

AMERICAN BRAIN FOUNDATION

Finance Committee September 11, 2019 4:00 p.m. CST Conference Call

Committee Members	Ralph Józefowicz, MD, Chair; James Essey; Sharon Klein; Martin Shenkman, CPA; Lisa Shulman, MD; Joseph Sirven, MD;
Guest	
Staff	Jane Ransom, ED; Timothy Engel, CFO; Lisa Deutsch

	AGENDA ITEM *Indicates Board Action Needed	PRESENTED BY
4:00	Call to Order	Ralph Józefowicz, MD, Chair
4:05	Approval of the June 12, 2019 Minutes	Ralph Józefowicz, MD
4:10	Financial Statements for the period ending 7/31/19	Tim Engel
4:20	2018 IRS 990 Filing	Tim Engel
4:30	Business Plan 2020-2024	Jim Essey
5:00	Adjourn	

Other Materials:

- Minutes of June 12, 2019 meeting (pg. 2)
- Financial Statements, July 2019 (pg. 4)
- 2018 IRS 990 Memo (pg. 10)
- Business Plan Memo (pg. 11)
- Summarized Business Plan (pg. 16)
- Business Plan Five-Year Scorecard (pg. 17)



American Brain Foundation Finance Committee Meeting Finance Committee June 12, 2019 9:00 a.m. EST/ 8:00 a.m. CST/ 7:00 a.m. MST/ 6:00 a.m. PST Conference Call

In attendance: Ralph Józefowicz, MD, Chair; James Essey, Martin Shenkman, CPA; Lisa Shulman, MD

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

Excused: Sharon Klein; Joseph Sirven, MD

The purpose of this meeting was to discuss the financial statements for the period ending 4/30/2019, the updated 2019 forecast, and the 2018 Audit. The minutes of the March 26, 2019 were approved unanimously. The Finance Committee Description was approved unanimously as the charter of this Committee.

- **a. Financial statements for period ending 4/30/2019:** Ms. Taveren presented the financial statements and cashflow projection in summary:
 - i. The Foundation realized \$1.9 M in revenue, \$1.05M comes from a donor's estate.

Discussion:

- 1. The Foundation should continue to pursue estate gifts in the future. This will be a goal of the new Major Gifts Officer, Lisa Dahlberg.
- 2. The Foundation is currently trying to determine how many estate gifts have been planned by previous development staff.
- 3. In the future, the Foundation might try to use these financial windfalls to establish a steady and reliable source of revenue.
- ii. Without this estate donation, the Foundation is 16% under the YTD goal for unrestricted revenue (or \$183K), but some revenue goals are performing higher than anticipated.
 - 1. The 10% fee on restricted grants has resulted in \$7K in unbudgeted revenue YTD.
 - 2. The AAN Member Dues Check Off donations are also performing well at 3% ahead of the 2018 donations.
 - a. The Foundation and AAN will decide if this amount should increase in the future from \$95 to \$125.
 - 3. The Annual Meeting registrations resulted in \$6K above budget
 - 4. Commitment to Cures will likely exceed revenue goals in registration, sponsorship, and donations, but the revenue for Commitment to Cures is not included in the overall revenue realized as of April 2019. Total revenue for Commitment to Cures

is estimated at \$410K, which exceeds the revenue budget by almost \$200K.

- a. Restricted fundraising for autism research, requested by one honoree, was not anticipated. As a result, we may fall short of our unrestricted revenue goal for the event.
- b. Higher expenses were a result of utilizing the Union League.
- c. In 2020, the Foundation will build on the winning strategies from this year's Commitment to Cures in 2020, such as having a local honoree, a local host committee chair, and a unique event venue.
- d. The Foundation will also determine if an event planner, who also identifies sponsorship opportunities, might be beneficial to the staff and event.
- 5. The Foundation is showing a positive variance of \$537K, mostly because of the unanticipated bequest, but also because of new fundraising and marketing strategies.
 - a. The Finance Committee would like staff to outline how we will raise an additional \$502,000 of unrestricted funds this year, per the latest forecast.
- iii. Operating expenses are running 17% under budget.

b. Audit Report 2018:

- During the Joint Audit Committee meeting in May, the committee approved the Foundation and AAN audit reports, agreed to recommend the individual reports to respective boards, and agreed to contract with Clifton Larson Allen for the 2019 Audit.
- ii. The Auditors pointed out two potential challenges for the future related to new FASB rules:
 - 1. Revenue Recognition
 - 2. Grants & Contributions

Mr. Engel and Ms. Taveren are confident that the Foundation is in compliance.

- iii. The Joint Audit Committee also discussed the liquidity of the Foundation. The Foundation's Reserve Policy positions the Foundation well to meet expenses and liabilities.
- iv. The Board will be asked to approve the 2018 Audit Report on June 23, 2019.

Meeting Adjourned: 8:43 a.m. CT



Date: September 11th, 2019

To: Board of Directors

From: Timothy Engel, CPA Chief Financial Officer

Lindsey Taveren, Accountant

CC: Jane Ransom, Executive Director

Subject: July 2019 YTD Financial Report & Updated 2019 Forecast

The enclosed materials present the financial performance of the American Brain Foundation (ABF) for the seven months ending July 31st, 2019.

Statement of Operations

- ABF realized \$4.9M in revenue
- Operating expenses are \$3.9M
- Net Operating Income is \$1M

July YTD Investment return of 4.7% versus policy index of 4.5% resulting in revenue of \$462K.

Operating Revenue

As of July the majority of grant & award revenue and expenses have been recognized for the year. YTD operating revenue is \$666K, or 48%, above budget. However, when the estate windfall of \$945K from earlier this year is removed from operating revenue the Foundation is underbudget by (\$279K) or (20%).

Donor restricted releases are (\$193K) under budget largely due to one research grant not being awarded in 2019 that was originally budgeted for.

Some revenue highlights are:

- The 10% initiative has generated \$12K of YTD revenue not in the original budget
- AAN Member Dues Check Off donations continuing to track ahead of 2018 (see attached statement)
- ABF is fundraising for two new endowments:
 - o Dr. Cheryl J. Memorial \$1,440 raised YTD
 - o Ted Burns Humanism and Neurology Fund \$31,762 raised YTD

Operating Expenses

Expenses are 6% under budget:

- Salaries and benefits are under budget by \$83K due to staff turnover
- Software is over budget by (\$4K) due to timing of expenses
- General Office and Meetings & Travel expenses are under budget by \$72K due to timing as well as some expense savings due to staff turnover, specifically related to the Major Gifts Officer and trips that had been planned.
- Professional Services is over budget by (\$11K) due to gift in kind advertising expense
- Grants/Awards under budget by \$113K largely due to not awarding one of the grants originally budgeted for.

Statement of Financial Position

- The Foundation ended April with total assets of \$12.8M, which includes \$2.8M in grants receivable.
- Cash and investments total \$9.8M.
- Liabilities are \$1.6M, which includes grants payable of \$1.5M
- Unrestricted Net Assets are up \$800K compared to July 2018
- Donor Restricted Assets are down (\$790K) compared to July 2018

2019 Forecast Adjustments

The Foundation has undergone a final forecast for the year and anticipates a positive net income of \$152K, which is approximately \$434K more than originally budgeted for.

The development plan to meet the forecasted operating revenue goal includes the following:

- \$100K Dues Check Off
- \$100K Major Giving
- \$45K Estate Gift (received in August)
- \$22K Annual Fundraising
- \$10K Core Support
- \$5K Brain Squad Sustaining Donor Program

Total adjusted forecast expenses are on track with the original budget, but there are variations between the natural expense areas:

- Positive variance of \$90K in salaries due to staff turnover
- Negative variance of (\$10K) in General Office due to additional expenses
- Positive variance of \$32K in Software due to changes to vendor subscriptions
- Negative variance of (\$100K) in professional services due to \$40K of gift in kind advertising expense as well as additional development consultant expense
- Negative variance of (\$53K) due to Commitment to Cures 2019 and planning for 2020
- Positive variance of \$104K in Grant expense due to fewer grants and awards than budgeted for.

Provided in the following pages are the following:

July 2019 Operating Statement with Updated Forecast July 2019 Statement of Financial Position July YTD Comparison of AAN Member Dues Check Off Donations

American Brain Foundation Income Statement For the Seven Months Ending Wednesday, July 31, 2019

							Budget variance to	
				Variance	Total	Total	Forecast	Final
	2018	2019	2019	Favorable	2019	2019	Favorable	2018
	YTD Actuals	YTD Actuals	YTD Budget	(Unfavorable)	Forecast	Budget	(Unfavorable)	Actuals
REVENUE	-							
GRANTS & GIFTS								
Total Funds Raised	\$2,898,482	\$2,856,225	\$3,613,805	(\$757,580)	\$6,155,531	\$5,659,375	\$496,156	\$4,023,380
Donor Restricted Revenue	(\$1,870,126)	(\$802,999)	(\$2,226,875)	\$1,423,876	(\$3,817,500)	(\$3,817,500)	\$0	(\$2,713,097)
Net Funds Raised	1,028,356	2,053,226	1,386,930	666,296	2,338,031	1,841,875	496,156	1,310,283
rect rands reased	1,020,330	2,033,220	1,500,750	000,270	2,330,031	1,011,075	190,130	1,510,205
Gift in Kind	39,419	39,610		39,610	39,993		39,993	985,939
Released from Donor Restrictions	2,049,453	2,738,239	2,931,594	(193,355)	2,768,011	2,952,425	(184,414)	2,494,725
Total Grants & Gifts	3,117,228	4,831,075	4,318,524	512,551	5,146,035	4,794,300	351,735	4,790,947
Interest Revenue	11,581	23,422	11,669	11,753	37,000	20,000	17,000	23,552
Other Revenue	1,157	1,522	1,300	222	1,522	1,300	222	1,157
Total Revenue	3,129,966	4,856,019	4,331,493	524,526	5,184,557	4,815,600	368,957	4,815,656
EXPENSES								
Salaries & Benefits	450,048	479,675	563,161	83,486	912,405	1,002,196	89,791	876,992
General Office	38,434	61,963	84,798	22,835	148,486	139,377	(9,109)	81,554
Software	49,327	134,401	130,304	(4,097)	188,556	220,399	31,843	123,728
Professional Services	203,162	175,535	164,300	(11,235)	323,182	224,825	(98,357)	1,218,301
Meetings & Travel	143,893	183,694	233,808	50,114	406,532	353,216	(53,316)	220,820
Grants & Awards	1,815,442	2,647,883	2,761,169	113,286	2,677,702	2,782,000	104,298	1,800,559
Depreciation	26,901	26,901	26,901	0	46,116	46,116		46,116
Bad Deb Expense								23,000
Management Fee	186,410	191,917	192,002	86	329,147	329,147		339,560
Total Expenses	2,913,617	3,901,969	4,156,443	254,475	5,032,126	5,097,276	65,150	4,730,630
Net Operating Increase (Decrease)	216,349	954,050	175,050	779,001	152,431	(281,676)	434,107	85,026
Long Term Investments	123,311	462,316		462,316				(332,289)
CHANGE IN UNRESTRISTED NET ASSETS	339,660	1,416,366	175,050	1,241,317	152,431	(281,676)	434,107	(247,263)

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American Brain Foundation

Statement of Financial Position 7/31/2019

	7/31/2019	7/31/2018	Net Change
ASSETS			
CURRENT ASSETS			
Cash and Cash Equivalents	\$2,091,316	\$3,223,744	(\$1,132,428)
Grants and Gifts Receivable, Net	1,164,996	855,351	309,645
Accounts Receivable	1,616		1,616
Other Assets	5,181	50,489	(45,309)
Total Current Assets	3,263,109	4,129,584	(866,476)
FIXED ASSETS			
Office Equipment	223,770	223,770	
Less Accumulated Depreciation	(114,485)	(68,370)	(46,116)
Net Fixed Assets	109,285	155,400	(46,116)
LONG TERM ASSETS			
Investments	7,734,554	7,604,439	130,116
Grants and Gifts Receivable, Net	1,649,689	1,245,198	404,491
Total Long Term Assets	9,384,243	8,849,637	534,607
Total Assets	12,756,636	13,134,621	(377,985)
LIABILITIES AND NET ASSETS			
CURRENT LIABILITIES			
Accounts Payable	105,183	89,466	15,718
Grants Payable	1,254,680	1,847,000	(592,320)
Deferred Revenue	1,000		1,000
Total Liabilities	1,360,863	1,936,466	(575,603)
LONG TERM LIABILITIES			
Grants Payable	261,965	104,271	157,694
NET ASSETS			
Unrestricted	4,609,469	3,780,025	829,445
With Donor Restrictions	6,524,339	7,313,860	(789,520)
Total Net Assets	11,133,809	11,093,884	39,924
Total Liabilities and Net Assets	12,756,636	13,134,621	(377,985)

Dues Check Off	2019	2018	2017	2016	2015	2014	2013	2012
January	20,945.00	18,890.00	14,759.00	19,375.00	18,440.00	18,091.00	19,260.00	12,175.00
February	6,005.00	6,440.00	6,584.00	7,205.00	7,760.00	9,530.00	6,544.00	6,735.00
March	4,055.00	4,552.50	4,260.00	4,765.00	3,942.00	5,500.00	2,545.00	3,650.00
Arpil	2,460.00	2,645.00	1,135.00	1,785.00	2,900.00	1,825.00	870.00	1,985.00
Мау	2,140.00	835.00	610.00	900.00	1,220.00	1,645.00	960.00	350.00
June	1,070.00	820.00	1,450.00	1,780.00	577.50	1,330.00	885.00	455.00
July	1,785.00	1,470.00	1,930.00	600.00	585.00	840.00	1,435.00	245.00
August	-	1,165.00	300.00	850.00	530.00	340.00	700.00	285.00
September	-	840.00	320.00	440.00	350.00	245.00	655.00	175.00
October	-	18,135.00	6,276.00	17,375.00	16,494.00	9,000.00	16,825.00	15,700.00
November	-	33,490.00	12,701.00	25,515.00	16,070.00	33,395.00	29,187.00	21,216.00
December	-	42,591.00	32,012.00	30,825.00	45,925.00	29,850.00	24,317.02	23,850.00
Total	38,460.00	131,873.50	82,337.00	111,415.00	114,793.50	111,591.00	104,183.02	86,821.00

July YTD totals Growth Over Prior YTD

2019	2018	2017	2016	2015	2014	2013	2012
38,460.00	35,652.50	30,728.00	36,410.00	35,424.50	38,761.00	32,499.00	25,595.00
8%	16%	-16%	3%	-9%	19%	27%	



Date: September 11th, 2019

To: Members of the Finance Committee

From: Timothy Engel, CPA Chief Financial Officer

Lindsey Taveren, Accountant

CC: Jane Ransom, Executive Director

Subject: ABF 2018 IRS Form 990

The Joint Audit Committee met on August 12 to review and discuss the 2018 IRS Form 990 information returns for ABF. The committee recommends the returns be filed as prepared. The ABF Finance team prepared the 2018 IRS Form 990 with review by outside counsel specializing in tax law. The Form 990 is the primary annual return filed with the Internal Revenue Service for organizations that are exempt from federal corporate income tax by virtue of being described in section 501(c) of the IRS Code. It is an "information return" and does not calculate liability for any income or excise tax. The Form requires a description of how the Form 990 is shared with the Board prior to its filing.

Why is the Form 990 important?

- Available not only to IRS and for state regulatory purposes, but to members and the public.
- Posted online at AAN.com and Guidestar.org
- What's disclosed?
 - o Compensation of Board members, Officers and Key Employees
 - o Program accomplishments
 - o Related party transactions, Intercompany transactions
 - o Governance questions and disclosures
 - o List of Board members

Enclosures:

ABF 2018 IRS Form 990

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Date: September 11th, 2019

To: Board of Directors

From: Timothy Engel, CPA Chief Financial Officer

Lindsey Taveren, Accountant

CC: Jane Ransom, Executive Director

Subject: ABF Business Plan 2020-2024

The Foundation has finished revising the five-year business plan to be presented to the AAN Board of Directors. The final plan was developed in consultation with members of the Executive Committee and the Finance Team.

A key component of the business plan is the annual operating grant from the AAN. This plan pitches the following grant schedule to the AAN:

2020	2021	2022	2023	2024
\$1.5M	\$1.25M	\$1.25M	\$1M	\$1M

Other Key Revenue Assumptions

• Total funds raised over 5 years: \$39M

• Total funds raised without AAN: \$33M

• Total opreating funds raised over 5 years: \$13.7M

• Total operating funds raised without AAN: \$7.7M

• Total research funds raised over 5 years: \$26M

Full Development Plan 2020-2024 – see next page

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Development Plan 2020-2024

	2020	2021	2022	2023	2024
RESTRICTED					
Research Grant Contracts	1,624,666	1,624,666	2,600,000	4,100,000	6,100,000
LBD Fund	1,500,000	3,250,000			
Foundations & Corporations		150,000	250,000	350,000	450,000
Major Donor Fundraising	559,500	565,500	573,000	585,500	604,000
Crowdfunding	50,500	61,050	67,155	73,871	81,258
Annual Fund	80,000	84,000	88,200	92,610	97,241
Total Restricted	3,814,666	5,735,216	3,578,355	5,201,981	7,332,499
GENERAL SUPPORT					
AAN	1,500,000	1,250,000	1,250,000	1,000,000	1,000,000
Annual Fund	251,700	259,251	275,625	289,406	303,877
Major Donor Fundraising	520,000	777,500	935,000	1,614,000	1,664,000
Core Support (10% Policy)	31,975	32,475	33,060	33,906	35,062
Foundations & Corporations	46,325	140,774	147,813	155,203	162,964
Total General Support	2,350,000	2,460,000	2,641,498	3,092,515	3,165,903
Total Funds Raised by Year	6,164,666	8,195,216	6,219,853	8,294,496	10,498,402

Key Staffing Assumptions:

- 10% annual increase in benefit expense
- 3% annual increase in salary expense
- Maintain 9 FTEs in 2020 and 2021
- Add additional Gift Officer FTE in 2022
 - o Note that the addition of a gift officer corresponds with larger major donor development goals in subsequent years of the Development Plan

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Key Expense Assumptions:

- 3% annual increase to all expenses due to inflation, unless otherwise noted
- Continue management fee agreement with the AAN
- Additional strategic investments in the following areas: Professional Service Expenses, Meeting/Travel Expenses, and Marketing & Advertising Expenses
- Grant/Award Expense schedule:

2020	2021	2022	2023	2024
\$2M	\$2.2M	\$3.3M	\$4.7M	\$6.7M

Key Metrics

	2020	2021	2022	2023	
Programming	72.3%	72.7%	77.3%	81.1%	84.7%
Fundraising	12.3%	12.1%	10.0%	8.3%	6.7%
Management	15.4%	15.1%	12.7%	10.6%	8.6%
Fundraising Efficiency Ratio	12.5%	12.0%	10.0%	8.1%	6.6%
Cost to raise \$1.00	\$ 0.12	\$ 0.12	\$ 0.10	\$ 0.08	\$ 0.07
Revenue Raised per FTE(Thousands)	\$ 685	\$ 911	\$ 622	\$ 829	\$ 1,050

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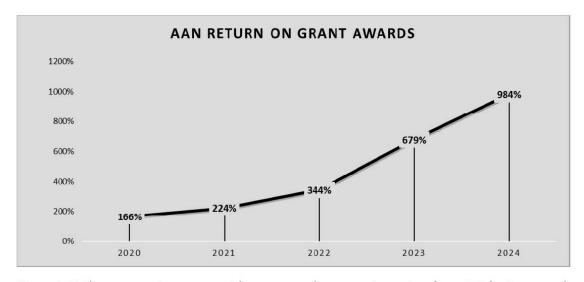


Figure 1 AAN's return on investment with respect to the money it receives from ABF for its research program

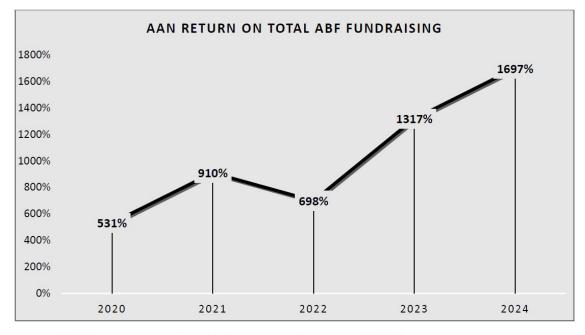


Figure 2 AAN's return on investment with respect to the entire \$39M ABF is going to raise

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MILESTONE	DATE
Total funding for LBD biomarker project	12/31/21
75%+ of ABF functional expense for programming	12/31/22, 12/31/23, 12/31/24
40% of total fundraising goal raised	12/31/21
80%	12/31/23
100%	12/31/24
40% of five-year research fundraising goal raised	12/31/21
80%	12/31/23
100%	12/31/24
30% of five-year unrestricted revenue goal raised	12/31/21
75%	12/31/23
100%	12/31/24

Enclosures:

Summarized Business Plan with 2019 Forecast Business Plan Appendix

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American Brain Foundation Busness Plan 2019-2024

	2019 Forecast	2020	2021	2022	2023	2024
REVENUE	Torcust	2020	2021	2022	2020	2021
Total Grants & Gifts Raised	6,154,185	6,164,666	8,195,216	6,219,853	8,294,496	10,498,402
Less: Raised for Future Period	(877,009)	(1,614,366)	(3,302,633)	(11,931)	(424,992)	(575,100)
Grants & Gifts	5,277,176	4,550,300	4,892,583	6,207,922	7,869,504	9,923,301
Interest Income	37,000	50,000	51,500	53,045	54,636	56,275
Total Support and Revenue	5,315,698	4,600,300	4,944,083	6,260,967	7,924,141	9,979,577
EXPENSES						
Salaries & Benefits	1,002,196	1,091,063	1,130,552	1,298,109	1,346,137	1,396,515
General Office	147,394	122,279	125,947	129,726	133,618	137,626
Software	185,634	190,312	196,021	201,902	207,959	214,198
Professional	315,782	278,332	336,558	345,155	404,010	413,130
Meeting/Travel Related	408,147	441,517	454,763	468,405	482,458	496,931
Grants/Awards	2,678,587	2,148,000	2,241,050	3,404,155	4,753,871	6,761,258
Depreciation/Other	46,116	46,116	46,116	46,116	46,116	46,116
Management Fee	329,147	338,870	349,036	359,507	370,292	381,401
Total Expenses	5,113,003	4,656,489	4,880,044	6,253,075	7,744,461	9,847,176
Net Increase(Decrease)	202,695	(56,189)	64,039	7,891	179,680	132,401
Board Designated Funds		56,189				
Net Operating Increase	\$202,695	\$0	\$64,039	\$7,891	\$179,680	\$132,401

ABF Scorecard – 2020-2024

Strategic Goal #1 FUNDRAISING					
Outcomes	2020	2021	2022	2023	2024
1. Total funds raised					
a. Restricted	\$3.8M	5.7M	3.6M	5.2M	7.3M
b. Unrestricted	850K	1.2M	1.4M	2.1M	2.2M
c. AAN Support	1.5M	1.25M	1.25M	1M	1M
2. Major Donor Pipeline Value					
a. Number of Solicitiations	150	158	165	174	182
b. Total Gift Ask	\$8M	\$9M	\$10M	\$11M	\$12M
3. Donors					
a. Total Number of Donors	2700	2839	2978	3127	3275
b. Total Donors from Website	350	368	386	405	425
5. Staffing - Total FTE's	9	9	10	10	10
6. Functional Ratios					
a. Programming	72%	73%	77%	81%	84%
b. Fundraising	13%	12%	10%	8%	7%
c. Management	15%	15%	13%	11%	9%
7. Fundraising Efficiency Ratio					
a. Cost to Raise a \$1	\$0.12	\$0.12	\$0.10	\$0.08	\$0.07
b. Revenue Raised Per FTE	\$685K	\$911K	\$622K	\$829K	\$1,025K
8. Charity Navigator Rating	**	**	***	***	***
9. Guidestar Rating	Gold	Gold	Gold	Platinum	Platinum

Strategic Goal #2

RESEARCH GRANTS

Outcomes	2020	2021	2022	2023	2024
1. Total Grant Funds Awarded					
a. AAN Total	1.8M	2M	3.2M	4.5M	6.5M
b. Other Grants Total	203K	214K	220K	227K	235K
2. Total # of Awards					
a. AAN Total	8	8	11	13	15
b. Other Awards Total	2	2	3	4	5
3. Total Number of CDA's				1	2
4. Total # of Crowdfunding Awards	2	4	6	8	10
5. Total AAN ROI on ABF Research Grants	166%	224%	344%	679%	984%

Strategic Go	al #3
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PUBLIC AWARENESS

Outcomes	2020	2021	2022	2023	2024
1. Stakeholder awareness of what Brain Disease is	29%	32%	34%	37%	40%
2. Stakeholder awareness of the American Brain Foundation	23%	27%	32%	37%	41%
3. Unique Web Visitors	45184	48584	51984	55384	58498
4. Social Media Followers	14726	17512	20582	27722	30962

Strategic Goal #4	AAN/ABF PARTNERSHIP					
Outc	Outcomes 2020		2021	2022	2023	2024
1. Number of AAN members who are aware of the ABF		78%	80%	82%	85%	88%
2. Number of AAN members donating to the ABF		1881	1918	1956	1996	2036
3. Percentage of AAN staff donating to the ABF		56%	57%	58%	59%	60%
4. AAN ROI on Total ABF Fundraising		531%	910%	698%	1317%	1697%