



HLA-NC is a non-profit organization of volunteers representing people with hearing loss in North Carolina.

HLA-NC is a State Association of the Hearing Loss Association of America.

*DRAFT*

*Hearing Loss Association of North Carolina  
Board of Trustee's Meeting  
Saturday – May 5, 2007  
Heritage Green – Greensboro, NC*

**Voting Trustees (9) present:**

Joan Black (At Large), Co-President  
Steve Barber (HLA-Wake), Co-President  
Beverly Elwell (HLA-Charlotte), Secretary/Treasurer  
Julie Bishop (HLA-Wake), Vice President  
John Black (At Large)  
Cynthia Harmon (At-Large)  
Bill Shugart (HLA-Winston-Salem)  
Ruth Miller (HLA-Chapel Hill)  
Lorene Roberson (At Large)

**Non-voting Members/Guests (7) present:**

Vicki Pinson, CAN-CSDHH  
Loveeta Baker, CAN-CSDHH  
Jeff Mobley, HOH Program Coordinator-DSDHH  
Susan Wilson, HHSS-Greensboro RC  
Judith Pittillo, HHSS-Asheville RC  
Karen Caputo, HHSS-Wilson RC  
Richard Wilson

**Voting Members (5) Regrets:**

By message:

Wayne Giese (HLA-Morganton)  
Dianna Attaway (HLA-Hendersonville), State Coordinator  
Janet McGettrick (HLA-Wake)

No message:

Dare Carden (HLA-Durham)  
Bill Crowley (HLA-Winston Salem)

**Non-voting Members/Guests (5) Regrets:**

Terrye Fish, Director of VR Services for the D/HH/DB  
Kim Calabretta, Sprint CapTel Account Manager-Relay NC

No message:

Kay Satterwhite, HHSS-Raleigh RC  
Ivy Williams, HHSS-Charlotte RC  
Pam Poretti, HHSS-Wilmington RC

## **PRINTED MATERIAL DISTRIBUTED:**

1. Agenda of May 5, 2007 Meeting
2. Conference Planning List
3. List of Committees and Members
4. Draft of Minutes from February 3, 2007 Meeting
5. Treasurer's Report as of April 30, 2007 and 2007 Conference Re-Cap as of April 30, 2007
6. Exhibitors Status Report
7. Publicity, web and program book supplement

## **Call to Order of Board of Trustees Meeting /Meeting Protocol**

The meeting was called to order by Co-President Joan Black at 10:10 a.m.; she asked that members and guests take advantage of the ALDs and *Agenda*. Special thanks were given to Jeff Mobley for bringing the ALDs and to Vicki Pinson and Loveeta Baker, with the Communication Services for the Deaf and Hard of Hearing, for providing Computer Assisted Notetaking. Joan Black asked that a sign-up sheet be completed as it comes around the table.

## **Secretary's Report**

Secretary Beverly Elwell presented the *Draft Minutes of the 02/03/07 Meeting*. The following errors are to be corrected:

- o Correct spelling of names for Pam Poretti and Loveeta Baker
- o Change number of conference registrations to break even from 300 to 200
  - √ Motion was made and seconded to accept the minutes with recommended changes, and approved by consensus.

## **Treasurer's Report**

Treasurer Beverly Elwell presented the *Treasurer's Report as of 04/30/07*, reporting a balance of \$17,912.05, with the following amounts in each fund:

- o Future Conference Fund           \$13,887.00
- o Special Projects Fund           \$     55.09
- o Operating Expenses Fund       \$ 2,382.66
- o Reserve Fund                   \$     900.00
- o Other Fund                       \$     687.30

During the period, January 1, 2007 through April 30, 2007, there were deposits made in the amount of \$2,827.30 and no checks written. Under the income section, it was pointed out that there is a typo in the amount of a conference registration received – it should be \$140.00 instead of \$500.00.

Beverly Elwell presented the *2007 Conference Re-Cap Report as of 04/30/07*, reporting a balance of \$13,887.00, with the following sub-categories:

- o Beginning Balance               \$ 1,147.00
- o Donations                       \$ 1,100.00
- o Sponsorships                   \$11,500.00
- o Registrations                   \$    140.00

- √ Motion was made and seconded to accept both reports with the recommended change, and approved by consensus.

Visit our web page at [www.nchearingloss.org](http://www.nchearingloss.org) for more information and contacts.

Beverly Elwell recommended that John Black be appointed as Co-Treasurer from this date until September 30, 2007, to assist with the 2007 Conference planning since deposits and checks will need to be handled in the Triangle Area, which is near the conference site.

√ The appointment of John Black as Co-Treasurer was approved by concensus.

On May 4, 2007, Joan Black went to the NC Department of the Secretary of State's office in Raleigh to officially change our name from North Carolina Self Help for Hard of Hearing People, Inc. to Hearing Loss Association of North Carolina. Joan Black is the agent and the registered office and mailing address is 3961 White Level Road, Mebane NC 27302. The adoption of the new name was approved at our May 6, 2006 meeting. The cost for making this name change was \$25.00. After completing the paperwork, Joan was able to deposit checks in the amount of \$3,603.50 towards the 2007 Conference.

Co-President Steve Barber reported that our website now accepts credit card payments towards the 2007 Conference, Website Banner Ads, and Donations via PayPal. There will be a 3% expense fee on all transactions. Steve will submit appropriate transaction documentation to Beverly for acknowledgements and she will then transfer the funds from the PayPal account to our checking account.

### **Overall Conference Planning Committee**

Joan Black distributed a *Conference Planning List*. The planning committee now consists of:

- HLA-NC: Joan Black (Chair), Steve Barber, Julie Bishop, Beverly Elwell
- Sponsors: Jeff Mobley (DSDHH), Kim Calabretta (Sprint CapTel), Terrye Fish (DVRS), Rachael Ragin (DPI)
- DSDHH-HHSSs: Karen Caputo (CEUs), Cynthia Harmon (scheduling), Susan Wilson (assisting Joan)

Items left to do include:

- Negotiate liability insurance with the Friday Center; Joan Black will work on this.
- Develop written contract for our speakers and presenters; Beverly Elwell will work on this.
- Stay in periodic contact with presenters regarding conference information, including need for outline of presentation for CEU purposes. Planning committee will work on this.
- Develop and update program agenda. Joan Black and Cynthia Harmon will work on this.
- Develop a conference evaluation form; Karen Caputo will work on this
- Get CEUs in place; Karen Caputo will work on this.
- Will develop a continuous PP presentation to acknowledge our sponsors during the event so as to not take up so much time during our opening ceremony; Steve Barber will work on this.
- Need to get list of VIPs for the opening ceremony; Carmen Hooker Odom, Secretary of DHHS, has just announced her resignation at the end of the summer and so will not be coming. Perhaps Jackie Shepherd will come instead. Still need to put this list together. Joan Black will work on this.
- Each room will need to have a room monitor to introduce the speakers. Will need to determine who will introduce the speakers. Planning committee will work on this.

- Need to get names of who will be the conference attendees (registrants) from sponsorships and exhibits. Planning committee will work on this.

Next planning meeting will be at the DSDHH Conference Room on Friday, June 1, 2007, beginning at 11:30 a.m.

### **Finance Committee**

The finance committee consists of Beverly Elwell, John Black, and Steve Barber. Duties include the obvious depositing of monies and paying of invoices related to the conference (John Black will do this), and also:

- Sending out acknowledgement letters/emails for sponsorships and exhibits, and confirmation letters/emails for registrations. Beverly Elwell will do this.
- Develop simple expense report for invited presenters. Beverly Elwell will do this.
- Maintain a database of registrants, sponsors, exhibitors, and program ads in an Excel program. Beverly Elwell will do this.

### **Registration Committee**

Joan Black has asked Susan Bell to help out with the registration process because of her past experience in doing this kind of thing. Janet McGettrick has offered to help. There may be the possibility of manpower from Terrye Fish's office. We need to be prepared for:

- On-site registrations, including printing name tags, and registered attendees
- Handling of volunteers and presenters (there is a per day cost involved)
- CEU registrations. Karen Caputo will work on this.
- Distributing name tags (need to find a sponsor for the badge holders and lanyards)
- Registration packets and goody bags (these will be stuffed beforehand; can also include brochures and catalogs from companies who want to send supplies but not exhibit). Judith Pittillo and others from DSDHH will work on this.

### **Exhibit Committee**

Julie Bishop distributed an *Exhibitors Status Report*. Per our contract with the Friday Center, there are 30 tables available for use. Currently, based on sponsorships and exhibit registrations so far, there are 18 exhibitors, and 4 more likely to sign on for a total of 22. Need to:

- Contact sponsors to get both exhibit information and conference registrant information
- Need to look at how many tables the conference needs, i.e. silent auction, book signing, CEUs, etc. The contract provides tables for registration.
- Need to set up table and determine times for book signings (Trychin, Harvey, Flexer, Compton?)

### **Lunch Break:**

Broke for lunch at 12:00 noon

Came back from lunch at 1:20 p.m.

### **Hospitality Committee** (including shuttles, alerting devices)

Ruth Miller, chairperson, said that there are 3 hotels with blocks of 20 rooms for each of the 3 nights (60 rooms per night), which have been earmarked for the 2007 Conference. These are listed on the website. There are cut-off dates if these rooms are not reserved. Need to:

Visit our web page at [www.nchearingloss.org](http://www.nchearingloss.org) for more information and contacts.

- Contact the hotel closest to the Friday Center (the Courtyard) to ask for 10 more rooms. Ruth will do this.
- Determine issues regarding shuttles. Ruth will investigate this.
- Let attendees know, via the website, that they should bring their own alerting devices for staying in hotels. Steve will post this notice.

### **Silent Auction Committee**

Lorene Roberson suggested that the website put August 30, 2007 as the deadline for people to submit a form for contributing to the silent auction. Issue of storage space for large items was discussed; prefer to use a picture and a voucher for people to pick up directly from business if the item is large. Bidding will stop at 12 noon on the last day. Would prefer to have the silent auction in a room that can be locked up. Needs include:

- Volunteers to help set up and man the silent auction at the conference.
- Determine when to distribute the winnings – perhaps at a closing ceremony?

### **Celebration Lunch**

Joan Black said that the lunch would be a buffet lunch for about 45 minutes. Will do the awards ceremony and acknowledgements during the last 15 minutes of the eating period. The entertainer is an HOH storyteller, Gary Carden, from Asheville and will have 20-30 minutes. Will close up with an inspirational message from Terry Portis, lasting 20-30 minutes. All will take place in the Trillium Dining Room on Saturday. Need to:

- Determine who will be the 'Master of Ceremonies' and who will introduce whom.

### **Accessibility Committee**

The Friday Center has 40 ALDs. We're planning to use all of the ALDs from the different Regional Centers, which is an additional 60-70 units. DVRS is providing interpreters and CART/CAN services. Needs include:

- Regional centers need to inventory their ALD units and to let the Blacks know how many are working.
- Registration database will give an idea of how many registrants want ALDs, CAN, ASL interpreters.

### **Publicity Committee**

Steve Barber asked who was sending out information to the state agencies. Jeff Mobley said that DSDHH is covering all those agencies that fall under the DHHS. Steve has been emailing HLA state coordinators and chapter coordinators, especially those in neighboring states, to spread the word. Steve asked each of us to promote the conference in our local chapters. We have a total of 5,000 brochures to spread around. Since it appeared that these 5,000 brochures are already accounted for, we decided to order an additional 5,000 for upcoming conferences and health fairs. Julie Bishop will do this.

### **Website**

Steve Barber said that he has about 25-26 presenters listed on the website and needs to get pictures for more. Each presenter will have a link to their webpage so that folks can learn more about them. Will have about 30 all total. Needs to add a page of details for all of the workshops. Have signed up with PayPal so that people can use their credit cards to pay for sponsorships,

registrations, and exhibits. Registrations still have to be sent in to Joan Black. Will soon add the capability for people to donate to HLA-NC.

### **Program Book**

Steve Barber has started thinking about how the layout of the program book will look. Will possibly have:

- A front cover, possibly in color
- A section for letters from VIPs like the governor and/or Secretary of DHHS,
- A welcome letter to the conference from HLA-NC Co-presidents Joan and Steve
- A welcome letter to the conference from HLAA President Terry Portis
- A section on logistics (safety, restrooms, health stuff, a map of the Friday Center)
- A section about the presenters and their workshop
- The conference schedule
- Program ads

### **Other**

Bill Shugart asked if it would be possible to have a workshop session related to law enforcement and hearing loss? Also, how could we get the information about this conference out to them? Joan Black will see if it is possible to get a presenter.

### **Next Meeting**

Overall Planning Committee will meet on June 1, 2007 at 11:30 a.m. at the DSDHH office. Next trustee meeting will be on July 14 at Heritage Green in Greensboro, from 10:00 a.m. until 3:00 p.m.

### **Adjournment of Meeting**

The meeting was adjourned at 3:15p.m. by Co-President Joan Black.

Respectfully submitted,  
Beverly A. Elwell  
July 5, 2007