

Bi-Annual Planning Meeting

Hyatt Regency O'Hare; Chicago

Saturday 1 December 2007 9:00 am to 2:00 pm

MINUTES

In Attendance:

2005-2007 Directors: Michael Finkel, President

2007-2009 Directors: Piero Antuono, Aneesh Singhal, Edison Miyawaki

2007-2009 Advisory Council Members: Ned Sacktor

Staff: Carrie Becker, Executive Director; Jane Aberle, Development Associate

The meeting was called to order at 9:05 am following coffee service. Guests were welcomed and thanked for their effort and support in attending, introducing themselves and sharing their national and international neurology affiliations. Jane Aberle, part-time Development Associate, was also introduced to the group. Carrie noted several last minute regrets as a result of a winter storm and O'Hare delays. The meeting proceeded as follows:

- Michael reviewed the history and mission of the World Neurology Foundation and the Foundation's relationship to the World Federation of Neurology;
- The minutes from the Executive Committee meeting in Florida were reviewed, with no discussion;
- A financial summary effective November 1 was presented; An expanded format for the financial summary for subsequent meetings was suggested, Ed will provide a template for this. The group noted the need to establish an Endowment in order to stabilize funding for operational needs and future projects. The Board suggested that Board members assume responsibility for a designated amount of funding toward the endowment in the next year, with 25G suggested as a target amount, and approach their respective contacts accordingly. Such funding could then be leveraged with matching corporate and corporate sponsorship funds. The group agreed that given the small amount of Project funding currently available, the priority of actions of both the Executive Director and Board should be attaining endowment and operational funding. Michael suggested the goal for 2008 be \$160,000, matching current "lectureship" restricted funds;
- The "*Neurology Tool Kit*" project, developed in response to needs in Africa yet valuable to Vietnam, Central America, and other regions, was discussed as a means of generating revenue while providing a valuable service. A 'pouch' with a collection of basic equipment including a reflex hammer, stethoscope, other items would be developed with the intent to secure individual neurologist 'sponsors' whose names could be embossed on the outer bag. The sponsor's email address could be included, allowing the recipient to communicate directly with the sponsor. The group suggested that a prototype be developed by the April AAN meeting, and thus displayed at the WNFO booth. A 'pilot' sample of 100 kits would then be distributed to regional training centers in Africa with which the WFN/WNFO has strong contacts, which would subsequently provide such to individual personnel, was suggested as a 2008 goal;
- The current reality that many well-trained neurologists in the US/Canada have expressed interest in assisting neurologists in developing regions was discussed. Piero suggested a 'sign up' at the AAN Chicago meeting booth whereby WNFO staff would gather names/contacts of docs with an interest in assisting any one of 3 to 4 designated regions with a current successful WFN program in action. Contact info from docs would then be shared with leaders in designated regions. No funding at this point would be provided by the WNFO, although sponsorships would likely be attained in the near future once the project is further developed. WNFO staff will research legal opportunities for program participants to receive tax exemption for travel and other expenses involved;
- Carrie asked that Board/Advisory members share names of contacts which they see as having potential as current or future donors. A brief survey will be sent to the full Board/AC gathering such information via email. In addition, in order to facilitate Board/AC direct contacts with donors, Carrie and Jane will update the Foundation letterhead, and email to all in a Word format such that letters can be directly written and distributed. Carrie will also provide a 'template' for a

letter of request. Board/AC members were also encouraged to distribute brochures with response envelopes where appropriate, including brochures with letters of request for support.

- Aneesh and Piero suggested that although the Foundation website will best evolve once more projects are funded and thus marketed, an initial transitional website would be helpful as a means of communicating basic Foundation information. Aneesh will discuss this with an experienced website developed contact in Boston, who will coordinate this activity with Carrie and Aneesh.
- The group discussed the great potential for the Foundation to impact international neurology through funding support, once the appropriate funding levels are secured. All look forward to the annual Foundation meeting in April, which will be held Saturday April 12th at a time/venue to be announced soon.

Respectfully Submitted,

Carrie Becker
(for Tarakad Ramachandran, Secretary-Treasurer)