



**American Brain Foundation
Executive Committee Meeting
December 17, 2018
Held via Conference Call**

In attendance: Kevin Goodno, Chair; Ralph Józefowicz, MD; Susan Schneider Williams

Staff: Jane Ransom, Tim Engel, CFO; Lindsey Taveren, Natalie Baumgartner

Excused: John Mazziotta, MD; A. Gordon Smith, MD

The meeting was called to order at 10:00 a.m. CT by Kevin Goodno.

The members approved the minutes of the November 5, 2018, meeting unanimously..

1. **November Financial Statements:** Revenue, expenses and investments are down as of November month-end. The forecast presented at the November Board meeting has remained the same. The Foundation is looking at a \$211,000 shortfall, but functional expenses are underspent by \$344,000 from the original 2018 budget. The revenue for 2018 was an aggressive goal.

Year-to-date, the Foundation is projecting that \$515,000 in unrestricted revenue will be raised. Dues check off is expected to raise \$120,000 for 2018. That is a 45% increase from 2017. An additional \$50,000 in major gifts is expected, and the Foundation expects to save another \$30,000 in expenses for 2018.

The Foundation can also use the 2015 AANI Surplus grant to cover the 2018 deficit.

2. **Update on Joint Planning with AAN:** The Foundation has continued to have meetings with the Executive staff. The Foundation and AAN will be working to develop a joint initiative, which could be a sustaining donor campaign. Ms. Williams will be participating at Neurology on the Hill at the end of February, which will begin to build collaboration between the AAN and the Foundation in public advocacy.

The Foundation will create a conservative budget to present different scenarios to the AAN. The Foundation will use this to create a white paper for the AAN to review.

3. **Input on February 24th Board meeting Agenda:** The next Board meeting will be in-person meeting in Miami, Florida. The agenda items currently being considered are: a 2018 year-end financial report, the research program strategy, joint planning with the AAN, and the fundraising and marketing strategies for 2019.

Bylaws changes will also be added to the agenda. The AAN's leadership and the Foundation's Governance Committee agree about changes to AAN representation on the Foundation's board. The Governance Committee plans to recommend:

- Removal of the Brain & Life *ex officio* position.
- Removal of Immediate Past President of the Foundation from the Executive Committee

- Allow the CEO of the AAN or their designee from the AAN Executive Staff to serve on the Foundation Board
- Allow the President of the AAN or their designee from the AAN Executive Committee to serve on the Foundation Board
- The Foundation's neurologist members will not be selected from the AAN Board in the future.

Considering these changes, the Foundation would ask Dr. Sirven to become a regular member of the Board and vote him in immediately. The Committee agreed that these changes seemed positive and alleviated some of the pressure on the *ex officio* members, but the Committee wanted to ensure that neurologists members could still be chosen regardless of their membership with AAN. They agreed that neurologists with membership would be given preference to those without as long as they were not on the AAN's Board.

4. **Staff Reorganization:** Ms. Ransom sent out a chart on the reorganization of the staff. Ms. Rucks has been moved into a full-time position as the Major Gifts Officer. She is putting her focus where the Foundation needs it most, and without the time-consuming management of the Development Department.

Marie Tuhy is the interim coordinator of the Development Department. She is supervising the administration of a part-time Database Manager, a part-time Development Associate, and a new Development Associate to be hired in 2019.

The Committee asked if the Foundation's part-time Marketing position could be expanded in the future. Ms. Ransom said this is not in the budget for 2019, but it is hoped that the position can be expanded in the future. Jane Ransom welcomed questions or feedback on Foundation staffing, inviting Executive Committee members to contact her directly if they wanted to discuss the matter.

Adjourn at 10:21 am CT.