



Strategic Planning Meeting of the Executive Committee

July 21, 2007, Naples, Florida

Present: Dr. Michael Finkel, President; Dr. Tarakad Ramachandran, Vice-President; Dr. Kamel Elzawahry, Secretary-Treasurer; Dr. Carrie Becker, Director of Development

The meeting began at 9:10 am with a review of the agenda and goals. A draft strategic planning template with several primary goal areas was offered by Carrie, and modified by the full Committee.

The Treasurer's report included a year-to-date accounting of funds dispersed in all budget categories. At the six-month point of the calendar year, total expenses have been only 38% of the annual budget, indicating the organization is financially sound. Financial records and responsibilities were transferred consistent with the transition of the position of Secretary-Treasurer from Dr. Ramachandran to Dr. Elzawahry.

The Executive Committee spent substantial time developing and refining a draft organizational strategic plan, which will be shared with the Board of Directors and Advisory Council for their own input. The proposed mission and vision for the Foundation were indicated, as were the values and operating principals by which the organization will function. Principal goal areas for the plan included Board Organization and Development, Administration and Staffing, Financial Components, Facilities, Policies and Procedures, Partnerships, Programs and Program Development, and Fund Development (Please refer to "*World Neurology Foundation Strategic Plan 2007-2010: Draft*" for further detail on all goal areas).

The Committee discussed the importance of transitioning the current position of "Director of Development" to "Executive Director" of the organization, given the growing and redefined administrative responsibilities of the position. The officers requested that Carrie Becker continue in that position, reporting directly to the President, who reports to the Board of Directors. Carrie will continue to utilize and expand where necessary the services of Administrative Assistant Jane Aberle for database development, mail appeals, and record keeping.

Finally, the group discussed the value of a face-to-face Fall Board meeting, possibly scheduled in conjunction with the AAN Fall regional meeting in Nevada in November. Beyond open discussion of the 'strategic plan', the meeting could include training in fund development strategies, including major donor and legacy giving campaigns. The Executive Committee will be in communication through email regarding the agenda and scheduling of the meeting.

The meeting adjourned at 12:50 pm, and was followed by a luncheon which included Donna and Jerry Schwab, generous patrons of the Foundation.

Respectfully Submitted,

Dr. Kamel H. Elzawahry
Secretary-Treasurer

D. Next steps:

1. Draft Distribution: Board, AC
2. Revision: Final Plan (August 15th?)

E. Other Business