

**MINUTES**  
**MCKNIGHT BRAIN RESEARCH FOUNDATION**  
**BOARD OF TRUSTEES**  
**Strategic Planning Conference Call**  
**October 2, 2017**

The MBRF strategic planning conference call was called to order at 1:00 p.m. on October 2, 2017 (See Agenda – Attachment 1)

The following members were present:

Dr. J. Lee Dockery, Trustee  
Dr. Michael Dockery, Trustee  
Dr. Richard I. Isaacson, Trustee  
Dr. Gene G. Ryerson, Trustee  
Dr. Madhav Thambisetty, Trustee  
Dr. Robert Wah, Trustee  
Ms. Melanie Cianciotto, Corporate Trustee  
SunTrust Bank Institutional Investment Solutions

The following members were absent:

Dr. Nina Ellenbogen Raim, Trustee

Others attending:

Mr. Henry H. Raattama, Jr., Legal Counsel  
Ms. Debbie Mason, President, Strategists, Inc.

**1. Welcome and Introductions:**

Dr. Lee Dockery, called the meeting to order and welcomed the facilitator, Debbie Mason, President of Strategists, Inc. (See Biographical Sketch—Attachment 2)

**1. Approval of Minutes**

The minutes of the July 25, 2017 Strategic Planning meeting of the McKnight Brain Research Foundation were reviewed (Attachment 3). In the process of reviewing the minutes, the chair outlined the purpose of the conference call in developing duties for a new employee role and its functional relationship between the Chair, Vice Chair and Corporate Trustee and suggest new or amended roles. The minutes were approved as presented.

**Action Item 1: The trustees approved the minutes of the July 25, 2017, Board of Trustees Strategic Planning meeting as presented (Attachment 3).**

## **2. Overview of Strategic Planning Session**

Ms. Mason reviewed the outcomes of the July 25, 2017 strategic planning meeting with the trustees (Attachment 4) and gave an overview of the planning session.

## **3. Job Duties**

Ms. Mason reviewed with the trustees the duties and job functions of the new Chief Executive Officer (CEO)/Executive Director (ED) position, as well as the anticipated reassigned responsibilities in a new administrative structure for the Corporate Trustee, Board Chair and Vice Chair. The documents presented by Ms. Mason contemplated the new position would be an executive position. After a lengthy discussion, the trustees agreed their preference is for the new position to function more as a management position (ED) (Attachment 4).

Ms. Mason will submit the amended duties and job descriptions of the Corporate Trustee, Board Chair and Executive Director as well as the position advertisement posting, and recruitment timeline to Ms. Cianciotto to include in the agenda package for the November 8, 2017 Trustees meeting.

**Action Item 2: Ms. Mason will submit the amended duties and job descriptions of the Corporate Trustee, Board Chair and Executive Director as well as the position advertisement posting, and recruitment timeline to Ms. Cianciotto to include in the agenda package for the November 8, 2017 Trustees meeting.**

## **4. Next Steps**

The Trustees are to bring the names of qualified individuals they would like to nominate to fill potential vacancies to the November 8, 2017 Trustee's meeting.

**Action Item 3: The Trustees are to bring the names of qualified individuals they would like to nominate to fill potential vacancies to the November 8, 2017 Trustees Meeting.**

## **5. Budget review for Cognitive Aging and Memory focus group meeting**

Dr. Lee Dockery reminded the trustees that Dr. Ronald Lazar, PhD, FAHA, FAAN, Evelyn F. McKnight, Chair for Learning and Memory in Aging, Director, Evelyn F. McKnight Brain Institute at the University of Alabama at Birmingham will be attending the November 8, 2017 Trustees Meeting. The reason for the visit is to discuss the budget and proposal for the pre-meeting in conjunction with the 2018 Inter-Institutional Meeting at the University of Alabama at Birmingham.

**6. Scientific Director, Evelyn F. McKnight Brain Institute, University of Miami**

Dr. Lee Dockery informed the trustees that there was no other information to provide at this time regarding the recruitment of the Scientific Director at the Evelyn F. McKnight Brain Institute at the University of Miami.

There being no further business, the strategic planning conference call was adjourned at 3:00 P.M.

**Summary of Action Items:**

**Action Item 1: The trustees approved the minutes of the July 25, 2017, Board of Trustees Strategic Planning meeting as presented (Attachment 3).**

**Action Item 2: Ms. Mason will submit the amended duties and job descriptions of the Corporate Trustee, Board Chair and Executive Director as well as the position advertisement posting, and recruitment timeline to Ms. Cianciotto to include in the agenda package for the November 8, 2017 Trustees meeting.**

**Action Item 3: The Trustees are to bring the names of qualified individuals they would like to nominate to fill potential vacancies to the November 8, 2017 Trustees Meeting.**

Respectfully Submitted,



Melanie A. Cianciotto  
SunTrust Bank, Corporate Trustee

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TO: [Name]  
FROM: [Name]

DATE: [Date]

RE: [Subject]

[Main body of the letter, containing the primary message or information being conveyed.]

[Closing text, possibly including a signature or a reference to an enclosed document.]

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[Handwritten signature and name of the sender.]