



**American Brain Foundation  
Executive Committee Meeting  
December 16, 2019  
10:00 am CT  
Held via Conference Call**

**In Attendance:** Kevin Goodno, Chair; Susan Schneider Williams, Vice Chair; A. Gordon Smith, MD, Secretary; John Mazziotta, MD, Immediate Past Chair

**Staff:** Jane Ransom; Tim Engel, Kim Howard

**Excused:** Ralph Józefowicz

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

The members approved the minutes of the November 4, 2019 meeting unanimously.

- 1. Principles of Joint Collaboration (Jane Ransom):** An updated Principles of Joint Collaboration between ABF and AAN was presented for approval. Updates have been made to emphasize more collaboration going forward. A new joint leadership workgroup will be established to align ABF and AAN strategically around Research, Fundraising, and Marketing. It will include the chairs and chief executives of both organizations. Jane asked for approval and this document was unanimously approved.
- 2. Executive Director Job Description (Jane Ransom):** AAN is in the process of updating all job descriptions. An updated executive director job description was shared with the Executive Committee, which was drafted by Human Resources and Jane. It will be used to compare with other similar positions on the market for salary purposes. No concerns about the job description were expressed by meeting participants.

Kevin Goodno thanked the Executive Committee for their service at his final meeting at Chair, especially those members that won't be returning to the Board in 2020.

Meeting adjourned at 10:20 a.m.