval from the IAL BOD at the BOD meeting to provide four hours of Continuing education during the Annual Meeting in Spokane, WA in 2013 for Firefighters, EMTs, ER and nurses in the geographical area. Seek financial assistance to present this CEU opportunity.

Meeting concluded at 10:10 a.m.

## **E. BYLAWS**

The Committee convened at 3:00 p.m., Monday, June 4, 2012 in the Sandhills Room of the Sheraton Imperial Hotel & Convention Center, Durham, NC. Present were: Sapp Funderburk (Chair); Tom Herring, Bob Herbst ex-officio and Wade Hampton ex-officio.

Sapp Funderburk stated that "at the 2011 meeting in Kansas City an Ad Hoc Bylaws Revision Committee was appointed to revise the IAL Bylaws. That committee will report their findings at this year's Delegates Meeting."

A motion was made that the Bylaws Committee defer to the Ad Hoc Bylaws Revision Committee for any report. The motion was seconded by Tom Herring and passed unanimously.

Meeting adjourned at 3:10 p.m.

## **F. FINANCE**

The Committee convened at 7:00 p.m. on Monday, June 4, 2012 in the Sandhills Room at the Sheraton Imperial Hotel & Convention Center, in Durham, NC. The meeting was attended by Wade Hampton, Chair; Bob Herbst ex-officio; Tom Herring, Elizabeth Finchem, Tom Cleveland, Terrie Hall, Sapp Funderburk, Dr. Philip Doyle and Susan Reeves, Administrative Manager (Consultant).

Wade Hampton stated that "the IAL financial records and cash flow show a steady progress in black figures. Sponsorship donations have been on the rise and IAL costs have been controlled.

Our 990 EZ tax for 2011 has been filed on time. A CPA Certified audit has been completed for the 2011 fiscal year. Quick Books financial records were reconciled for the 2011 year end. The IAL now has two years of verifiable financial records that have the support documentation.

There has been some drop in Vendor financial spending on IAL activities. Some Vendors have cut back on advertising and others have reduced their giving of donations. The financial atmosphere is tight and we at the IAL have cut down to match any loss in revenue.

The net result of all the control of spending and proper invoicing and collection of committed support to the IAL has resulted in a net profit recorded for 2011 of \$12,202. This trend gives the IAL positive impetus to sustain the mission of Laryngectomy rehabilitation."

See Attachment I

Meeting adjourned at 8:09 p.m.

## **V. AD HOC COMMITTEE REPORTS**

### **A. MEMBERSHIP COMMITTEE:**

Committee met on Tuesday, June 5, 2012 in the Piedmont Room at the Sheraton Imperial Hotel & Convention Center in Durham, NC at 9:00 a.m. Present were Sapp Funderburk, (Chair), Tom

Cleveland, Tom Herring, Bob Herbst, ex-officio and Wade Hampton, ex-officio.

At the 1210 meeting in Louisville, KY an AD HOCK Committee was appointed to study the possibility of opening the At Large membership to include such people as SLPs, MD and grad students. This was accomplished at the 2011 meeting in Kansas City, MO.

A motion was made by Tom Herring for the Committee to study and implement methods to increase the At Large membership and to service those members. The motion was seconded by Tom Cleveland and passed unanimously.

A motion was made by Wade Hampton to formalize and implement a policy as to whom and when some should be deleted from the *IAL NEWS* mailing list. The motion was seconded by Tom Cleveland and passed unanimously.

A motion was made by Sapp Funderburk to study the feasibility of delivering the *IAL NEWS* by e-mail in an effort to save postage. No action to be taken until the notification of the Public Affairs Committee. The motion was seconded by Tom Herring and passed unanimously.

#### B. FUNDRAISING COMMITTEE:

Meeting convened at 4:00 p.m. on Monday, June 4, 2012 at the Sheraton Imperial Hotel & Convention Center in Durham, NC in the Sandhills Room. Those in attendance were: Candy Moltz (Chair), Elizabeth Finchem, Kay Allison, Tom Cleveland, Susan Reeves (Administrative Manager), Bob Herbst and Wade Hampton, ex-officio.

The committee discussed monies raised during the 2011-2012 year and brainstormed for additional ways to solicit funds to support the IAL. The following is a review of the discussion:

1. Money was received during the 2011-2012 year through sponsorships and donations that totaled \$16,180.00 using the new printed envelopes. \$2500 was collected from the new IAL Cookbook. For \$300.00, the cookbook could be reprinted and sales continue.
2. Susan reported that a 5K fun run held in San Angelo with minimal outlay of time and expense brought in \$1400.00 in one morning. The money from that event was divided between the

Texas Laryngectomee Association and the IAL. Susan pointed out that an event like this could be set up as a template and provided for support groups and graduate student service projects to earn money on behalf of the IAL. It was determined to create a template with a cover letter with BOD approval.

3. The committee agreed that the IAL should apply for grants. There are now two years of solid financial information that heretofore was not available, and absolutely required when applying for grants.
4. Candy agreed to gather information about the Combined Federal Campaign (CFC) and determine if the IAL could be included in the list of available non-profits to receive funds from that campaign.
5. Discussion continued on how to inspire local laryngectomee support groups to participate in service projects in their communities specifically to benefit the IAL. Could there be competition between clubs with a prize?
6. Formalize a statement for the newsletter explaining how individuals, clubs, health professionals and doctors can donate to the IAL.
7. Locate and list all the graduate speech pathology programs.
8. Review Newsletter for placement, wording and VISIBILITY of the announcement concerning donations.
9. Create a letter to approach Otolaryngologists for donations.
10. It was the consensus of the committee that sponsorships in general should be available to a wider group.

Meeting adjourned at 5:10 p.m.

#### C. BYLAWS REVISION COMMITTEE:

Committee met on Monday, June 4, 2012 in the Piedmont Room at the Sheraton Imperial Hotel & Convention Center in Durham, NC at 4:00 p.m. Present were Terrie Hall (Chair), Elaine Fulton, Parliamentarian, Bob Herbst, ex-officio and Wade Hampton, ex-officio. Absent: C.W. Moreland

Committee reviewed proposed revised bylaws to be presented to the Delegates on Saturday at the 61<sup>st</sup> Annual Meeting of the Delegates. Motion will be presented to the Board of Directors at Tuesday's Board Meeting to accept Proposed Revisions as written.

Meeting adjourned at 4:25 p.m.

## **VII. NEW BUSINESS**

Sapp Funderburk presented the motion that the Board recommend to the Delegates to adopt the revisions recommended by the Bylaws Revision Committee to replace the current Bylaws with the Proposed Revisions. Wade Hampton seconded the motion.

Motion passed unanimously.

Dr. Philip Doyle made a motion to establish the office of CEU Coordinator to Dr. Jeff Searl under the VI Director. Tom Cleveland seconded.

Motion passed unanimously.

Wade Hampton made the motion that the Board of Directors approve Spokane, WA for the 2013 Annual Meeting & Voice Institute location. Sapp Funderburk seconded.

Motion passed unanimously.

Motion made by Tom Herring that the Board establish an Ad Hoc Committee to manage the Database. Sapp Funderburk seconded.

Motion passed.

Motion made by Candy Moltz that the IAL include an afternoon of professional Laryngectomee training for the local community of the annual meeting to include Allied Health Professionals. Tom Cleveland seconded.

Motion passed.



### **VIII. ANNOUNCEMENTS**

President, Bob Herbst, stated that the Board would meet again Wednesday, June 6, 2012 in the Piedmont Room at 9:00 a.m. at which time the PUBLIC AFFAIRS COMMITTEE will conclude their report on their meeting regarding *First Steps* and other unfinished business.

### **VIII. ADJOURNMENT**

Motion was made by Sapp Funderburk and seconded by Tom Herring to adjourn.

Motion carried.

Meeting adjourned at 5:25 p.m.

Respectfully submitted,  
Terrie Hall, IAL Secretary