I. CALL TO ORDER
At 8.00 a.m., President Tom Cleveland called the meeting to order.

II. ROLL CALL
Secretary Barb Nitschneider announced that sixteen clubs were represented, and there were 31 delegates in attendance. This constituted a quorum.

III. MINUTES – ANNUAL MEETING, 2016
A motion was made by Jack Henslee to approve the minutes as presented. Motion carried.

IV. OFFICER’S REPORTS

A. PRESIDENT’S REPORT – Tom Cleveland submitted this report: When I took the president’s job I was not fully aware of the IRS problems that faced the IAL. Some of these problems had been discussed during the
delegate’s meeting last year, but I did not realize that the taxes had been filed late for 4 of the last five years without the benefit of extensions. I talked extensively to the IRS who treated me very well over the phone. I had to write letters of explanation why the IAL had not filed their 990-EZ tax forms on time nor followed the proper rules.

With the many problems, I felt we needed to hire a CPA agency to get this straightened out. With the advice of my friend who is my County Treasurer, I located Jaclyn Schmitt, an experienced CPA, Manager of Brink, Key and & Chludzinski, P.C. in Portage, MI, who works with non-profits. Jaclyn was sure she could help us. She helped me draft the necessary letters to the IRS for each of the years that resulted in the IRS clearing IAL of all fines and penalties. Now, the 2016 taxes have been filed and on time. It was also necessary to file our taxes with the state of GA, since that is the IAL’s home address.

The IRS fines originally would have been nearly $19,000. The CPA seemed expensive, but at $3,365.00, it was a fraction of our original burden to the IRS. Jaclyn was also able to balance our books from some minor discrepancies. The books now balance and are accurate going forward.
Helen Grathwohl has graciously accepted the responsibilities for the treasurer in addition to the vice presidency until we can find more help from our membership.

This year was productive for my first year as president. I was lucky enough to attend a few club meetings within a four-hour drive from my home in Kalamazoo, MI. The meetings in Michigan, Illinois, Indiana and Canada were great experiences where I could introduce myself and offer IAL services. In most cases, I was warmly greeted and introduced, and I could share the mission of the IAL.

Candy Moltz has been acting editor of the IAL News. It took a lot of help from Katherine Hampton who was the previous editor. Candy is always looking for ideas and volunteers to write articles for the News.

I asked Susan Reeves, our Administrative Director, to resume her previous duties as Office Manager of the IAL. She has excellent office people in place who assist our organization with monitoring the phone calls, updating the website, mailing out literature and loaners. Susan has done an excellent job.

The website is up and running well and was a long time coming. Katherine Hampton did all the legwork and then turned it over to me. I asked my nephew, David Cleveland, a website designer, if he would help in updating
and taking care of the website in case we had any problems. He generously agreed to help us free of charge! Allison Reber from Susan Reeves’ office is skilled with the computer and websites. Allison has been keeping our website up to date, including uploading the IAL News as it goes to the press.

The help I get from all corners of the board and office has been priceless and there are no words that I can say except “Thank You.”

This report was accepted as shared

B. VICE PRESIDENT / FINANCE REPORT

The Financial Reports will be posted on the IAL website,

STANDING COMMITTEE REPORTS

A. NOMINATION/ELECTION

The two nominations for the board were Dan Konz and W.Kyd Dieterich. Each candidate gave a quick bio and was introduced to the delegates. A motion was made by Tom Cleveland to accept the candidates by
acclamation. Janet Shears seconded the motion. The motion carried.

A. SPEECH STANDARDS

Candy Molz presented her report.

The Voice Institute has been very successful through the years offering a well-rounded academic program of larynsectomdee rehabilitation for the interested SLP. It has more recently successfully combined programing with the Annual Meeting increasing the content for the larynsectomees and their caretakers. This year’s program includes an excellent opportunity for SLPs to visit an ENT clinic at Sentara Hospital that includes presentations on chemotherapy, dental concerns, the need for follow up and actual observation of TP sizing and placement, HMEs/periosteal attachments, and video-endoscopy in the clinic setting. Dr. Karakla offered his team and clinic for this opportunity for our participants at no risk or liability to the IAL, as we will be observing his therapists and patients in their setting under their umbrella of safe medical practice.

This particular opportunity may not always be available, but our program includes a “hands-
on” session that allows participants to try out vendor supplied TEP prostheses with placement simulators, HMEs and various lary tubes and buttons, along with speech aids to sample and instruction on how to teach esophageal speech. When this happens solely in the hotel, it circumvents the added expense of travel to and from the medical clinic.

The IAL has competition for this training program from vendor-led programs around the country and from the MD Anderson team, along with state meetings. Going forward, the IAL Voice Institute may need to carefully consider the efficacy of this offering; its cost efficiency and ability to attract SLPs to our location.

We updated the speech directory in 2015-2016 with good success. At that time it was agreed we would forego the $35 fee for SLPs to be included in the directory. The rationale for that decision was to provide our geographical list as a service to our membership. When we switched over to our new website, that $35 fee was not removed. I have asked that it be removed as soon as possible.
To insure the Speech Directory is continually updated a process needs to be formalized.

This report was accepted as presented.

B. MEDICAL AFFAIRS

All agreed that Dr. Brian Mitchell has been an asset as medical director of the IAL and as a member of the Board of Directors. He regularly writes medical articles for the IAL News. He was unable to make the meeting in Newport News due to emergency cases in his medical practice.

C. PUBLIC AFFAIRS

Chair Candy Moltz presented the following report.

The Newsletter has been self-supporting through the generous support of our vendors for the past year. We have been fortunate enough to generate more than is required to print and mail the newsletter. Katherine Hampton edited the newsletter for about two years without compensation. Katherine shared her expertise with Candy, who volunteered to help with the newsletter until a
real editor was secured. Articles are solicited from everywhere and content is constantly being sought. Thanks to all who pitched in with timely articles. Caryn Melvin and Brian Mitchell offered great articles for the Caregiver’s Corner and the Medical Corner for each edition. Medical, scientific, and social articles are always welcome along with any other viable ideas for content.

The new IAL Website was finally open for public use in the fall of 2016, after countless hours of labor from Katherine Hampton and David Cleveland. This will be a topic for discussion during our Board Meetings in Newport News. It seems to be user friendly. There is always room for improvement, but after five years of struggle, it is up and running.

This year, the Board has to evaluate how to determine how best to serve our unique community and meet the needs of our laryngectomees and those who treat them through The IAL News, website and the IAL Office.

This report was accepted as shared

F. BYLAWS – There is no report this year.
V. OLD BUSINESS

Our new website has been working well. David Cleveland has been doing the bulk of it and he is very talented. We are always soliciting articles for The IAL News.

VII. NEW BUSINESS

In the past several years our membership has been declining. How do we get clubs to pay their dues? Many larynsectomees are not receiving The IAL News. Helen Grathwohl and Tom Olsavicky give their doctors brochures to share with their head and neck patients to help get the word out.

Jack Henslee suggested that we need to expand our business model to meet the needs of new larynsectomees. Our club membership continues to decline.

One idea was to rotate the times of the meetings. Susan stated that we have a total of 201 clubs in the United States. A suggestion was also made to email all clubs once a month.
Candy Moltz shared the following report. The 66th Annual Meeting of the IAL proved to be an exciting exchange of information and experience between laryngectomees, caregivers, and speech professionals. There were 22 first time laryngectomees and 33 spouse/caregivers who attended this year’s meeting. There were 8 certified speech language pathologists who joined us, with two students gaining an unprecedented 31 hours of professional continuing education hours required for ASHA. Summer school limited the number of graduate students, though five area universities were contacted with informative invitations. Eight different companies supported our efforts, along with three different individuals who generously donated to the IAL cause. A hearty ‘thank you’ goes out to each of them as we could not have had the meeting without our vendors, including; Archer Medical Devices, Atos, Boston Medical, Bruce, Griffin, Inhealth, Luminaud, and Romet. In total, counting staff, there were 152 in attendance. Thanks to everyone who came and made it such a great meeting! The shared academic programming served the VI and Annual Meeting well. Presentations were excellent and well received. Hampton University Proton Therapy Institute and EVMS Sentara Hospital were visited by the speech professionals, offering added exposure to the medical side of laryngectomy management. A wide variety of topics were formally covered. Truly it was from A-Z in diagnosis, treatment and rehabilitation, with medical and social issues addressed. Cutting edge medical
equipment, prosthesis, stoma products, and speech aids were presented by the supporting vendors. Advocacy was presented including information on advanced directives and everything you ever wanted to know about tracheo-esophageal puncture. This year, speech pathologists and graduate students had the opportunity to observe seasoned professionals change a variety of prostheses and HMEs in the hospital ENT Clinic. Later, they learned how to handle TEPs and other products in the hotel by using vendor-supplied prostheses, inserters and simulators. HME housings were sampled by applying them to their own neck or hand. Each participant practiced using a variety of speech aids, tried producing esophageal speech and observed every form of communication available to a laryngectomee. The Mix and Match was one of the highest rated activities of the entire meeting. SLPs and laryngectomees/spouses interviewed and shared information about laryngectomees’ experience of receiving a cancer diagnosis, choosing treatment, undergoing surgery and accommodating their voicelessness. Present and future speech professionals learned skills to treat teach and manage the total rehabilitation of laryngectomees, the mission of the IAL.

**Site Visit to Orlando**
Tom Cleveland, Bob Herbst and Candy Moltz completed a site visit to Orlando, Florida, for the possible meeting dates of June 4-11, 2018. The Holiday Inn Buena Vista offered a fair rate of $99/night and is centrally located
close to Disneyworld, SeaWorld, Premium Outlets, and other amenities. The hotel is uniquely associated with Applebys, and all food and beverage is negotiated through that restaurant. Although Florida state laryngectomees meetings were held in Orlando several years ago, there is currently not a club to sponsor the Annual Meeting in Orlando. There are individuals and speech pathologists that have agreed to help with the local details of the meeting.

A motion was made by Candy Moltz to approve Orlando for the 2018 meeting. Tom Olsavicky seconded it. The motion carried. Bob Herbst was thanked for all the preliminary work he did to arrange the site visit and locate the hotel within the IAL budget. John Isler stepped up and offered to help with the local arrangements in Florida.

**BYLAWS**

Jack Henslee began a discussion about the number of laryngectomees and non-laryngectomees on the Board. Jack recommended that there be 12 members on the Board. Susan Reeves recommended there be more laryngectomees than, non-laryngectomees.

It was discussed that there is no Per Diem given to Board Members. Also, Board Members are responsible for their own travel to the meetings. Only their hotel room is currently being paid. This has been the way we
have operated. It’s not stated in the Bylaws if there may be a Board Member who can’t afford to travel. This would be a year-by-year discussion.

If the duties are clearly defined for Board Members more people will want to be involved.

It was requested that the times of the Board meetings be posted prior to the meeting on the website and in the meeting program.

**VIII. ANNOUNCEMENTS – none**

**IV. ADJOURNMENT**

A motion was made to adjourn at 10:00 a.m.

Respectfully submitted.
Barb Nitschneider, Secretary