

INTERNATIONAL ASSOCIATION OF LARYNGECTOMEES

P.O. Box 691060
Stockton, CA 95269-1060

MINUTES

Annual Meeting of Club Delegates

The Hyatt Regency Woodfield Hotel, Schaumburg, IL
Saturday, July 22, 2006

I. CALL TO ORDER

President Bob Mehrman called the 55th Annual Meeting of Club Delegates to order on Saturday, July 22, 2006, at 9:00 a.m. in the Regency DEF Room of the Hyatt Regency Woodfield Hotel.

Secretary Barb Nitschneider called the roll by state/country and club name. Delegates were asked to stand to be counted. There were 46 clubs represented: 42 from the United States, one from Puerto Rico, and 3 from Canada. Seventy delegates were registered to vote at this meeting: 65 were present. Enough delegates were present to have a quorum to conduct business.

II. MINUTES – ANNUAL MEETING OF CLUB DELEGATES – 2005

A motion was made by Philip Clemmons (Cullman Lost Chord Club) to approve the minutes of the Annual Meeting of Club Delegates held on Saturday, September 3, 2005, at the Boston Park Plaza Hotel, Boston, MA. The motion was seconded by Jack Henslee (Look Who's Talking Club) and approved.

III. OFFICER'S REPORTS

A. PRESIDENT'S REPORT

President Bob Mehrman gave the following report:

For the last ten years I have had the pleasure of working with some of the most dedicated individuals who have one main goal – the rehabilitation of laryngectomees. These people have been members of the IAL Board of Directors and Voice Institutes. The IAL is always looking for special people to continue this work. It is a wonderful, fulfilling job that offers no pay but lots of satisfaction.

Being the Vice President and President these last four years has afforded me the opportunity of visiting clubs and state laryngectomee association meetings in many parts of the country as well as visiting my counterparts

in Zurich and Copenhagen. These face-to-face meetings bring us closer together.

From my first IAL meeting in 1991 in Winnipeg, Canada, to last year's Boston meeting hosted by my club, it has been quite a trip. This year's meeting marks the end of my day-to-day activities with the IAL. I will become the Immediate Past President.

Being president of the IAL is not a one-person job. There are those who do a lot of the heavy lifting. The other officers, the members of the Board of Directors and the Directors and staffs of the Voice Institute share whatever accomplishments we have had. However, there are a few who I would like to personally thank. Len Librizzi has been doing several jobs, such as Treasurer of the IAL and editor of the *IAL News*. This is the man who puts it all together. Then, if that isn't enough, he also produces the Annual Meeting/Voice Institute program book. As far back as I can remember Barbara Nitschneider has been instrumental in helping the IAL run as it should as Secretary of the IAL. Then there is the Executive Director. Jack Henslee is the person who has minded the story day-by-day. He has been a tremendous help to me during my tenure.

I thank you all for your help.

In an organization like the IAL, we are always on the lookout for new people who would like to enjoy that feeling of accomplishment. There is always an opportunity to join this group of dedicated individuals. New Board members are elected each year and Officers every two years. As I leave office, I invite you to become an active member of the IAL to help others as you have been helped. If you would like to try out getting involved, there is also a need for people to become committee members. We would love to say, "Welcome Aboard."

B. VICE PRESIDENT'S REPORT

This report will be given during the Committee Reports.

C. TREASURER'S REPORT

Len Librizzi reported that the audit report is not yet complete, but a letter with the audit summary will be mailed out to all clubs as soon as it is available.

IV. STANDING COMMITTEE REPORTS

Delegate Terry Duga (WebWhispers) moved that the Nominating Committee Report and Election be tabled until after the proposed bylaw changes have been voted upon. The motion was seconded by Helen Grathwohl (Tidewater Lost Chord Club). The motion carried.

A. FINANCE COMMITTEE

The following report was given by Chair Len Librizzi.

The Finance Committee met in the Schaumburg Room at 2:30 p.m. at the Hyatt Regency Woodfield Hotel in Schaumburg, IL.

Present were Len Librizzi, Chair; Murray Allan, Vice Chair; Barbara Nitschneider, Jack Henslee, Philip Clemmons, Ian Milne, and Caryn Melvin.

Jack went over the office account, the Voice Institute, and the Annual Meeting accounts to date. The Quickbooks Profit and Loss was presented because the Auditor's Report was not available. Discussion of this statement followed and it was brought up by Philip that we still did not have a budget.

The Profit and Loss statement for 2006 YTD was also presented and discussed along with the Performance of the UBS accounts.

Philip asked how the accounts were all combined for the auditor and it was explained to him by Ian.

The Batten Scholarships were reviewed and this year we gave out a total of \$7000 for both the SLP's and the laryngectomees. A comment was made that we can't even seem to give money away. Discussion followed that maybe we should increase the amount given to each laryngectomee. It was decided that the new Finance Committee should take that up at the Interim Meeting.

The meeting adjourned at 4:20 p.m.

B. ANNUAL MEETING COMMITTEE

Chair Murray Allan gave this report.

The Annual Meeting Committee met on Tuesday, July 18, 2006, at the Hyatt Regency Woodfield Hotel in Schaumburg, IL.

Present were: Murray Allan, Chair; Bob Mehrman, Vice Chair; Barb Nitschneider, Host Clubs Chair; Tina Long, Libby Fitzgerald, Gary Miner, Roger Jordan, and Ian Milne, guest.

The host of the two clubs sponsoring IAL 2006, Barb Nitschneider, reported that everything was on schedule and there were no known problems. This convention will meet the food and beverage purchase requirements, and therefore the IAL will not be billed for any meeting space. Whether there is a profit or loss for the meeting will not be known for at least two weeks.

On behalf of the Committee, Libby Fitzgerald complimented Barbara and her fine workers in both clubs for their superior work ethic in making the convention a success.

Executive Director Jack Henslee reported that he and Gary Miner had visited Burlington, VT, to locate a meeting site for 2007. A contract was signed with the Sheraton Burlington from July 9-July 16, 2007 at a room rate of \$99.00 per night.

There being no further business, the meeting adjourned at 4:35 p.m.

C. SPEECH STANDARDS

The following report was given by Chair Caryn Melvin.

The Speech Standards committee was called to order at 1:00 p.m.

OLD BUSINESS

Speech Standards Involvement with the Voice Institute – At the Interim Meeting, the issue of the bylaws reflecting the committee’s involvement was discussed. The bylaws do not accurately reflect the current practice and working relationship with the Voice Institute or its Director.

Discussion of this issue led to the following suggestions:

1. Have the Greater Columbia New Voice Club suggest changes to the bylaws and submit them to the Chair of the Bylaws Committee for the 2007 Interim Meeting.
2. Propose additions to the Standing Rules for the Voice Institute to include the following:
 - The VI Director will submit any changes to the VI test to the Speech Standards Committee
 - The VI Director will provide a list of VI attendees taking the exam to the Chair of the Speech

Standards Committee by the close of the Voice Institute.

- The Chair of the Speech Standards Committee will present the test to the VI attendees and provide instruction on requirements for inclusion in the IAL Directory.
- The VI Director will submit the report on the Voice Institute within two months of the close of the VI.
- The VI Director will present a preliminary budget for the Voice Institute at the Interim Meeting.

Lisa Proper's Involvement in the IAL Directory – To date, Lisa has not received information regarding the 2005 Voice Institute attendees seeking inclusion in the Directory. The committee has agreed to ask her to stay on as Chair of the Directory and request the information from the VI Director which will then be forwarded to Lisa.

NEW BUSINESS

Deadline for Batten Scholarship Application – This year there were several late applicants for the scholarship which the committee was asked to consider. After discussion the committee agreed that the deadline would be honored and in the future applicants received after the deadline would be rejected no matter what the circumstances.

Foreign Applicants: Discussion about foreign applicants who do not understand English lead to proposed changes to the Batten Scholarship application form. The following questions will be added to the form for next year:

If attending the VI from a foreign country, please answer the following questions:

1. What languages do you speak?
2. If you do not speak English, will you be bringing an interpreter?
*Please note all expenses for an interpreter are your responsibility.

ADJOURNMENT

With no other business to discuss the meeting was adjourned at 2:30 p.m.

D. MEDICAL AFFAIRS COMMITTEE

A report was given by Chair Caryn Melvin.

The Medical Affairs Committee met on Wednesday at 9:00 a.m. with all members present.

Business discussed was as follows.

OLD BUSINESS

- **Check the Neck video** – There has been significant difficulty obtaining information re: ownership, copyright, etc. Additionally, the risk of re-making the video would be costly and there was discussion about the effectiveness of the video with regard to medical personnel. Discussion about a different type of format for educating medical professionals was discussed. This was also prompted by a report from a club in Montgomery, Alabama re: a recent episode by one of its members where his TEP was pulled and his fistula closed requiring re-puncturing. The suggestion was made to abandon the idea of redoing the Check the Neck video and approach the idea of education.
- **Dr. Myers** – To date Dr. Myers has not been communicative with the Medical Affairs Committee. Discussion was made to have him removed as Medical Advisor and seek a replacement. Dr. Mark Singer was suggested as a replacement. Philip Clemmons will approach Dr. Singer.
- **Presentation at the AM** – After some discussion, the committee decided to play a supportive role for AM rather than take the lead and find speakers for the suggested topics.
- **Alternatives to the AAO-AAO Presentation** – Currently this does not appear to be a viable option. Discussion resulted in the decision to revamp the existing presentation and present it at state speech pathology conventions. These conventions are typically always looking for speakers/topics. Ideally the presentation would be made by an SLP and laryngectomee.

NEW BUSINESS

- **New Committee Chair** – Tina Long will take over as new committee chair. Dr. Melvin will remain on the committee.

ADJOURNMENT

The meeting was adjourned at 10:30 a.m. with no further business.

Following the presentation of this report, Herb Simon (New Voice Club of Northern Virginia) had a question concerning the deadline for Batten Scholarships. If a new laryngectomee had his surgery after the deadline,

would he still be eligible to apply for the scholarship? This issue will be discussed by the Speech Standards Committee.

E. PUBLIC AFFAIRS COMMITTEE

This report was presented by Chair Libby Fitzgerald.

The Public Affairs Committee met at 10:30 a.m. on Wednesday, July 19, 2006.

OLD BUSINESS

First Steps Booklet and Glossary – Carla Gress stated that we need a complete overhaul of text and pictures including the addition of chemo and radiation protocol. We need medical support through physician input from oncologists. Dr. Gress will suggest some people for a long term basis or for individual projects. These proposed changes will require a new glossary as well. At the Saturday Board meeting (with the new Board) we need to discuss how to involve people in working in either of these two modes. Names suggested were Jose Cruz, a trained psychologist and laryngectomee from Brazil; Dr. Tweedy, also a laryngectomee as well as others not necessarily involved with laryngectomees. A timetable needs to be established and this booklet needs to be kept timeless. It was also suggested that we take photos during the Annual Meeting, especially at the Voice Institute, to be used in this booklet.

Free Resource Material as References for *First Steps* –

- LIVE STRONG: Survivorsip Notebook by the Lance Armstrong Foundation. This gives Armstrong's life information after getting cancer and information on how to get on with work and life. We have a copy for the PA Committee.
- SPONC Publication: *A Guide to Living with Oral, Head and Neck Cancer* – This publication is beautifully done and the PA Committee has a copy of it as well.

Updating the IAL Website (www.larynxlink.com) – We need one person always checking to see what is new (cancer survival box) and to work with other related organizations and support them.

Question by Dorothy Lennox re: Vendor Participation and Updating of Vendor Products: Dorothy was asked to act as the liaison with vendors to oversee and report updates. She will be available to begin after October.

Reports on Outreach Conferences: The following reports were given for conferences attended since March 1, 2006, and those anticipated in the next few months.

- North Dakota Speech Seminar, Grand Forks, ND – April 21-22 – Barb Nitschneider attended with a table display promoting the IAL. This Speech Seminar was coordinated and led by Dr. Ed Stone with professional support from Jeff Searl, Mary Brawly, and Fay McPhail.
- St. Louis/Heart of America Speech Club, St. Louis, MO – April 28-29 – Gary Miner attended with a table display promoting the IAL. This conference involved 4-5 Midwest states. It was very professionally run like a mini-Annual Meeting with break-out topics on stroke, depression, HME, hospice, etc.
- SOHN Conference (Society of Otolaryngology Head and Neck Nurses) - Los Angeles, CA – Bob Mehrman attended. He distributed the *IAL News* and told about what the IAL does. Many had never heard of the IAL! The next one is scheduled for Toronto and Tina Long volunteered and was accepted to attend.
- SPONC – This conference will be in New York and is scheduled for August 19-20.
- TEDPA – Barb Nitschneider has offered to attend the next one in Kentucky this September. TEDPA is a group of state representatives responsible for providing and coordinating TTY/TTD equipment for the hearing impaired. The IAL is working with each state representative to make them aware of the need for all laryngectomees to have access to a speech aid which would allow them to use the telephone. These instruments would be provided by the state in the same way that the hearing impaired are currently being served. The goal is to make them aware of this need and to advocate for their states to adopt this program to serve laryngectomees. Since an IAL representative has attended these conferences, many states had created a program to provide speech aids for laryngectomees.

Video/CD Order Update – Ron Langseth has reported that since March 1, only three copies of *Check the Neck* were requested, and there have been no requests for any Spanish language CDs or tapes.

Carla Gress stated that the *Check the Neck* video is no longer acceptable based on the new American Heart Association guidelines. We need to stop sending the video out until it can get a physician revision by specialists in critical/pulmonary care and

rescue breathing. Tina Long asked if Carla's husband would be a resource person, and Marianne Peereboom said she would provide us with current guidelines based on her professional certification requirements.

Calendars – Since no interest has been demonstrated to create a new one, no calendar printing has been scheduled for 2007.

NEW BUSINESS

IAL News – There was no report on the last issue (May) since the present editor, Len Librizzi, was absent from this meeting. Len has resigned his position as editor and we need to find a suitable replacement. Yolanda Kinsella has 5 articles already lined up for the next edition. All future articles will be sent to Barb Nitschneider as a “clearing house” with Yolanda, David Blevins, and Philip Clemmons as copy editors.

Selection of a New IAL Webmaster – We have two qualified candidates and we need to make a decision as soon as possible. A three person committee consisting of Gary Miner, Len Librizzi, and Libby Fitzgerald will make the final determination with Len evaluating their technical experience.

Ad Hoc Committee Update – Tina Long and Terrie Hall reported that as part of their outreach efforts, they have been in touch with the Yul Brynner and SPONC organizations. They are in the process of creating a Needs Assessment to determine what resources are available in local communities. This information will be included in the *IAL News*, and it was also suggested that it be placed on our website. Barb mentioned that the Thrivent Insurance company offers matching funds to participating Lutheran churches for this purpose.

IAL Display Board – Gary Miner purchased and assembled a new board and tablecloth to provide a more attractive, up-to-date display for future conferences. Philip volunteered to provide a sturdy mailing/storage case.

Search Committee – A report on the progress of this committee in searching for a new Executive Director was postponed until the committee could discuss this further as guidelines are being compiled. A report will be forthcoming in the near future.

Telespot – Yolanda Kinsella suggested that we consider an investment in a 30 second Telespot to publicize the IAL. This

would be aired on television. The response was that Bob, with his contacts in radio and TV, would look into the cost and feasibility of this suggestion.

Award Presentation – These awards will be presented at the opening ceremony on Thursday:

- Humanitarian Award in absentia to Dr. Sharadkumar Dicksheet for his years of performing free surgeries for children in India. Yolanda Kinsella volunteered to personally deliver the award to him at his home.
- Dorothy and Tom Lennox/Luminaud – A Lifetime Achievement Award for 25 years of dedicated service to laryngectomees.

These awards will be presented at the banquet on Saturday night:

- Humanitarian Award to Dutch Helms for creating and maintaining the WebWhispers website on the Internet.
- Director's Award to Ron Langseth for all his years of scripting and producing the Fun Show.
- IAL Service Awards to Janet Miner and June Allan for all the support they have given to the IAL.
- Old Timer's Awards to those members who have been laryngectomees for 25 or more years.

Future "Laryngectomee of the Quarter" Articles – Roger Jordan will continue with these articles, to be featured in each edition of the *IAL News*, exemplified by the article he wrote about Barb Nitschneider.

ADJOURNMENT

At 12:00 the meeting was adjourned.

F. BYLAWS COMMITTEE

Chair Murray Allan presented each proposed bylaw change and the vote was taken by the delegates.

A motion was made by Terry Duga and seconded by Roger Jordan to adopt the first proposed Bylaw Amendment:

Proposed Bylaw Amendment 1

- Current Bylaw – Page 8 – Article VII – Executive Committee – Sections A, B, C, and D and all references to the Executive Committee in the current Bylaws.
- Proposed Bylaw – Delete Article VII – Executive Committee – Sections A,B,C, and D and all references to the Executive Committee as follows, as it is to be permanently disbanded and removed in its entirety from these Bylaws:

Article IV - Membership

Page 3 - Section D - Meetings of Members - On line 3 after Directors add a period and delete, "unless otherwise ordered by the Executive Committee."

Article V - Officers - Section A, 1.b, c, d - page 4

- b. Delete all after "Preside over all meetings of the Board Directors."
- c. Delete "the Executive Committee."
- d. Delete "'except the Executive Committee."

Section A - Officers and Duties, 3.a and 4.b - page 5

Delete 3. a - "and the the Executive Committee"
Delete 4. b- "or the Executive Committee"

Article VI - Board of Directors – Section C - Meetings, 1. 2., page 7 and 8

Section C, 1. - Delete, "Unless otherwise ordered by the Executive Committee."

Section C, 2. - Delete, "The dates of the Interim Board Meeting shall be fixed by the Executive Committee."

Article VII - Executive Committee

Delete the entire section on pages 7 and 8, and 9, including Sections A, B, C and D.

Article IX – Committees – Page 9

At the end of the paragraph, add a period after the word Directors and omit the words, “or the Executive Committee.”

Article IX – Section A – Standing Committees – Nominating – Page 10

Delete: Nominating: This Committee shall consist of five persons to include the Immediate Past President and four others selected by the outgoing Executive Committee, and approved by the Board of Directors at the Annual Meeting.

Add: Nominating: This Committee shall consist of five persons to include the Immediate Past President and four others to be selected by the Board of Directors at the Annual Meeting.

There was discussion and when voted upon, the motion failed.

A motion was then made by Terry Duga (WebWhispers) and seconded by Roger Jordan, (WebWhispers) to adopt the following proposed bylaw amendment:

Proposed Bylaw Amendment II

- Current Bylaw – Page 10 – Section B – Election of Directors – Term of Office – a. A person elected to the Board of Directors shall serve for a term of two years.
- Proposed Bylaw – A person elected to the Board of Directors shall serve initially for a term of two years and may succeed themselves for only one additional two-year term on the Board. That person may run again after a two year period has elapsed.

After discussion, the motion carried.

A motion was made by Terry Duga (WebWhispers) and seconded by Roger Jordan (WebWhispers) to adopt the following proposed bylaw change:

Proposed Bylaw Amendment III

- Current Bylaw – Page 6 – Section C – Removal from Office – Any Officer may be removed from office by an appropriate resolution by a three-quarters vote of the Directors attending a meeting of the Board of Directors.

- Proposed Bylaw – Any Board of Director may be removed from office by an appropriate resolution by a two-thirds vote of all members of the Board of Directors.

After discussion, the motion carried.

A motion was then made by Terry Duga (WebWhispers) and seconded by Roger Jordan, (WebWhispers) to adopt the following proposed bylaw amendment:

Proposed Bylaw Amendment IV

- Current Bylaw – Page 6 – Term of Office – b. No Officer shall succeed himself in office except the Secretary and Treasurer. No term limit shall be enforced for these Officers because of continuity and also their expertise. If she/he decides to relinquish their position, it will be in writing to the President and the Board of Directors.
- Proposed Bylaw – No Officer shall succeed himself or herself in office. In the event that a qualified Secretary or Treasurer is not available they may serve a subsequent term or terms.

After discussion, the motion carried.

G. NOMINATING COMMITTEE/ELECTION

Chair Gary Miner presented the following slate. He announced that he had since received two nominations from the floor for a Director position: Janice Hayes (Greater Atlanta Voicemasters) and Wendell Ratcliffe (New Voice Society of Greater Vancouver).

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| For President: | Philip Clemmons, Cullman, AL |
| For Vice President: | Gary Miner, Jacksonville, NC |
| For Secretary: | Barbara Nitschneider, Trout Valley, IL |
| For Treasurer: | Ian Milne, Duncan, British Columbia |
| For Director-at-Large: | Caryn Melvin, Ph.D., Columbia, SC |
| For Director | |
| Two Year Term: | Terrie L. Hall, Lexington, NC
Andres Velez, Puerto Rico
Janice Hayes, Atlanta, GA
Wendell Ratcliffe, Vancouver, BC |
| One Year Term: | Michael C. Dreisbach, Raleigh, NC |

Philip Clemmons (Cullman Lost Chord Club) then moved that four Directors be elected. The three who receive the top three votes will fill the two-year terms, and the one who receives the fourth highest vote, the one-year term. The motion was seconded by Roger Jordan (WebWhispers).
The motion carried.

Linda Rainbow (WebWhispers) and Arthur Mallo (Loyola New Voice Club) were appointed as Tellers.

The following Directors were elected by paper ballot:

For a Two Year Term: Terrie Hall
Andres Velez
Michael C. Dreisbach

For a One Year Term: Janice Hayes

The President, Vice President, Secretary, Treasurer, and Director-at-Large were all elected by a hand vote.

The Officers and Directors were then officially installed.

V. OLD BUSINESS

There was no Old Business.

VI. NEW BUSINESS

A motion was made by Philip Clemmons (Cullman Lost Chord Club) and seconded by Gary Miner (Eastern North Carolina Nu-Voice Club) to have the 2006 minutes of Annual Meeting of Club Delegates posted on the IAL website within two weeks. The motion carried.

New President Philip Clemmons discussed the committee structure and the need for help from the general membership. He encouraged their participation on all committees in the future.

VII. ADJOURNMENT

At 11:35 a.m., a motion was made, seconded and carried to adjourn.

Barbara Nitschneider,
IAL Secretary

