



THE VOICE FOUNDATION

ADVISORY BOARD MEETING

Friday, June 2, 2017 6:45am
The Westin Philadelphia Hotel
Director's Room

Please let me know if the attendance list is incorrect.

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| <p><u>The Voice Foundation (3)</u></p> <p>Robert T. Sataloff Maria Russo Katie Erikson</p> <p><u>Elsevier (1)</u></p> <p>Stefanie Jewell-Thomas</p> <p><u>International (7)</u></p> <p>Mara Behlau Abdul-latif Hamdan Shigeru Hirano Karen Kost Jack Jiang Jan Svec Sten Ternström *Peiyun Zhuang</p> <p>*New Board Members</p> | <p><u>Domestic (26)</u></p> <p>Shaheen Awan? RJ Baken: Michael Benninger Thomas Carroll Molly Erickson Shigeru Hirano Jack Jiang Michael Johns Charles Larson Jeannette LoVetri Nicholas Maragos David Meyer Claudio Milstein Thomas Murry Lisa Popeil *Peter Popolo Lucille Rubin Ronald Scherer Nancy Solomon Harvey Tucker</p> |
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New Members: Peter Popolo, Peiyun Zhuang, ?

- 1) **Approval of Minutes** : Motion – RTS, Seconded – Benninger
- 2) **Introductions**
- 3) **Committees:**
 - a) MikeJ: If you are interested in being a member of a committee, contact us. We need to keep our finger on the pulse of the membership and communicate that back to the group.

b) **Website: David Meyer – transferring Chair to Lisa Popeil**

- i) Last year we recorded tutorials to You Tube. Lisa Popeil will take over as chair of this committee.
- ii) MJ: The Members area on the website is quite useful. If you look at other organizations and their resources, we have one of the best, most resource-filled websites.
- iii) MariaR: There are some projects presently underway that need to be completed, and we are looking at how to get people more interactive with our site.
- iv) RTS: Many of the videos are now available for free online. We have tutorials and master classes.
 - (1) *If you have videos that you want to share, that aren't copyrighted, we would love to put them on the website.*
- v) Jean A: Have you thought of a translation of the site to French? Or subtitles on the videos?
 - (1) MR: There is a Google translator that could be used for the site, but not the videos.
 - (2) Mara B: I can do that for Portuguese
 - (3) JA: I can do that for the French
- vi) What kind of traffic do we have on the site, and how can we get people to the site?
 - (1) MR: I installed google analytics, and can send a report on that.
- vii) Lisa P: Do we have a method for collecting suggestions from the Symposium attendees?
 - (1) MR: We have the CME and CEU surveys, and we are making one for the other people. But we don't have a feedback form on the website.
- viii) JA: Could we do coaching on the website that they pay for? It could be people who are certified by TVF.
 - (1) RTS: Certification and standards is something TVF is not focusing on because Ingo's group is focusing on that. It is much more complicated here in the U.S. at this point. It is a great idea, and Ingo is taking the lead.
 - (2) IngoT: We have a committee working on that. We are looking at the certification of habilitation and will set standards for knowledge of voice at several different levels, and there will be a credential created.
 - (3) JA: In Europe many people ask me about that. They don't know that much about the voice. We need this. I wanted to point that out this morning.

4) **New Investigator Forum -- Molly Erickson**

- a) We have had a lot of progress. We now have a separate committee and a panel and a new proposal rating system.
 - i) There was the bonus of having fees waved for the winners
 - ii) we used the new selection panel to select our winners. **Michael McPhiel** and **Jason Kim**
- b) We need more promotion to get the numbers up on proposals.
- c) Note that there is an article to be published on the New Investigators Forum. In this article we list past presenters, where they are now, and what they are doing.
- d) Ron: What is the effect of the meetings? Are they effective for the participants?
 - i) ME: I hear directly from them about how helpful the comments were from the panel. Maybe I'll put a little IRB in and send out a questionnaire to get more specific responses.
 - ii) RS: So more qualitative quotes?

- (1) MR: Rahul was initially a new Investigator.
 - iii) ME: It is a very impressive list. I will get as much info as I can about how it aided them. Their research gets more finely tuned, and contacts are made for collaboration in the future. That is hard to quantify.
 - iv) MJ: Our email list serve is very powerful. So keep this topic in mind when you talk with your colleagues.
 - v) ME: *Word of mouth is the best way to get proposals*. If your grad students want feedback before going into their doctoral defense, this is a kind, friendly, atmosphere.
- 5) **Local Chapters -- Maria Russo**
- a) MR: Our chapters are doing very well.
 - i) The New England (Tom Carroll) chapter has had their first two meetings already.
 - ii) Houston – Ken Altman has done four or five meetings and one was a social event.
 - iii) North Texas (Christopher Watts) did a very successful mini-symposium
 - iv) So Cal (Lindsay Reder) is very active. They have had a few meetings.
 - v) Seattle (Al Merati) continues to be active and combine events with the Chapter.
 - vi) China, new chapter. Jack Jiang has been active with it and has had a meeting in China.
 - vii) Lebanese chapter
 - viii) There are plans for a new chapters:
 - (1) Mexico
 - (2) Brazil
 - (a) Mara: Our sponsor who has been giving \$3000 a year to help people get to the Symposium is involved in the chapter. We hope to have Maria Russo at the official first meeting to open the chapter.
- 6) **Presentation Outreach Development Committee -- Donna Snow**
- a) We are encouraging students to come for coaching, but we don't get the students we hoped for. We offered a day for students, Wednesday, possibly meeting as a group.
 - b) Some students may be intimidated by a one-on-one and happier in a group.
 - i) Mara: I have no words to say how much they appreciate the coaching. They will **love** to go in a group. They love the sessions.
 - c) RTS: Could we work on the timing so it doesn't conflict with the tutorials? One person had a coaching that made them miss their tutorial,
 - d) DS: We are also looking into the idea of attracting more corporate people. We have a person who has volunteered to work on that with Maria.
 - e) LoVetri and Rubin have been good at promoting TVF.
 - f) McBroom was active in having TVF come to her University, and we are encouraging people throughout the universities to take courses for certification.
 - g) We also have had several activities for World Voice Day and have been active encouraging more.
 - h) There are 153 new attendees this year, + new physicians
 - i) We have been working with the underserved youth in Pittsburgh and working with UofP and Carnegie Mellon on a seminar on vocal health.
 - j) How can we tie things into the Symposium?

- i) MR: *We have even more first time people, almost half of our population.* The room was absolutely full on Wednesday. Please make an effort to include the new people, talking with them and seeing how they are doing.
- 7) **Young Laryngologists** -- Tom Carroll (*Adam Rubin stepped down*)
 - a) We have two primary charges.
 - i) A panel on Sunday
 - ii) A working meeting Friday at lunch.
 - iii) *If you know anyone in the age range, please let them know.*
 - b) I am looking for official co-chairs for the committee. We are thin this year because some of the regulars can't make it.
 - c) There was a meeting was just a month ago in San Diego, but that was difficult for people to get to.
- 8) **International Outreach** - Claudio Milstein
 - a) Working to create a product to promote TVF in form of a PowerPoint presentation that highlights what TVF does. It can be taken into conferences to show what TVF does, and it can be used by faculty for students and colleagues. It can be used by anyone. It can be translated easily into any language.
 - b) Maria has a copy, and she suggested embellishing it with music and higher end graphics. We want to make it available to anyone who wants to use it.
 - c) How can we make it that we can have 3 minutes in a meeting to present this? Any suggestions are welcome. The PowerPoint ends with videos of groups of international people saying "come and participate"
 - d) MJ: Will it be on our website for downloading? It could be an 'about us' on the website.
 - e) MB: What about sending it to all the attendees of the Symposium
- 9) **International Chapters** – Hamdan rotates off - Jack Jiang and Mara Behlau will oversee
 - a) MB: The Center in Brazil is going to hold a meeting there. We haven't found out the best way to avoid the Brazilian taxes. Everyone is happy about the chapter.
 - b) Jack: We have 60 people for the chapter in China, and 20-30 members last year. We will try to continue that. We are looking for government approval. That is what I am working on. It would be one of the first organizations to get that.
 - c) MJ: Should we merge the local and international chapters?
 - i) MR: They have different problems because of legal regulations, but they could be merged.
 - ii) **MJ: Motion -- seconded and passed**
- 10) **Symposium Recommendations** - Tom Murry
 - a) There was not much response to the email asking how people liked it last year, so this year I'll be sending out a list of specific questions to get more feedback
 - b) MJ: Should we send it to the entire advisory board to gather from the collective hive?
 - c) The CME form gives some feedback, but what we need is more than the CME form.
 - d) RTS: Include in the questions whether the respondent attended this year, last year, and is planning for next year?
 - e) Ron: The Planning Committee needs this information. I think we will lose out on some Symposium relevant ideas without these questions. New ideas are important.
 - f) MR: The only block is that you read the emails and respond.

11) **Award Committees**

- a) **Hamdan International Presentation Award:** Rahul Shrivastav, Chair
 - i) 1st Prize: **Claudio Stork, MD**
 - ii) The process is running well.
- b) **Best Student: Shaheen Awan, Chair**
 - i) 1st Prize: **Jeong Min Lee**
 - ii) There were two honorable mentions, **Marina Englert, Livia Lima Krohling**, and another paper that was really strong. So, four strong from 15 submissions.
 - iii) We had the first prize, and gave a second prize, the Gisele Oliveira, **Ketaki Vasant Phadke**, which also an SLP paper, then the honorable mentions
 - iv) MB: Yes, the honorable mentioned were very excited and were all over the social media as soon as I told them.
 - v) MJ: Can we fold that into the Giselle? We were lucky that it was SLP.
 - vi) SA: *We would like to expand the committee. I represent SLP, Jeannie guides for voice, and I'd like to increase the committee to six people. Do we want to consider re-distributing the prize money to more of these? First prize is \$1000, which is fixed by the Hamdan.*
 - (1) RTS: We could come up with more
 - (a) An extra \$500 would be great
 - (b) MR: We also have some things from the exhibitors to pass out as awards.
- c) **Sataloff Young Investigators Award**, Norm Hogikyan, Chair
 - i) Winner: **Maryam Naghibolhosseini, PhD**
 - ii)

12) **New Business**

- a) Chair changes:
 - i) Popeil for the website committee
 - ii) Carroll for Young Physicians
- b) Local and International Chapters merged
 - i) Maria will oversee. Behlau & Jiang supervise International problems.
- c) **RTS moved, the changes were passed.**
- d) **Survey**
 - 1) MJ: We have a huge list serve, and that needs to be valued and preserved. If an individual wants to use the list serve could they submit a form or something?
 - 2) The results of the research from this must be presented and published in JOV.
 - 3) Some limits are needed, perhaps only available once per year?
 - 4) Ron: If projects are interdisciplinary that would be good.
 - 5) RTS: If these are submitted as grant proposals, then the committee would choose
 - 6) MBenniger: I hate when I get a survey. Most of the surveys aren't worth my time. I would be very cautious. This is one reason why people don't read their emails. It would need to be highly impactful for TVF.
 - 7) RTS: I agree with the spirit, but we need to have a review process and review committee so that it is appropriate to TVF. In addition, it also gives us the opportunity to make sure it is psychometrically done and appropriate.
 - a) You need the right group to send to. Oversight is important.

- b) MJ: I don't think we need to make a decision now, but let's see if someone sends in a request and then look at it.
- 8) Ron: Is it the same as the grant proposal? Would we use that mechanism?
- 9) RTS: **Thanks to Mike Johns for the great work he's doing chairing this Board.**

World Voice Day

Sundberg: World Voice Day has become significant. This year 620 or something events happened spread over the globe. The events and website embraced about 65 countries. In these countries there is a coordinator who announced what was happening in their country on the Day. It is an ambitious undertaking, and I have suggested Mara take over --

MB: The girls will do it! The girls are excited. We will keep the same web site and transfer it to our webmaster.

Adjourned

Tasks:

Maria: *Send a report about traffic on the website from Google Analytics.

*Look into Google translation to translate the website, and subtitles for the videos.

Mara: Will do the translations into Portuguese

Abitbol: Will do the translations into French

*A method for gathering suggestions from Symposium participants

*Presentation Outreach Coachings should not conflict with Tutorials

*TVF PowerPoint on the website in the "About" section

*Copies sent to all Symposium participants

*Merge Local and International Chapter committees

*eMailing to the Advisory Board with Symposium suggestions/recommendations

*Look into the possibility of using the List Serve for surveys.

*World Voice Day is being handed over to Mara. "The girls will do it!"