

SUNTRUST

Date: March 29, 2019

To: McKnight Brain Research Foundation Trustees
Amy Porter, Executive Director
Henry H. Raattama, Jr. Legal Counsel

From: Melanie Cianciotto

Subject: MBRF Meeting: April 10 – 12, 2019 (Gainesville, FL)

Enclosed you will find the meeting package for the April Trustees meeting to be held in conjunction with the Inter-Institutional Meeting in Gainesville, FL. Included in this package for your review are the following items: the agenda, final draft of the minutes of the February 20, 2019 Trustee's meeting, minimum distribution calculation and other supporting material for the agenda items.

The meeting on April 10th will start at 12 p.m. in the Board Room at the Hilton University of Florida Conference Center. Lunch will be served.

Reservations have been made at the Hilton University of Florida Conference Center. Following are the room confirmation numbers:

Dr. Michael Dockery	3538046382
Dr. Robert Wah	3536732025
Dr. Madhav Thambisetty	3536087571
Dr. Richard Isaacson	3535957895
Dr. Sue Pekarske	3535609622
Amy Porter	3100528945
Hank Raattama	3540781044

Look forward to seeing you all!

/mc

cc: Mike Hill

Enclosures

MCKNIGHT BRAIN RESEARCH FOUNDATION (MBRF)

Meeting of the Board of Trustees

Wednesday, April 10, 2019, 12:00 pm – 5:00 pm EDT

Board Room, Hilton University of Florida Conference Center

1714 SW 34th Street, Gainesville, FL

AGENDA

- | | | | |
|-----------------------|-----|--|--|
| 12:00 pm EDT | 1. | Call to Order/Lunch | Dr. Lee Dockery |
| ACTION | 2. | Approval of Minutes, February 20, 2019 | Dr. Lee Dockery |
| | 3. | Investment Review | Mr. Michael Hill |
| | 4. | Chairman's Report | Dr. Lee Dockery |
| | 5. | Executive Director's Report | Ms. Amy Porter |
| | 6. | Corporate Trustee's Report | Ms. Melanie Cianciotto |
| | | a. Minimum Distribution Calculation | |
| | | b. Gifts and Grants Report | |
| | | c. Travel Award Program Report | |
| | | d. Operating Expenses YTD 2018 | |
| | 7. | Committee Appointments | Dr. Lee Dockery |
| | 8. | Communications Report | Ms. Porter
Dr. Richard Isaacson
Ms. Valerie Patmintra
Dr. Lee Dockery |
| ACTION | 9. | Trustee Reappointment | |
| ACTION | 10. | Election of Board Chair & Vice Chair | Dr. Lee Dockery |
| 3:00 pm | 11. | University of Florida Interim Reports | Dr. Lee Dockery |
| | | • Todd Golde, MD, PhD; Executive Director,
Evelyn F. and William L. McKnight Brain Institute | |
| | | • Tom Foster, PhD; Evelyn F. McKnight Chair
for Research on Cognitive Aging and Memory | |
| | | • Ron Cohen, PhD; Director, Center for Cognitive Aging
and Memory Clinical Translational Research;
Evelyn F. McKnight Chair for Clinical Translational
Research in Cognitive Aging and Memory | |
| 4:00 pm | 12. | McKnight Brain Research Foundation Endowment
and Investment Report | Dr. Lee Dockery |
| | | • Mr. Joe Mandernach, Sr. Associate VP/Chief
Development Officer, UF Foundation | |
| | | • Mr. David Christie, Assistant VP/Development Officer,
UF Foundation | |
| | | • Mr. William Reeser, CEO of the University of Florida,
Investment Corporation | |
| | 13. | Future Meetings and Events (Attachment 1) | Dr. Lee Dockery |
| | 14. | Old Business/New Business | Dr. Lee Dockery |
| 5:00 pm ACTION | 15. | Adjourn | Dr. Lee Dockery |

**MCKNIGHT BRAIN RESEARCH FOUNDATION (MBRF)
FUTURE MEETINGS AND EVENTS**

Upcoming Meetings of the Board of Trustees

July 30, 2019 7:00 pm ET	Dinner at the Hyatt Regency Orlando International Airport
July 31, 2019 8:00 – 3:00 pm ET	Meeting of the Board of Trustees, Hyatt Regency Orlando Airport
October 22, 2019 7:00 pm ET	Dinner at the Hyatt Regency Orlando International Airport
October 23, 2019 8:00 – 3:00 pm ET	Meeting of the Board of Trustees, Hyatt Regency Orlando Airport

Additional Events:

May 4, 2019 6:00 – 9:00 pm ET	Evelyn F. McKnight Clinical Translational Research Scholars' Dinner, Annual Meeting American Academy of Neurology (AAN), Philadelphia, PA (Dinner location to be determined)
May 7, 2019 7:00 – 8:30 am ET	2019 Research Program Breakfast, Annual Meeting American Academy of Neurology (AAN), Philadelphia, PA, Pennsylvania Convention Center, Room 125
October 20, 2019 5:00 – 7:00 PM	Society for Neuroscience (SfN) 2019 MBRF Poster/Reception Chicago, IL

About LookThink

Your website is your face to the world. At Look Think, we help businesses and organizations narrow in on the messaging, visuals, and site architecture that capture attention and move visitors to take actions that have impact on your business.

Our methodology is grounded in understanding your users' behaviors and motivations. We dig deep to uncover the nuances that differentiate your business and the decision-making process that moves your audiences to act. Curiosity, compassion and competence carry through all aspects of our projects – from our first conversation to the final deployment that will position you for success.

Meet the Team – MBRF Team Bios



Rachel Shearer

LookThink Project Strategist and Main Point of Contact

Rachel is a project strategist with over 5 years of experience managing projects and leading efforts for public, private, and association clients. She has managed a wide variety of efforts including creating new or refreshed branding, developing digital strategies, and overseeing the design and development of complex digital products, including but not limited to websites, applications, and SaaS customizations.

Before joining LookThink, Rachel worked as a project manager in marketing, tech, and print. Her degree in Graphic Communications from Clemson University coupled with her work experience gives her the organizational skills and strategic edge critical to managing UX projects.

Alyssa Pine

LookThink UX Designer and Developer



Alyssa joined LookThink in 2016 as a UX Designer/Developer. As a UX Designer, Alyssa takes requirements, goals, and ideas — and shapes them into intuitive and well-organized visual experiences that can transform the way a business or organization is perceived.

As a developer, Alyssa turns those designs into interactive digital experiences that can move the needle forward for the business and organizations we serve. Throughout her time at LookThink she has designed and developed websites and applications for clients across many industries including finance, healthcare, associations, and commercial businesses.

Before joining the workforce, she studied Visual Communication Technology at Bowling Green State University and developed a love for interactive design.

LookThink 2019 Activity Timeline

Weeks 1 - 2 April 1 - 12

Step 1 Kickoff and Planning

- Discovery Meeting(s)
- User Definition
- Content Audit and Planning
- Strategic Brief
- Template Selection

Weeks 2 - 4 April 8 – April 26

Step 2 Information Architecture and Design

- Navigation Definition
- Content Organization
- Taxonomy and Tagging
- Visual Design
- Logo Review and Construction

Weeks 4 – 8 April 22 – May 24

Step 3 Site Development and Content Loading

- Template Configuration and Styling
- Search Engine Optimization Configuration
- Google Analytics Installation
- Limited Content Migration

Weeks 8 – 11 May 20 – June 10

Step 4 Deployment, Training, and Support

- Site Testing and bug fixing
- Training
- Site Launch
- Post launch support

Step 5 Ongoing support through 2019

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MINUTES
MCKNIGHT BRAIN RESEARCH FOUNDATION
BOARD OF TRUSTEES MEETING
February 20, 2019

The Trustees' Meeting of the McKnight Brain Research Foundation (MBRF) was called to order at 8:15 a.m. on February 20, 2019, in Orlando, Florida in the Endeavour Meeting Room – 4th floor of the Hyatt Regency Orlando International Airport located at 9300 Jeff Fuqua Blvd.

The following trustees were present:

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

Others attending:

Mr. Mike Hill, SunTrust Bank Institutional Investment Solutions
Ms. Amy Porter, Executive Director
Mr. Henry H. Raattama, Jr., Legal Counsel
Ms. Valerie Patmintra, Senior Communications Advisor

The following trustees were absent:

Dr. Nina Ellenbogen Raim, Trustee

1. Investment Review

Mr. Hill presented the investment review and commented on key economic and investment factors for the fourth quarter (Attachment 1).

A. Market Environment

- All of the major global stock indices finished 2018 in negative territory with emerging markets having the worst performance.
- High quality core bonds acted as a portfolio stabilizer in the fourth quarter and finished the year flat while lower-quality bonds, such as high yield, suffered in the fourth quarter selloff.
- Global economic growth has likely peaked for the cycle; however, recession risks remain low. Global monetary policy is shifting to a less accommodative, though not restrictive, stance while global fiscal stimulus should provide an offset. We expect modestly higher equity prices but also for markets to trade in a wider range. We believe the Fed funds rate is nearing neutral.

B. Portfolio Review

Asset Allocation: The asset classes of the investments within the portfolio of the MBRF remain within the guidelines established by the trustees in the Investment Policy Statement of the Foundation.

Portfolio Performance: For the quarter ending December 31, 2018, the total return for the portfolio was down -10.92% versus -10.48% for the Investment Policy Statement index.

Action Item 1: The trustees received the investment review for information (Attachment 1).

2. Approval of Minutes

The minutes of the October 30, 2018, Board of Trustees Meeting of the McKnight Brain Research Foundation were reviewed and amended as follows (Attachment 2).

The wording in "Action Item 10" was amended to insert the language approving the communications plan with the amount budgeted for the two-year plan "not to exceed \$300,000."

Action Item 2: The trustees approved the minutes of the October 30, 2018, Board of Trustees meeting as amended by adding the words "not to exceed \$300,000" to Action Item 10 (Attachment 2).

3. Chair's Report

Dr. J. Lee Dockery provided the Chair's Report.

A. University of Arizona

- i. Dr. Carol Barnes at the University of Arizona has recently submitted a U19 grant, a cooperative research project to create a Precision Aging Network funded by the National Institute on Aging (NIA). On January 22, 2019, Dr. J. Lee Dockery provided a letter of support on behalf of the MBRF.

B. University of Florida

- i. The University of Florida has announced a \$40 million gift to establish the UF Health's Institute for Neurological Diseases. The impact on the UF MBI is not known at this time. The institute will be located off campus and Dr. Michael Okun, Professor and Chair of the Department of Neurology, will serve as the executive director with Dr. Kelly Foote, Professor in the Department of Neurosurgery, serving as the co-director.
- ii. The UF MBI celebrated its 20th anniversary in November 2018, highlighted by the participation of Mary Woolley, President of Research!America and John E. Porter,

retired Congressman, past Chair of the Board of Research!America, and devoted advocate of medical research.

- iii. Dr. Todd Golde, Executive Director, UF MBI, has had a conversation with Dr. Gene Ryerson and Dr. J. Lee Dockery regarding the potential restructuring of the Age Related Memory Loss (ARML) Core at the UF MBI.

4. Executive Director's Report

Ms. Porter provided the trustees with an update on her activities. Ms. Porter has worked with Ms. Patmintra, Dr. Richard Isaacson, Dr. Robert Wah and Dr. J. Lee Dockery to develop the communications plan and timeline for implementation. There have also been several meetings via conference calls with the communications working group. Ms. Porter has drafted charters for review and approval for each of the committees established by the Board of Trustees at the trustee's meeting on October 30, 2018.

5. Corporate Trustee's Report

A. The trustees reviewed the projected minimum distribution calculation for information (Attachment 3).

B. The trustees reviewed the Gifts and Grants Report for information (Attachment 4).

C. The trustees reviewed the Travel Award Program for information (Attachment 5).

D. Ms. Cianciotto shared the summary of the 2017 and 2018 year-to-date Operating Expenses form with the trustees (Attachment 6).

Action Item 3: The trustees reviewed, for information, the projected minimum distribution calculation (Attachment 3).

Action Item 4: The trustees reviewed, for information, the Gifts and Grants Report (Attachment 4).

Action Item 5: The trustees reviewed, for information, the Travel Award Program (Attachment 5).

Action Item 6: The trustees reviewed, for information, the Operating Expenses report (Attachment 6).

6. Research/Education Report

A. The trustees thanked Dr. Richard Isaacson and Dr. Madhav Thambisetty for serving on the review committee for the McKnight Clinical Translational Research Scholarship Awards. The trustees discussed the need to review and edit the call for applications in order to increase the

applicant pool. The trustees proposed a review and possible expansion of the locations for advertising the call for applications.

B. Dr. Isaacson provided the trustees with an update on the McKnight Scholars' Mentoring Dinner to be held during the American Academy of Neurology (AAN) meeting on May 4, 2019. The format will include a reception and dinner with remarks providing information about the McKnight Scholars Program and the MBRF overall.

C. The trustees reviewed the proposal from Dr. Yaakov Stern for the Cognitive Reserve and Resilience Symposium (Attachment 7). After review and discussion, the trustees approved funding in the amount of \$30,000 with the understanding that the MBRF will be listed as a sponsor on all program announcements, will receive a list of attendees and be cited on any publications resulting from the symposium.

D. The trustees reviewed a budget proposal for the scientific poster/reception in conjunction with the Annual Meeting of the Society for Neuroscience (SfN) on Sunday, October 20, 2019, in Chicago, IL (Attachment 8). The trustees agreed to sponsor and host the scientific poster/reception and approved the budget, prepared by the staff of the Evelyn F. McKnight Brain Institute at the University of Alabama at Birmingham, not to exceed the Tier 2 level for \$22,200.

E. The trustees reviewed the progress report for the McKnight Brain Aging Registry (MBAR) (Attachment 9) which included a request for a no cost extension through December 31, 2019. After review, the trustees approved the no cost extension through December 31, 2019, with the request for a final report be received by the MBRF not later than April 1, 2020.

F. The trustees reviewed the report from the Cognitive Aging and Memory Interventional Core Committee (Attachment 10) regarding a request from Dr. Natalie Ebner regarding the collection and use of international data. The committee has reviewed the request with Dr. Ebner and she has provided assurance that the pilot grant awarded by the MBRF will be conducted as originally proposed and there will be no sharing of the protocol or data outside of the U.S. The trustees approved the report and thanked the committee for their assistance.

Action Item 7: The trustees approved funding in the amount of \$30,000 for the Cognitive Reserve and Resilience Symposium with the understanding that the MBRF will be listed as a sponsor on all program announcements, will receive a list of attendees and be cited on any publications resulting from the symposium (Attachment 7).

Action Item 8: The trustees approved the budget proposal to sponsor and host the scientific poster/reception (Attachment 8) on Sunday, October 20, 2019, at a SfN assigned hotel in Chicago, IL in conjunction with the Annual Meeting of the Society for Neuroscience (SfN) at the Tier 2 Level, not to exceed \$22,200.

Action Item 9: The trustees approved a no cost extension for the McKnight Brain Aging Registry (MBAR), with the request for a final report to be received by the MBRF not later than April 1, 2020.

Action Item 10: The trustees approved the report from the Cognitive Aging and Memory Interventional Core Committee, with the request that a final report be received by the MBRF not later than April 1, 2020. (Attachment 10).

7. Communications Report

Ms. Valerie Patmintra, Senior Communications Advisor, and Ms. Porter provided the trustees with the communications report. Ms. Porter reviewed the Communications Plan and Timeline (Attachment 11).

- A.** The trustees were provided an updated list of members of the Communications Working Group, the meeting schedule of the working group and the group's Key Messages on Cognitive Aging, Cognitive Decline and Memory Loss Due to Aging (Attachment 12).
- B.** Dr. Isaacson reviewed the plan for media training at the Inter-Institutional Meeting (Attachment 13). The program format will consist of a short video produced by Dr. Isaacson who will moderate a panel discussion on how to communicate with the media more effectively. The panel will be composed of a news journalist, two research scientists and one communications specialist. In discussion, it was recommended that a short introductory three-minute video be produced featuring the MBRF and the MBIs as an introduction to the five-minute segment.
- C.** Dr. Isaacson and Ms. Patmintra discussed the Organizational Brochure and Web Agency Selection process that was followed in choosing an ad agency and web provider (Attachment 14).
- D.** The trustees received the 2018 Media Coverage Highlights (Attachment 15) for information.

Action Item 11: The Trustees endorsed the proposed key messages on Cognitive Aging, Cognitive Decline and Memory Loss due to Aging developed by the communications working group and the Leadership Council.

Action Item 12: The trustees approved a budget not to exceed \$2,000 to produce an introductory video as a companion to the existing video on communication.

Action Item 13: The trustees approved the recommendation by Dr. Isaacson and Ms. Patmintra to select Look Think as the Website Agency and Z Design as the designer for the brochure.

8. Establishment of Committees

The trustees reviewed the draft charters (Attachment 16) for each of the five (5) working committees of the board. After review, the trustees approved the concept of the five (5) working committees and amended all five charters by deleting the two sentences referencing quorum under the heading "meetings." The Research Committee Charter was amended as follows: In the first sentence, substitute the word "assess" for "endorse," and in the second sentence add the word "to promote" to the segment before the words "and implement."

Action Item 14: The trustees approved the concept of the five (5) working committees and the charters (Attachment 16) as amended and referenced above.

9. Review of Annual Reports

A. University of Alabama at Birmingham – The trustees reviewed the annual report concerning the Evelyn F. McKnight Brain Institute at the University of Alabama at Birmingham (Attachment 17). The trustees recognize that Dr. Lazar has been in the position of Director for a full year and appreciate the clarity in the annual report. Progress has been made in their clinical translational efforts and the trustees are pleased with the hiring of Dr. Craig Powell in the Department of Neurobiology. The trustees would like further clarification and resolution of the endowment match.

Action Item 15: Send thank you letter to Mr. Tom Brannan and ask for further clarification and resolution of the endowment match.

B. University of Arizona – The trustees reviewed the annual report concerning the Evelyn F. McKnight Brain Institute at the University of Arizona (Attachment 18). The trustees congratulate Dr. Carol Barnes on her election to the National Academy of Sciences. The trustees recognize the translational aspect of the report was better than in previous years. The trustees would like clarification of the status of the matching funds for the MBRF gift to date.

Action Item 16: Send thank you letter to Dr. Carol Barnes and ask for clarification of the status of the matching funds to date.

C. University of Florida – The trustees reviewed the annual report concerning the Evelyn F. and William L. McKnight Brain Institute at the University of Florida (Attachment 19). The trustees were pleased with the organization of the annual report and the stream of new funding. The clinical translational research at UF appears to be improving. The trustees are unclear on how the new recruit in the Neurology

Department will interact within the MBI and the Center for Cognitive Aging and memory Clinical Translational Research.

Action Item 17: Send thank you letter to Dr. Todd Golde and Dr. Steven DeKosky.

D. University of Miami - The trustees reviewed the annual report concerning the Evelyn F. McKnight Brain Institute at the University of Miami (Attachment 20). The trustees were pleased with the thoroughness of the annual report and recognize the significant changes that occurred at UM during 2018. The trustees noted the recognition of Dr. Sacco's election to the National Academy of Medicine. The trustees recommend that the MBI at the UM continue to develop and follow the strategic plan, recruit more faculty and continue to update the trustees on the recruitment of the Schoningher Chair.

Action Item 18: Send thank you letter to Dr. Ralph Sacco and Dr. Tatjana Rundek with the trustees' recommendations.

10. Upcoming Dates & Events

A. April 10 – 12, 2019 Inter-Institutional Meeting

The 11th McKnight Brain Research Foundation Inter-Institutional Meeting will be hosted by the Evelyn F. and William L. McKnight Brain Institute at the University of Florida April 10-12, 2019. The trustees will arrive the morning of April 10, 2019, and meet in the afternoon beginning at 12:00 noon. The Inter-Institutional meeting will begin with a reception on the evening of April 10, 2019, followed by the scientific sessions on April 11-12, adjourning at noon on April 12, 2019.

B. July 30 – 31, 2019 Trustees Meeting

The trustees have agreed to hold the July 2019 meeting of the MBRF in Orlando at the Hyatt Regency Orlando International Airport. The trustees will arrive the evening of July 30, 2019. The trustees' dinner will be held at 7:00 p.m. at Hemisphere Restaurant in the Hyatt Regency Orlando International Airport. The trustees will meet July 31, 2019, beginning at 8:00 a.m. and concluding no later than 3:00 p.m.

C. October 20, 2019, MBRF Poster/Reception with Society for Neuroscience

The trustees will host a poster/reception in conjunction with the annual meeting of the Society for Neuroscience (SfN) on October 20, 2019, from 5:00 p.m. – 7:00 p.m. in Chicago, IL at a hotel yet to be announced.

D. October 22 – 23, 2019 Trustees Meeting

The trustees have agreed to hold the October 2019 meeting of the MBRF in Orlando at the Hyatt Regency Orlando International Airport. The trustees will arrive the evening of October 22, 2019. The trustees' dinner will be held at 7:00 p.m. at Hemisphere Restaurant in the Hyatt Regency Orlando International Airport. The trustees will meet October 23, 2019, beginning at 8:00 a.m. and concluding no later than 3:00 p.m.

11. Old Business

The trustees received a copy of the letter written to Kathy Malloy, Vice President Accreditation Standards, Accreditation Council for Graduation Medical Education (ACGME) (Attachment 21), for information. After discussion, it was decided Dr. J. Lee Dockery will have an informal discussion with Dr. Gordon Smith, chair of the education committee of the American Academy of Neurology (AAN), on how to secure the support of the AAN of including educational requirements on cognitive aging and age-related memory loss in the accreditation standards of the relevant residence training programs accredited by ACGME.

Action Item 19: Dr. J. Lee Dockery will speak with Dr. Gordon Smith on how to ensure the educational requirements on cognitive aging and age-related memory loss are included in the accreditation standards of the relevant residence training programs accredited by ACGME.

12. New Business

A general discussion was initiated regarding the branding of the MBRF and the differences in the purpose and utilization of the full name of the foundation, the various options for logo display, the web address and the beneficial purpose of each to the composite identity the MBRF hopes to achieve.

Action Item 20: Dr. Lee Dockery, announced the intent to seek the advice of a consultant experienced and knowledgeable about strategies to enhance the recognition of organizations and institutions to speak to the trustees at the April 10, 2019, meeting.

Adjournment

The meeting of the trustees on February 20, 2019, was adjourned at 3:00 p.m.

Summary of action items:

Respectfully Submitted,

Melanie A. Cianciotto
SunTrust Bank, Corporate Trustee

McKnight Brain Research Foundation

Projected Minimum Investment Return Calculations

(As of 3/31/2019 for fiscal year ending 6/30/2019)

Average Fair Market Value	\$47,354,206.80
Less:	
Cash held for charitable purposes (1 1/2 %)	<u>(\$710,313.10)</u>
Net value of non-charitable use assets	\$46,643,893.70
Minimum Investment Return (5%)	\$2,332,194.68

Net Minimum Investment Return Calculation:

Minimum investment return	<u>\$2,332,194.68</u>
sub total Qualifying Distributions	<u>(\$3,275,053.00)</u>
	<u>(\$942,858.32)</u>
 Excess distribution carryover (actual for '14, '15,'16, '17)	 \$5,769,392.00
 (estimate for '18)	 <u>\$942,858.32</u>
	<u>\$6,712,250.32</u>

McKnight Brain Research Foundation

Minimum Distribution Calculation

Fiscal years 2000 - 2018

<u>Market Value</u> <u>Dec 1999 - \$69,126,583</u>	<u>Tax Year</u>	<u>Distributable Amount</u>	<u>Qualifying</u> <u>Distributions</u>	<u>Excess Distributions</u> <u>Carryover</u>	<u>Undistributed Income</u>
\$51,867,213	7/1/03 - 6/30/04	\$2,352,435	\$1,665,404	\$5,266,241 (last year we could carryover gift to UF)	\$0.00
\$51,898,266	7/1/04 - 6/30/05	\$2,450,345	\$3,026,049	\$575,704	\$0.00
\$55,777,369	7/1/05 - 6/30/06	\$2,620,008	\$2,036,659	\$0	\$7,645.00
\$62,782,831	7/1/06 - 6/30/07	\$2,843,725	\$3,299,931	\$448,561	\$0.00
\$54,753,484	7/1/07 - 6/30/08	\$2,817,569	\$3,110,508	\$292,939	\$0.00
\$39,447,094	7/1/08-6/30/09	\$2,016,762	\$2,517,340	\$500,578	\$0.00
\$39,991,364	7/1/09-6/30/10	\$1,952,550	\$3,789,616	\$1,837,066	\$0.00
\$44,648,921	7/1/10-6/30/11	\$2,058,313	\$3,983,492	\$1,925,179	\$0.00
\$41,206,393	7/1/11-6/30/12	\$1,973,938	\$2,615,808	\$641,870	\$0.00
\$43,820,218	7/1/12 -6/30/13	\$2,020,034	\$2,434,496	\$414,462	\$0.00
\$50,408,385	7/1/13-6/30/14	\$2,246,743	\$2,298,603	\$51,860	\$0.00
\$50,025,982	7/1/14 - 6/30/15	\$2,309,295	\$3,190,468	\$881,173	\$0.00
\$43,374,433	7/1/15 - 6/30/16	\$2,156,876	\$4,896,096	\$2,739,220	\$0.00

<u>Market Value</u> <u>Dec 1999 - \$69,126,583</u>	<u>Tax Year</u>	<u>Distributable Amount</u>	<u>Qualifying</u> <u>Distributions</u>	<u>Excess Distributions</u> <u>Carryover</u>	<u>Undistributed Income</u>
\$45,020,486	7/1/16 - 6/30/17	\$2,197,291	\$3,463,554	\$1,266,263	\$0.00
\$48,399,735	7/1/17 - 6/30/18	\$2,392,317	\$3,275,053 (estimate)	\$882,736 (estimate)	\$0.00
\$47,358,659	7/1/18 - 6/30/19	\$2,332,194	\$3,275,053 (estimate)	\$942,858 (estimate)	\$0.00
			\$64,248,469.13	\$6,712,250	(estimated total excess carryover)

McKnight Brain Research Foundation
Gifts and Grants Summary
Fiscal years 2000 - 2025

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	University of Alabama	University of Arizona	University of Florida	University of Miami	FNIH	American Brain Foundation
GIFTS	\$5,000,000 (5/15/2004) \$1,000,000 (10/19/2005) \$6,000,000 (8/3/2009)	\$5,000,000 (10/17/2006) \$300,000 (7/10/2008) \$5,600,000 (5/1/2014)	\$15,000,000	\$5,000,000 (7/3/2003) \$2,000,000 (date tbd)**	\$5,000,000 (5/6/2008) \$5,000,000 (10/2013) \$5,000,000 (6/2018)	\$1,650,000 (6/1/2017)
7/1/99 -6/30/00			\$15,000,000			
7/1/00 -06/30/01						
7/1/01 - 06/30/02						
7/1/02 - 6/30/03						
7/1/03 - 6/30/04				\$1,500,000		
7/1/04 - 6/30/05	\$2,000,000			\$875,000		
7/1/05 - 6/30/06	\$1,000,000			\$875,000		
7/1/06 - 6/30/07	\$1,000,000	\$1,000,000		\$875,000		
7/1/07 - 6/30/08	\$1,000,000	\$1,000,000		\$875,000		
7/1/08-6/30/09	\$1,000,000	\$1,300,000				
7/1/09-6/30/10	\$1,500,000	\$1,000,000			\$1,000,000	
7/1/10-6/30/11	\$1,500,000	\$1,000,000			\$1,000,000	
7/1/11-6/30/12	\$1,000,000				\$1,000,000	
7/1/12-6/30/13	\$1,000,000				\$1,000,000	
7/1/13-6/30/14	\$1,000,000				\$1,000,000	
7/1/14-6/30/15		\$200,000		\$1,000,000	\$1,000,000	
7/1/15-6/30/16		\$1,200,000		\$500,000	\$2,000,000 **	
7/1/16-6/30/17		\$1,200,000		\$500,000	\$1,000,000	
7/1/17-6/30/18		\$1,000,000			\$1,000,000	\$93,500
7/1/18-6/30/19		\$1,000,000				\$71,500
7/1/19-6/30/20		\$1,000,000				\$330,000
7/1/20-6/30/21					\$1,000,000	\$330,000
7/1/21-6/30/22					\$1,000,000	\$330,000
7/1/22-6/30/23					\$1,000,000	\$330,000
7/1/23-6/30/24					\$1,000,000	\$165,000
7/1/24 - 6/30/25					\$1,000,000	
Total	\$12,000,000	\$14,500,000	\$15,000,000	\$7,000,000	\$15,000,000	\$1,650,000
Balance	\$0	\$1,000,000	\$0	\$0	\$5,000,000	\$1,485,000

Total Gift *

\$65,150,000

Remaining Balance of Gifts *

\$7,485,000

* through 3/31/2019

** payment date has been changed from 7/1 to 5/1 so in the 7/1/2015 - 6/30/2016 FY they will receive two payments: 7/1/2015, 5/1/2016

McKnight Brain Research Foundation
Gifts and Grants Summary
Fiscal years 2000 - 2024

	Cognitive Test Battery Working Group	MRI Standardization Working Group	Epigenetic Working Group	Inter-Institutional Bioinformatics Core	Inter-Institutional Neuroimaging Core	Inter-Institutional Cognitive Assessment Core	IOM Study	Brain & Cognitive Health Working Group	A Novel Invention Tool (Levin)	Cognition in Older Adults (Bowers)
GRANTS				\$300,000 (9/1/2013) \$300,000 (9/1/2014)	\$339,623 (1/1/2015) \$415,159 (9/1/2016) \$176,977 (1/1/2017)	\$400,000 (9/1/2015) \$400,000 (9/1/2015)	\$87,713 (7/2012) \$700,000 (2/1/2013)		\$60,000 (5/1/2018) \$60,000 (5/1/2019)	\$60,000 (5/1/2018) \$60,000 (5/1/2019)
7/1/99 - 6/30/00										
7/1/00 - 6/30/01										
7/1/01 - 6/30/02										
7/1/02 - 6/30/03										
7/1/03 - 6/30/04										
7/1/04 - 6/30/05										
7/1/05 - 6/30/06										
7/1/06 - 6/30/07										
7/1/07 - 6/30/08										
7/1/08 - 6/30/09										
7/1/09 - 6/30/10										
7/1/10 - 6/30/11										
7/1/11 - 6/30/12										
7/1/12 - 6/30/13	\$22,756.59									
7/1/13 - 6/30/14	\$4,273.80	\$20,403.05	\$18,915.98	\$52,000 UA			\$87,713			
7/1/14 - 6/30/15		\$1,094.20		\$94,795.73 UF	\$45,000 UM					
7/1/15 - 6/30/16				\$102,284.26 UA \$153,050.17 UF	\$33,409.04 UA \$95,000 UM \$5991.48 UF	\$102,735 UM \$5,991.48 UF \$11,516.32 UA \$7,451.05 UAB	\$350,000			
7/1/16 - 6/30/17				\$250.00 UA	\$8,175.01 UA \$70,000 UM \$2,319.99 UF	\$67,678.50 UAB \$66,545.99 UA \$89,770 UM \$1,655.87 UF	\$350,000	\$10,454.20		
7/1/17 - 6/30/18					\$30,876.70 UA \$6,709.31 UF	\$80,225.75 UAB \$55,949.87 UF \$35,286.88 UA				
7/1/18 - 6/30/19					\$33,151.43 UF \$28,000.00 UM	\$47,684.19 UAB \$34,476.14 UF \$45,913.00 UM			\$5,891.84 UF	
7/1/19 - 6/30/20										
7/1/20 - 6/30/21										
7/1/21 - 6/30/22										
7/1/22 - 6/30/23										
7/1/23 - 6/30/24										
7/1/24 - 6/30/25										
Total	\$27,030.39	\$21,497.25	\$18,915.98	\$600,000	\$931,759	\$800,000	\$787,713	\$10,454.20	\$120,000.00	\$120,000.00
Balance	\$0	\$0	\$0	\$76,276.49	\$573,126.04	\$139,639.96	\$0	\$0.00	\$114,108.16	\$120,000.00

Total Grants

\$3,436,649.82

Remaining Balance of Grants

\$1,023,150.65

* through 3/31/2019

Travel Award Program

Date	Name	School	Amount
5/6/2009	Marsha Penner	University of Alabama	\$1,305.43
11/4/2010	Clinton Wright	University of Miami	\$1,005.26
11/20/2010	Gene Alexander	University of Arizona	\$354.39
7/26/2011	Gene Alexander	University of Arizona	\$1,006.74
8/3/2011 - 8/4/2011	Cognitive Test Battery Working Group - Retreat #1	University of Alabama, University of Arizona, University of Florida, University of Miami	\$7,505.06
12/1/2011 - 12/2/2011	Cognitive Test Battery Working Group - Retreat #2	University of Alabama, University of Arizona, University of Florida, University of Miami	\$10,971.11
4/10/2012 - 4/11/2012	Cognitive Test Battery Working Group - Meeting #3	University of Alabama, University of Arizona, University of Florida, University of Miami	\$4,280.42
8/1/2012 - 8/3/2012	MRI Standardization Working Group Meeting	University of Alabama, University of Arizona, University of Florida, University of Miami	\$10,540.91
8/8/2012 - 8/9/2012	Cognitive Test Battery Working Group - Meeting #4	University of Alabama, University of Arizona, University of Florida, University of Miami	\$4,273.80
8/13/2012 - 8/14/2012	Epigenetics Planning Meeting	University of Alabama, University of Arizona, University of Florida, University of Miami	\$7,122.85
1/8/2013 - 1/9/2013	Epigenetics Planning Meeting	University of Alabama, University of Arizona, University of Florida, University of Miami	\$10,684.25
	MRI Standardization - Scanning Project	University of Alabama, University of Arizona, University of Florida, University of Miami	\$1,735.38
4/8/2013 - 4/10/2013	MRI Standardization Working Group Meeting #2	University of Alabama, University of Arizona, University of Florida, University of Miami	\$7,851.43
12/6/2013	MRI Standardization	University of Florida & University of Miami	\$1,094.90
8/2016	Brain and Cognitive Health Working Group	University of Alabama, University of Arizona, University of Florida, University of Miami	\$10,454.20
		Total Spent	\$80,186.13

	Block Grant Proposals				
	Inter-Institutional Bioinformatics Core	Commitment: \$600,000 (9/1/2013 - 8/31/2015)	Paid		
1/28/2014	Inter-Institutional Bioinformatics Core	University of Arizona	\$52,000.00		
10/28/2014	Inter-Institutional Bioinformatics Core	University of Florida	\$21,092.48		
5/18/2015	Inter-Institutional Bioinformatics Core	University of Arizona	\$121,343.35		
6/18/2015	Inter-Institutional Bioinformatics Core	University of Florida	\$73,703.25		
9/22/2015	Inter-Institutional Bioinformatics Core	University of Arizona	\$101,922.80		
11/6/2015	Inter-Institutional Bioinformatics Core	University of Florida	\$62,714.87		
1/29/2016	Inter-Institutional Bioinformatics Core	University of Arizona	\$361.46		
6/16/2016	Inter-Institutional Bioinformatics Core	University of Florida	\$90,335.30		
10/13/2016	Inter-Institutional Bioinformatics Core	Univeristy of Arizona	\$250.00		
			\$523,723.51	\$76,276.49	Remaining Balance
	Inter-Institutional Neuro-Imaging Core	Commitment: \$931,759 (1/1/2015 - 12/31/2017)	Paid		
4/23/2015	Inter-Institutional Neuro-Imaging Core	University of Miami	\$45,000.00		
7/29/2015	Inter-Institutional Neuro-Imaging Core	University of Arizona	\$21,660.31		
1/27/2016	Inter-Institutional Neuro-Imaging Core	University of Miami	\$95,000.00		
1/27/2016	Inter-Institutional Neuro-Imaging Core	University of Arizona	\$11,748.73		
3/21/2016	Inter-Institutional Neuro-Imaging Core	University of Florida	\$5,991.48		
8/1/2016	Inter-Institutional Neuro-Imaging Core	University of Arizona	\$8,175.01		
4/21/2017	Inter-Institutional Neuro-Imaging Core	University of Miami	\$70,000.00		
6/27/2017	Inter-Institutional Neuro-Imaging Core	University of Florida	\$2,319.99		
7/27/2018	Inter-Institutional Neuro-Imaging Core	University of Arizona	\$13,008.42		
8/23/2017	Inter-Institutional Neuro-Imaging Core	University of Florida	\$70.00		
10/3/2017	Inter-Institutional Neuro-Imaging Core	University of Florida	\$870.00		
10/27/2017	Inter-Institutional Neuro-Imaging Core	University of Florida	\$1,500.00		
12/20/2017	Inter-Institutional Neuro-Imaging Core	University of Florida	\$730.45		
1/24/2018	Inter-Institutional Neuro-Imaging Core	University of Arizona	\$17,868.28		
2/1/2018	Inter-Institutional Neuro-Imaging Core	University of Florida	\$647.32		
3/1/2018	Inter-Institutional Neuro-Imaging Core	University of Florida	\$171.98		
4/2/2018	Inter-Institutional Neuro-Imaging Core	University of Florida	\$1,595.93		
5/1/2018	Inter-Institutional Neuro-Imaging Core	University of Florida	\$70.00		
6/4/2018	Inter-Institutional Neuro-Imaging Core	University of Florida	\$682.68		
6/28/2018	Inter-Institutional Neuro-Imaging Core	University of Florida	\$370.95		
8/2/2018	Inter-Institutional Neuro-Imaging Core	University of Florida	\$353.62		
8/31/2018	Inter-Institutional Neuro-Imaging Core	University of Florida	\$1,360.76		
9/28/2018	Inter-Institutional Neuro-Imaging Core	University of Florida	\$1,893.43		
10/30/2018	Inter-Institutional Neuro-Imaging Core	University of Florida	\$9,557.60		
12/4/2018	Inter-Institutional Neuro-Imaging Core	University of Florida	\$9,628.11		
12/21/2018	Inter-Institutional Neuro-Imaging Core	University of Florida	\$6,026.21		
12/28/2018	Inter-Institutional Neuro-Imaging Core	University of Miami	\$28,000.00		

			\$354,301.26	\$577,457.74	Remaining Balance
	Inter-Institutional Cognitive Aging Assessment Core	Commitment: \$800,000 (9/1/2015 - 8/31/2017)	Paid		
1/27/2016	Inter-Institutional Cognitive Aging Assessment Core	University of Miami	\$102,735.00		
3/1/2016	Inter-Institutional Cognitive Aging Assessment Core	University of Alabama	\$923.96		
3/21/2016	Inter-Institutional Cognitive Aging Assessment Core	University of Alabama	\$1,154.89		
3/21/2016	Inter-Institutional Cognitive Aging Assessment Core	University of Florida	\$5,991.48		
3/30/2016	Inter-Institutional Cognitive Aging Assessment Core	Univeristy of Arizona	\$11,516.32		
4/14/2016	Inter-Institutional Cognitive Aging Assessment Core	University of Alabama	\$1,501.50		
5/16/2016	Inter-Institutional Cognitive Aging Assessment Core	University of Alabama	\$1,582.45		
6/29/2016	Inter-Institutional Cognitive Aging Assessment Core	University of Alabama	\$2,288.25		
7/19/2016	Inter-Institutional Cognitive Aging Assessment Core	University of Alabama	\$1,570.22		
9/8/2016	Inter-Institutional Cognitive Aging Assessment Core	University of Alabama	\$4,226.49		
9/8/2016	Inter-Institutional Cognitive Aging Assessment Core	University of Alabama	\$4,468.20		
9/22/2016	Inter-Institutional Cognitive Aging Assessment Core	University of Arizona	\$30,269.81		
11/4/2016	Inter-Institutional Cognitive Aging Assessment Core	University of Alabama	\$5,576.49		
12/15/2016	Inter-Institutional Cognitive Aging Assessment Core	University of Alabama	\$5,938.55		
1/18/2017	Inter-Institutional Cognitive Aging Assessment Core	University of Alabama	\$6,686.87		
2/10/2017	Inter-Institutional Cognitive Aging Assessment Core	Univeristy of Arizona	\$19,299.22		
2/17/2017	Inter-Institutional Cognitive Aging Assessment Core	University of Alabama	\$5,606.64		
3/7/2017	Inter-Institutional Cognitive Aging Assessment Core	University of Alabama	\$10,330.40		
4/18/2017	Inter-Institutional Cognitive Aging Assessment Core	University of Alabama	\$6,003.77		
4/21/2017	Inter-Institutional Cognitive Aging Assessment Core	University of Miami	\$89,770.00		
5/10/2017	Inter-Institutional Cognitive Aging Assessment Core	University of Alabama	\$8,167.95		
5/24/2017	Inter-Institutional Cognitive Aging Assessment Core	University of Arizona	\$16,976.96		
6/7/2017	Inter-Institutional Cognitive Aging Assessment Core	University of Alabama	\$9,102.92		
6/26/2017	Inter-Institutional Cognitive Aging Assessment Core	University of Florida	\$1,655.87		
7/28/2017	Inter-Institutional Cognitive Aging Assessment Core	University of Florida	\$12,556.43		
8/7/2017	Inter-Institutional Cognitive Aging Assessment Core	Univeristy of Alabama	\$13,021.96		
8/17/2017	Inter-Institutional Cognitive Aging Assessment Core	University of Alabama	\$18,313.75		
8/22/2017	Inter-Institutional Cognitive Aging Assessment Core	University of Florida	\$2,089.09		
9/12/2017	Inter-Institutional Cognitive Aging Assessment Core	University of Alabama	\$7,084.24		
10/3/2017	Inter-Institutional Cognitive Aging Assessment Core	University of Florida	\$4,025.81		
10/16/2017	Inter-Institutional Cognitive Aging Assessment Core	University of Alabama	\$3,297.02		
10/27/2017	Inter-Institutional Cognitive Aging Assessment Core	University of Florida	\$727.86		
11/16/2017	Inter-Institutional Cognitive Aging Assessment Core	University of Alabama	\$6,421.74		
11/30/2017	Inter-Institutional Cognitive Aging Assessment Core	University of Florida	\$4,898.29		
12/13/2017	Inter-Institutional Cognitive Aging Assessment Core	University of Alabama	\$6,848.59		
12/201/2017	Inter-Institutional Cognitive Aging Assessment Core	University of Florida	\$6,101.18		
1/16/2018	Inter-Institutional Cognitive Aging Assessment Core	University of Alabama	\$4,517.27		
2/1/2018	Inter-Institutional Cognitive Aging Assessment Core	University of Florida	\$3,551.17		
2/6/2018	Inter-Institutional Cognitive Aging Assessment Core	University of Arizona	\$18,308.60		
2/15/2018	Inter-Institutional Cognitive Aging Assessment Core	University of Alabama	\$2,187.19		
3/1/2018	Inter-Institutional Cognitive Aging Assessment Core	University of Florida	\$3,597.05		
3/7/2018	Inter-Institutional Cognitive Aging Assessment Core	University of Alabama	\$6,999.33		
4/2/2018	Inter-Institutional Cognitive Aging Assessment Core	University of Florida	\$3,699.98		

4/6/2018	Inter-Institutional Cognitive Aging Assessment Core	Univeristy of Arizona	\$16,978.28		
4/12/2018	Inter-Institutional Cognitive Aging Assessment Core	University of Alabama	\$4,103.85		
5/1/2018	Inter-Institutional Cognitive Aging Assessment Core	University of Florida	\$3,543.47		
5/21/2018	Inter-Institutional Cognitive Aging Assessment Core	University of Alabama	\$7,430.81		
6/4/2018	Inter-Institutional Cognitive Aging Assessment Core	University of Florida	\$3,753.74		
6/28/2018	Inter-Institutional Cognitive Aging Assessment Core	University of Florida	\$7,405.80		
7/11/2018	Inter-Institutional Cognitive Aging Assessment Core	University of Alabama	\$3,328.80		
7/11/2018	Inter-Institutional Cognitive Aging Assessment Core	University of Alabama	\$3,390.76		
8/2/2018	Inter-Institutional Cognitive Aging Assessment Core	University of Florida	\$14,464.60		
8/17/2018	Inter-Institutional Cognitive Aging Assessment Core	University of Alabama	\$5,218.75		
8/31/2018	Inter-Institutional Cognitive Aging Assessment Core	Univeristy of Florida	\$4,778.84		
9/2/2018	Inter-Institutional Cognitive Aging Assessment Core	University of Alabama	\$5,620.82		
9/28/2018	Inter-Institutional Cognitive Aging Assessment Core	University of Florida	\$5,827.42		
11/21/2018	Inter-Institutional Cognitive Aging Assessment Core	University of Alabama	\$3,763.89		
11/21/2018	Inter-Institutional Cognitive Aging Assessment Core	University of Alabama	\$6,914.60		
12/4/2018	Inter-Institutional Cognitive Aging Assessment Core	University of Florida	\$2,153.61		
12/14/2018	Inter-Institutional Cognitive Aging Assessment Core	University of Alabama	\$3,448.11		
12/21/2018	Inter-Institutional Cognitive Aging Assessment Core	University of Florida	\$4,433.05		
12/28//2018	Inter-Institutional Cognitive Aging Assessment Core	University of Miami	\$45,913.00		
			\$634,062.96	\$165,937.04	Remaining Balance
	A Novel Invention Tool	Commitment: \$120,000 (5/1/2018 - 4/30/2020)	Paid		
12/28/2018	A Novel Invention Tool	University of Florida	\$3,124.00		
			\$3,124.00	\$116,876.00	Remaining Balance

MBRF
Operating Expenses
Fiscal Year

Operating Expense	7/1/2017 - 6/30/2018	7/1/2018 - 6/30/2019 (through 3/31/2019)
Category		
Board of Trustee Fees	\$240,000.00	\$210,000.00
Legal Fees	\$39,612.53	\$14,231.60
CPA Fees	\$20,272.00	\$16,435.00
Consulting Fees	\$32,477.95	\$106,119.63
SunTrust Bank Fees	\$129,605.70	\$106,887.07
Taxes	\$57,000.00	\$67,000.00
Meetings	\$26,773.62	\$21,312.16
Website Fees	\$1,500.00	\$1,500.00
Printing,Supplies	\$412.44	\$729.03
Memberships	\$750.00	\$750.00
Insurance	\$1,625.00	\$1,625.00
Trademark	\$890.00	
Miscellaneous	\$4,220.16	
Operating Expenses		
Total	\$555,139.40	\$546,589.49

Committees and Members
McKnight Brain Research Foundation
Board of Trustees

March 27, 2019

Membership and Governance Committee

Susan L. Pekarske, MD, Chair

Melanie A. Cianciotto

Michael L. Dockery, MD

Gene G. Ryerson, MD

Finance Committee

Gene G. Ryerson, MD, Chair

Melanie A. Cianciotto

Michael L. Dockery, MD

Robert M. Wah, MD

Communications Committee

Trustee, Chair*

Susan L. Pekarske, MD

Robert M. Wah, MD

May include additional non-trustees

Education Committee

Robert M. Wah, MD, Chair

Gene G. Ryerson, MD

Madhav Thambisetty, MD, PhD

May include additional non-trustees

Research Committee

Madhav Thambisetty, MD, PhD, Chair

Susan L. Pekarske, MD

May include additional non-trustees

**Appointment to be announced*

Communications Activity Timeline

(Updated to current status as of March 28, 2019 – Bold Items are Current Priorities)

Activity	Date/Status	Action	Responsible Party	Comments
Key Messages	April 11, 2019 (IN PROGRESS)	Distribute at 11 th Inter-institutional Meeting Communications Program and Panel	A. Porter V. Patmintra	Key messages document to be used as the basis for communications materials, website content, social media postings, and media speaking points as they relate to the topics of cognitive aging, decline, and memory loss. Key messages include edits/suggestions from the Leadership Council as of Dec. 2018, and were endorsed by the Board of Trustees on Feb. 20, 2019.
MBRF Organizational Brochure	✓ December, 2018 – January, 2019	Secure samples of organizational brochures	V. Patmintra	Use samples to determine creative direction for the brochure and get names of designers to approach as potential partners. Seek 3 or more bids.
	✓ Feb/March, 2019	Select graphic designer	R. Isaacson L. Dockery V. Patmintra	Work from selected samples to select a graphic designer for the MBRF Organizational Brochure. Board approved selection of <i>Z Design Studio</i> Feb 20, 2019. Contract reviewed, approved and signed March 2019.
	April 10, 2019 (IN PROGRESS)	Draft content for the organizational brochure	V. Patmintra	Develop brochure content draft. Share with the Board of Trustees, Communications Working Group for input.
	April - May	Circulate brochure content for input, review, and preliminary approval	V. Patmintra A. Porter	Share brochure content and seek Leadership Council input. Secure approval of, and input from, the MBRF Trustees.
	April - May	Secure creative concepts for the brochure	V. Patmintra	Work with designer to secure two different creative concepts for the identity brochure. Share selected concept with members of the CWG and Leadership Council for input.
Brochure	June 2019	Produce and upload	V. Patmintra	Work with designer to produce identity brochure based

(Continued)		identity brochure		on approved content and creative design.
MBRF Website	✓ December, 2018	Secure Board/CWG recommendations on web agencies to consider	A. Porter V. Patmintra	Reach out to recommended agencies to discuss details of project and gauge interest.
	✓ January – February, 2019	Draft and distribute RFP and secure proposals from 5 web agencies	V. Patmintra	Review proposals and evaluate against MBRF web agency scorecard; share agency scorecard results and select web agency finalists.
	✓ February – March	Name and present presentations from top 3 agency finalists	R. Isaacson	R. Isaacson shared progress and presented bids received from the top 3 agency finalists at the February 20 Trustees' Meeting. Board approved <i>LookThink's</i> proposal Feb. 2019. Contract reviewed, approved and signed March 2019.
	February – August (IN PROGRESS)	Work with web agency to design and develop new website	V. Patmintra	Timeline and project milestones have been developed. Launch Meeting scheduled for April 3. <i>LookThink</i> presentation to Trustees by phone at April 10 Trustees' Meeting.
	After web launch and ongoing 2019 - 2020	Build audience for the new website	V. Patmintra	Work with web agency on search engine optimization and targeted online advertising campaigns to drive traffic to and build an audience for the new MBRF website.
Social Media	March, 2019 - Ongoing (IN PROGRESS)	Launch MBRF Twitter account and dedicated LinkedIn page	V. Patmintra	Use Twitter and LinkedIn to share info from MBRF and the MBIs. V. Patmintra to share MBRF Twitter page with Trustees on April 10. Launch of MBRF Facebook page will be timed to launch of new website.
	April - Ongoing 2019 - 2020	Develop monthly social media calendar of posts	V. Patmintra	Social media calendar will be developed each month mapping out information to post several times a week. Additional posts and retweets will be made as received/requested from the MBIs.

Identify and Train Expert and Lifestyle Spokespeople	June - July, 2019 (<i>moved from spring to summer/fall 2019</i>)	Identify group of expert spokespeople	A. Porter V. Patmintra	<i>Identification of Spokespeople moved down in list of priorities – schedule changed for all spokespeople activities to begin in summer/fall 2019.</i> Work with members of the Communications Working Group to identify a team of expert spokespeople to speak to media on behalf of MBRF and the MBIs.
	July	Present initial list of possible spokespeople	A. Porter V. Patmintra	Share with Trustees at July meeting.
	✓ February	Media Training Plan (<i>see below</i>)	R. Isaacson	V. Patmintra and R. Isaacson shared initial plan for April Media Training at the February 20 Trustees' Meeting.
	April 11, 2019 (IN PROGRESS)	Communications Program and Panel	R. Isaacson	Title changed to Communications Program to allow broader discussion. R. Isaacson to moderate program and panel at Inter-Institutional Meeting on April 11
	September - October	Identify list of lifestyle spokespeople to recruit	V. Patmintra	<i>Identifying lifestyle spokespeople moved down in list of priorities to follow identification and on-boarding of expert spokespeople.</i> Identify relevant social media and lifestyle influencers with an interest in/tie to brain health to recruit as MBRF influencers.
	November - December	Send letters recruiting lifestyle spokespeople	V. Patmintra	Conduct outreach recruiting lifestyle spokespeople.
	January 2020	Develop influencer toolkit	V. Patmintra	Develop toolkit of materials lifestyle spokespeople can use in their local/personal outreach. Toolkit to include background information on MBRF and the MBIs, as well as key messages, relevant articles, fact sheets, and social content.
Lifestyle	January 2020 --	Share toolkit with	V. Patmintra	Share toolkit with expert spokespeople and work to on

Spokespeople (Continued)	Ongoing throughout the year	expert spokespeople and continue building network		board them as part of the MBRF expert network of go-to spokespeople and influencer to include MBRF supported messages in their ongoing outreach initiatives.
Materials Development	April – May, 2019	Develop educational materials for new website	V. Patmintra	Work from approved key messages to draft FAQs, articles, fact sheets, and research snapshots to be used on the new website and shared with media/partners as needed.
	May	Circulate materials for approval	V. Patmintra	Share materials with members of the Communications Working Group for review and feedback.
	May - June	Finalize materials to post to the new MBRF website	V. Patmintra	Incorporate all feedback and finalize materials to post to the MBRF website and begin sharing with partners and media contacts.
Generate Visibility Opportunities	March, 2019	Brain Awareness Week	V. Patmintra	Determined to be too soon to promote Brain Awareness Week. Put on Schedule for 2020.
	April	Inter-Institutional Meeting	V. Patmintra	Post/Share UF press announcement to be released about the Inter-Institutional Meeting
	April – July	Inter-Institutional Meeting	V. Patmintra	Identify stories, scientists, research, news from Inter- Institutional Meeting to highlight on MBRF website, social media platforms or promote to partners and media contacts after the meeting.
Tracking and Quarterly Reports	Ongoing 2019 – 2020 (IN PROGRESS)	Initiate media tracking. Provide quarterly updates.	V. Patmintra	Track media and social media metrics and reach throughout the year and provide quarterly updates to the Trustees. Tracking topics to include: brain health, age-related memory loss, McKnight Brain Research Foundation, McKnight Brain Institutes.

Media List Development	✓ February, 2019	Develop initial report of article frequency, publications, and writer's names	V. Patmintra	Initial report shared during the February 20 Trustees' Meeting. Next Quarterly Report due July 2019. Report will be used to develop media lists for MBRF outreach.
	April - August	Develop list of media targets for MBRF outreach	V. Patmintra	Share media list and initiate outreach to select targets.
Communications Working Group	Ongoing 2019 Meetings Scheduled: Jan 31, Feb 7, Feb 21, March 7, & March 20 Next Meeting Breakfast April 11	Monthly calls and activities with members of the Communications Working Group	A. Porter V. Patmintra	Schedule and hold monthly calls with members of the Communications Working Group to engage in ongoing activities, including: - Expert spokespeople identification and training - Identifying core competencies needed for each MBI to move forward with communications outreach - Reviewing, vetting and approving materials - Providing input on upcoming studies with relevant consumer/medical media angles

Communications Luncheon and Panel Discussion
April 11, 2019, Noon to 1:00 p.m., Hilton Conference Center
Gainesville, FL

Title: “Effectively Communicating Your Science to the Public”

Goal: To enhance effective communication between the McKnight Brain Research Foundation, the research scientists within the McKnight Brain Institutes, the media and the public to become the leader in providing information and resources to advance the understanding and alleviation of cognitive aging, age-related cognitive decline and memory loss.

Program Timing:

- 11:30 Buffet Lunch is available.
- 12:00 Dr. Lee Dockery welcomes the group, shares the timing of the program, and explains the purpose of the video. The video begins to play.
- 12:12 Dr. Isaacson and the panelists take their place on stage at the conclusion of the video. Dr. Isaacson introduces himself and the panelists.
- 12:15 Discussion begins.
- 12:48 Dr. Isaacson concludes the discussion.
- 12:50 Dr. Isaacson opens the discussion to the audience and calls for questions.
- 1:00 Dr. Isaacson thanks the audience and the panelists and concludes the program.

Panel Moderator:

- **Dr. Richard Isaacson**, Trustee and Chair Communications Committee, McKnight Brain Research Foundation, Assistant Dean for Faculty Development and Director of the Alzheimer’s Prevention Clinic, Weill Cornell Medical College

Panelists (confirmed):

- **Dr. Carol Barnes**
Director, Evelyn F. McKnight Brain Institute, the Evelyn F. McKnight Chair for Learning and Memory in Aging, and Associate Director of BIO5 Institute of the University of Arizona; Member National Academy of Science
- **Dr. Jennifer Bizon**
Professor, Departments of Neuroscience and Psychiatry, Associate Chair of Department of Neuroscience and co-Chair of the Education and Outreach Committee for The Evelyn F. and William L. McKnight Brain Institute of the University of Florida
- **Ms. Lynne Anderson**
Senior Health and Medicine Editor for The Conversation. Atlanta, GA, an innovative resource that features expert writing by academics who explain and analyze topics in the news for lay audiences
- **Ms. Michelle Jaffee**
Former AP writer, former Assistant Director of Communications and currently Science Writer for the Evelyn F. and William L. McKnight Brain Institute of the University of Florida

Moderator and Panelist Bios



Richard Isaacson, M.D.

Dr. Isaacson serves as an Associate Professor of Neurology, Assistant Dean for Faculty Development and Director of the Alzheimer's Prevention Clinic in the Weill Cornell Memory Disorders Program at New York-Presbyterian/Weill Cornell Medical Center. A graduate of the accelerated 6-year B.A./M.D. program at the University of Missouri–Kansas City School of Medicine, he completed his medical internship at Mount Sinai Medical Center in Miami Beach, FL and a residency in neurology at Beth Israel Deaconess Medical Center/Harvard Medical School. He specializes clinically in Alzheimer's disease risk reduction and treatment, pre-clinical forms of the disease, and mild cognitive impairment due to Alzheimer's.

As an educator, Dr. Isaacson's career has encompassed teaching of medical students, residents, fellows, and faculty, as well as patient, caregiver, and community education and outreach. He serves as the Director of the Neurology Residency Training Program at Weill Cornell Medicine and was previously Vice Chair of Education and Education Director of the McKnight Brain Institute in the Department of Neurology at the University of Miami Miller School of Medicine. He has conducted research on neurology and medical education that has been presented nationally and internationally, developed the online educational portal AlzU.org which has reached over one million people worldwide, and is the recipient of several awards, including the 2013 Paff Award for Teaching, the highest teaching award for faculty at the University of Miami.

Dr. Isaacson serves on the Board of Trustees for the McKnight Brain Research Foundation.

Carol A. Barnes, Ph. D.

The central goal of Dr. Barnes' research and teaching program is the question of how the brain changes during the aging process and the functional consequences of these changes on information



processing and memory in older individuals. Her research program involves studies of behavior and neurophysiology in young and old laboratory animals. This work provides a basis for understanding the basic mechanisms of normal aging in the brain and sets a background against which it is possible to assess the effects of pathological changes such as Alzheimer's disease.

Some of Dr. Barnes' current work also includes an assessment of therapeutic agents that may be promising in the alleviation or delay of neural and cognitive changes that occur with age. Dr. Barnes is a Regents' Professor at the University of Arizona, Director of the Evelyn F. McKnight Brain Institute at the University of Arizona and recipient of the Evelyn F. McKnight Endowed Chair for Learning and Memory in Aging.

The objective of the Evelyn F. McKnight Brain Institute is to uncover the neurobiological changes in the brain that cause memory changes as we age, and to unravel which changes are due to normal aging and which are due to disease states.



Jennifer L. Bizon, Ph. D.

Dr. Jennifer Bizon is a Professor in the Departments of Neuroscience and Psychiatry at the University of Florida, College of Medicine. She received her Bachelor of Science from the University of North Carolina at Chapel Hill (1993) and her Ph.D. in Neurobiology and Behavior from University of California, Irvine (1998). She received postdoctoral training at Johns Hopkins University (1998-2003) and then established her own laboratory at Texas A&M University prior to joining the University of Florida College of Medicine in 2010.

Her research program is broadly focused on understanding brain aging and its implications for cognitive function.

Specifically, her laboratory employs an integrative approach that combines sensitive cognitive assessments with molecular, pharmacological and optogenetic methodologies. Recent work from her laboratory has uncovered disruptions in prefrontal cortical glutamatergic and GABAergic signaling that contribute to age-associated impairments in cognitive flexibility and working memory. Moreover, her laboratory has shown that age differences in the recruitment of the basolateral amygdala during decision-making contributes to an enhanced ability to delay gratification in older subjects.

Dr. Bizon regularly reviews for the National Institutes of Health, is a Senior Editor at *Neurobiology of Aging* and is a member of the McKnight Brain Research Foundation Communications Working Group. She also serves as the Associate Chair of Department of Neuroscience and as co-Chair of the Education and Outreach Committee for the McKnight Brain Institute at the University of Florida. In 2018, she was named both a University of Florida Term Professor and a University Foundation Research Professor. Herschel Walker turning pro.



Michelle Koidin Jaffee

Michelle Jaffe is the science writer for the McKnight Brain Institute of the University of Florida. In more than 20 years as a journalist, she worked as a reporter for the Associated Press in six cities and as a features writer for the San Antonio Express-News.

In 2006, she wrote a weekly column for the Express-News about life with her infant twins during her husband's deployment to Iraq.

Before joining the UF Health staff in February 2016, she also served as a regular contributor to the American Heart

Association's news site. A native of Chicago, she graduated from the University of Texas at Austin, where she studied government and Spanish.



Virginia Lynne Anderson

Lynne Anderson of Atlanta has been an award-winning journalist for more than three decades. She served as a reporter, bureau chief and editor at The Atlanta Journal Constitution and The Lexington (Ky.) Herald-Leader. For the past 15 years, she has specialized in health, medicine and health care policy.

She also is well versed in working with academics to help them communicate about complicated medical topics, having served as director of communications at Emory University's Winship Cancer Institute and also at the University of Kentucky's Cancer Program.

In addition to her medical writing and editing background, she also has been a business and personal finance reporter and columnist. She reported and wrote a six-part investigative business series on the first thoroughbred breeding farm to go public, and those stories were finalists for a Pulitzer Prize. And, she was a sports reporter, helping to break the story of Heisman Trophy winner. Currently, she is senior health and medicine editor at The Conversation, an innovative start-up that features the expert writing of academics who explain and analyze topics in the news for lay audiences. She has a bachelor's degree in philosophy, with a concentration in ethics, from the University of Georgia, and a master's degree in science, health and environmental journalism from The Graduate School of Journalism at Columbia University.

McKnight Brain Research Foundation
Qualifications for New Trustee

1. The Board of Trustees must be composed of at least three (3) and not more than seven (7) individual trustees and one (1) Corporate Trustee.
2. A Trustee must have either a Medical Degree or a Ph.D. Degree in one of the Basic Sciences or an equivalent degree in science related fields.
3. It is desirable for a Trustee to have been an active practitioner, an active research scientist, or have experience in administrative medicine or as a medical educator.
4. An additional Trustee or replacement Trustee must be elected by a unanimous vote of the current Trustees.
5. A Trustee must be committed to the Values, Vision, Mission and Code of Ethics of the McKnight Brain Research Foundation.

Approved, April 19-20, 2005, Trustees' Meeting
Reviewed and reaffirmed, April 16-18, 2008, Trustees' Meeting
Reviewed and reaffirmed, March 14, 2012, Trustees' Meeting
Approved October 14, 2014
Reviewed and reaffirmed, July 25, 2017

McKnight Brain Research Foundation (MBRF)

Board of Trustees

Board Member Duties and Responsibilities

Duties: To advise, govern, oversee policy and direction, and assist with the leadership and promotion of the McKnight Brain Research Foundation (MBRF) in support of the organization's vision, mission and goals. As a board member, passion, participation and commitment are vital to the success of the Foundation. A board member's effectiveness will be enhanced by striving to be knowledgeable about the trends and research initiatives in cognitive aging and associated memory loss in the aging.

Responsibilities: Leadership, governance and oversight:

1. Serve as an active advocate and foster collegial relationships with its constituents and other organizations in helping to communicate and promote the MBRF vision and programs to the scientific community and beyond.
2. Prepare in advance, attend and participate in all MBRF board meetings (usually FOUR per year) and attend special events as able.
3. Understand the policies and procedures of the MBRF and adhere to its Code of Ethics and avoid conflict of interest.
4. Responsible for monitoring and providing direction and evaluation of senior staff/corporate trustee, Foundation Legal counsel and portfolio managers.
5. Ensure fiscal oversight and integrity with the review and approval of the annual budget, disbursements, investments and any related legal and financial obligations and responsibilities.
6. Provide oversight of Foundation, monitor and evaluate the effectiveness of funded institutes and programs through a regular review, completed at least on a yearly basis.
7. Participate in strategic planning, vision setting and evaluation efforts.
8. Participate in Board communication (print and electronic) and respond in a timely manner.
9. Work to promote communication and collegial relationships contributing to cohesiveness of the group.
10. At the direction of the chair, serve as a spokesperson for the Foundation and the Board.

Length of term: Three years, which may be renewed for an additional term, pending approval of the board

Approval date: April 6, 2015

MBRF Trustee Appointment History

Trustee Name	Date First Became Trustee	Date of Renewal of Trustee	Self Evaluation - 2016	Self Evaluation - 2017	Self Evaluation - 2018
J. Lee Dockery	5/26/1999	n/a	yes	yes	yes
Michael Dockery	5/26/1999	n/a	yes	yes	yes
Nina Ellenbogen Raim	5/26/1999	n/a	no	yes	no
Gene Ryerson	4/11/2012	4/29/2015 & 4/4/2018	yes	yes	yes
Robert Wah	8/8/2012	8/12/2015	yes	yes	yes
Madhav Thambisetty	8/12/2015		yes	yes	yes
Richard Isaacson	4/27/2016		yes	yes	yes
Sue Pekarske	7/1/2018		n/a	n/a	n/a

MINUTES
MCKNIGHT BRAIN RESEARCH FOUNDATION
BOARD OF TRUSTEES MEETING
October 14, 2014

The strategic planning session of the Trustee's meeting of the McKnight Brain Research Foundation (MBRF) was called to order at 8:15 a.m. on October 14, 2014 in Miami, Florida in the board room of the law office of Mr. Henry H. Raattama, Jr. (See Agenda – Attachment 1)

The following members were present:

Dr. J. Lee Dockery, Trustee
Dr. Michael Dockery, Trustee
Dr. Nina Ellenbogen Raim, Trustee
Dr. Gene G. Ryerson, Trustee
Dr. Robert Wah, Trustee
Ms. Melanie Cianciotto, Corporate Trustee

SunTrust Bank Institutional Investment Solutions

Others attending:

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

1. Strategic Planning

As part of their ongoing strategic planning, the trustees reviewed their current strategic plan (Attachment 2) with the assistance of Ms. Debbie Mason, president of Strategists, Inc., as a facilitator. The trustees reviewed the vision and mission statements of the MBRF and revised the goals and strategies previously agreed upon during the November 2012 strategic planning. Ms. Cianciotto will update the strategic plan to reflect the agreed upon changes.

Action Item 1: Ms. Cianciotto will update all of the components of the strategic plan (Attachment 2) to reflect the agreed upon changes and strategies for implementation.

The trustees took the additional following actions relevant to components of discussion during the strategic planning meeting:

2. Continuation of the MBRF

Action Item 2: The trustees voted unanimously to continue to maintain the McKnight Brain Research Foundation as an entity and to continue to execute the vision and mission of the Foundation in accordance with the strategic plan.

3. Board Composition and Governance

A. Number of Trustees

Action Item 3: The trustees voted unanimously to amend the Foundation documents to allow for up to seven (7) individual trustees.

B. Officers of the Board

Action Item 4: The trustees voted to abolish the consensus form of board governance and to establish a Board Chair, Vice Chair and Secretary position. Dr. Wah nominated Dr. Lee Dockery for Board Chair, Dr. Michael Dockery for Vice Chair and Ms. Cianciotto, Corporate Trustee to serve as the Secretary. Dr. Ryerson seconded the nominations, Dr. Lee Dockery abstained from voting and all the other trustees voted yes.

C. Process for becoming an officer

Action Item 5: The trustees agreed upon the following criteria to become an officer of the MBRF.

- 1. Two years of active service as a trustee member are required before to becoming an officer.**
- 2. An individual eligible to serve as an officer may be nominated by another trustee or self-nominate.**
- 3. The term of office coincides with fiscal year.**
- 4. The term of the office of chair is two years, but number of terms not limited.**

D. Duties of Board Members and Officers

Action Item 6: The trustees agreed it is necessary to develop a template of duties and responsibilities for board members and officers relevant to the service with the McKnight Brain Research Foundation. Sample templates with modification applicable to the MBRF will be discussed at the February 2015, meeting of the trustees.

4. Spending Policy

Action Item 7: The trustees approved the following guidelines for the development of a spending policy which manage and preserve the assets of the Foundation to enable it to be successful in meeting its Mission and Purpose.

- A. Preserve the corpus for future efforts**
- B. Spend at least the minimum requirement by the Internal Revenue Service of 5% annually.**
- C. Search for worthy opportunities to grant beyond the 5% minimum requirement**
- D. Be receptive to unsolicited opportunities which may be submitted to the Foundation for consideration.**
- E. Periodically evaluate the purchasing power of the portfolio with multiple factors involved weighted against the attributes of opportunities.**
- F. Perform scenarios of cost, payout and return for instituting new programs above minimum commitments such as additional institutes, mega grants (NIA), request for proposals, clinical research fellowships, and compendia of research.**

5. Amendment to Trust Agreement

Action Item 8: The trustees voted unanimously to:

- A. Amend the paragraph describing the Purpose of the Trust document to include the phrase, "principally intended", consistent with the description of the Purpose in the Gift agreements.**
- B. Amend the Foundation documents to allow for up to seven (7) individual trustees with staggered three year terms with eligibility for two terms with a renewal at the option of the trustees.**

6. Unfinished Business

Action Item 9: The trustees agreed to finalize the description of duties of the trustees and officers of the Board in addition to the administrative structure of the operation of the Foundation with regard to staffing, web site management, press releases and public relations at future meetings.

Summary of Action Items:

Action Item 1: Ms. Cianciotto will update all of the components of the strategic plan (Attachment 2) to reflect the agreed upon changes and strategies for implementation.

Action Item 2: The trustees voted unanimously to continue to maintain the McKnight Brain Research Foundation as an entity and to continue to execute the vision and mission of the Foundation in accordance with the strategic plan.

Action Item 3: The trustees voted unanimously to amend the Foundation documents to allow for up to seven (7) individual trustees.

Action Item 4: The trustees voted to abolish the consensus form of board governance and to establish a Board Chair, Vice Chair and Secretary position. Dr. Wah nominated Dr. Lee Dockery for Board Chair, Dr. Michael Dockery for Vice Chair and Ms. Cianciotto, Corporate Trustee to serve as the Secretary. Dr. Ryerson seconded the nominations, Dr. Lee Dockery abstained from voting and all the other trustees voted yes.

Action Item 5: The trustees agreed upon the following criteria to become an officer of the MBRF.

Action Item 6: The trustees agreed it is necessary to develop a template of duties and responsibilities for board members and officers relevant to the service with the McKnight Brain Research Foundation. Sample templates with modification applicable to the MBRF will be discussed at the February 2015, meeting of the trustees.

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- E. Periodically evaluate the purchasing power of the portfolio with multiple factors involved weighted against the attributes of opportunities.**
- F. Perform scenarios of cost, payout and return for instituting new programs above minimum commitments such as additional institutes, mega grants (NIA), request for proposals, clinical research fellowships, and compendia of research.**

Action Item 8: The trustees voted unanimously to:

- A. Amend the paragraph describing the Purpose of the Trust document to include the phrase, "principally intended", consistent with the description of the Purpose in the Gift agreements.**

B. Amend the Foundation documents to allow for up to seven (7) individual trustees with staggered three year terms with eligibility for two terms with a renewal at the option of the trustees.

Action Item 9: The trustees agreed to finalize the description of duties of the trustees and officers of the Board in addition to the administrative structure of the operation of the Foundation with regard to staffing, web site management, press releases and public relations at future meetings.

There being no further business, the meeting was adjourned at 3:15 p.m.

Respectfully Submitted,

A handwritten signature in cursive script, reading "Melanie A. Cianciotto". The signature is written in dark ink and is positioned above the printed name and title.

Melanie A. Cianciotto
SunTrust Bank, Corporate Trustee

**Duties of Chair
Board of Trustees
McKnight Brain Research Foundation (MBRF)**

- 1. Represent the Foundation in all communications with individuals, organizations and Institutions.**
- 2. Serve as spokesperson**
- 3. Foster relationships with organizations and grant award recipients.**
- 4. Lead the Foundation in monitoring performance and progress of all grant recipients.**
- 5. Manage all communications with the Foundation--both print and electronic.**
- 6. Supervise the execution of work by all outside contract services.**
- 7. Organize meeting agendas and preside at meetings.**
- 8. Perform first review of the minutes of meetings before release for review and approval by the trustees.**
- 9. Serve as first point of contact for all questions from corporate trustee/secretary**
- 10. Act as liaison between the trustees and legal counsel in negotiation of contracts, gift agreements or other legal documents involving the Foundation.**
- 11. Act as liaison between the trustees and the investment manager directly or through the corporate trustee as required.**
- 12. Manage or monitor, in collaboration with the corporate trustee, other business tasks as required, e.g. tax reports, MBRF website, archives, copyright registrations.**
- 13. Monitor compliance with all Gift Agreements, travel awards and grant awards.**
- 14. Implement all actions approved by the Board and perform additional duties assigned by the Board.**
- 15. Lead board member development and succession planning.**

Approved: April 6, 2015

**Duties of Vice Chair
Board of Trustees
McKnight Brain Research Foundation (MBRF)**

- 1. Substitute for Chair**
- 2. Other tasks as assigned by the Chair or designated by the Board**

Executive Director

McKnight Brain Research Foundation

The Executive Director (ED) is the chief management officer of The McKnight Brain Research Foundation (MBRF) and reports directly to the Board of Trustees (Board) through the Chair of the Board. The ED serves as the lead representative of the organization, along with the chair and as its primary spokesperson to all stakeholder groups.

The ED is responsible for overseeing all the strategic planning, operations and administration of the organization's programs, finances, marketing, and grant making of the organization. The ED serves as the organization's liaison to the Corporate Trustee, providing oversight of the execution of Corporate Trustee duties.

GENERAL RESPONSIBILITIES:

Organization Mission and Strategy:

Work with Board to ensure that the mission is fulfilled in its strategic planning goals;

Implement and oversee grants to programs/organizations that carry out the organization's mission;

Enhance MBRF's image by being active and visible in the identified sectors and communities and by working closely with other professional, public and private organizations related to MBRF's mission;

Ensure effective systems to track progress, regularly evaluate program components and communicate status of successes to the Board and other stakeholders;

Build/expand partnerships, establishing relationships with grantees, other funders of similar work, and leaders at each grant site;

Work with personnel of the MBIs to ensure receipt of Annual Reports each year and distribute to trustees for review in a timely fashion;

Work with the host institution of the annual Inter-Institutional Meeting; sign contracts and forward to Corporate Trustee for payment of deposits and other costs related to the meeting;

Create and implement programmatic strategy to better link and articulate the progress of the grantees in meeting the strategic goals of the MBRF.

Leadership & Management:

Ensure planning and implementation of strategic goals, and operational excellence in administration, finance, grant making and program evaluation, communications, and Board support, including all systems and resources needed to achieve those strategic goals;

Actively engage and energize MBRF's Board members, grantees and other stakeholders;

Report to and work closely with the Board to seek their involvement in policy decisions, and to increase the overall visibility of MBRF throughout the sector;

Develop, maintain, and support a strong Board; serve as ex-officio of each committee; seek and build Board involvement with mission effectiveness;

Interact and communicate with Board Chair and Trustees as necessary via print, verbal and electronic communications;

Serve as the primary liaison and oversee/manage the Corporate Trustee/Secretary relationship and interactions for the organization and Board;

Establish and maintain relationships with various organizations throughout the brain research, medical, research and academic circles as identified and utilize those relationships to strategically enhance MBRF's mission;

Represent the Board and organization at the meetings of professional organizations as deemed appropriate by the ED and/or Board;

Represent the Board and organization at grantee site visits and meetings with other stakeholders;

Establish employment and administrative policies and procedures for all day-to-day operations and functions of MBRF;

Serve, along with the chair, as MBRF's primary spokesperson to the organization's constituents, media and the general public.

Board Governance:

Work with Board in order to fulfill the organization mission;

Lead and Represent MBRF in a manner that supports and guides the organization's mission as defined by the Board;

Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions;

In concert with the Board Chair, prepare the agenda for all Board meetings;

Assemble and distribute Board agenda, support materials and information for Board meeting packages and upload those to Foundation's secure website;

Review and edit minutes prepared by Corporate Trustee, in concert with Board Chair, and then distribute minutes to Board;

Working with the Board Chair, annually ensure that Board members execute all annual personal policy forms (conflict of interest, document retention, travel, etc. as outlined in the Form – 990) for good governance and submit the record of completion of those to the Corporate Trustee.

Financial Performance:

Prepare and submit an annual budget to the Board; ensure preparation by the Corporate Trustee of quarterly financial statements, tax preparation of the 990-PF, 990-T and 1099-MISC, which accurately reflect the financial condition of the organization and its expenditures and investments;

Responsible for fiscal management within the approved budget, ensuring maximum resource utilization, and maintenance of the organization in a positive financial position;

Oversee and ensure Corporate Trustee develops and submits regular performance reports from portfolio manager, and special reports as requested;

Oversee and ensure Corporate Trustee's execution of accounting and payment disbursement for Travel Award Program, Bio-Informatics Core and Neuroimaging Core and Cognitive Aging Test Battery Working Group and others as authorized by ED and Board;

Oversee and ensure Corporate Trustee's execution of payment of trustee compensation, taxes, grant commitments, trustee and ED expense reimbursements, travel award payments, inter-institutional meeting participant reimbursement, other expense reimbursements, as well as operational expense invoices;

Perform the final review of the Form 990 and other tax documents as prepared by the Corporate Trustee, before those are submitted to the Board for review and approval;

Execute sound financial decision making for operating expenses.

Organization Operations:

Effectively execute and administer MBRF's operations;

With appropriate approvals may hire and manage competent, qualified staff and/or consultants; (Decision to hire approved via budget and functional approval of the board prior to hiring.)

Sign all notes, agreements, grants, and other instruments made and entered into and on behalf of the organization. Board will predetermine levels for those.

Communications:

Handle all correspondence and requests for information regarding the affairs of the Foundation in a timely and professional manner;

Deepen and refine all aspects of communications—from web presence, social media, and trade media to external relations with the goal of creating a stronger brand for MBRF;

Maintain and regularly update the communications vehicles including the website and others to effectively communicate the mission, and grant investments, outcomes and benefits to society at large;

Use external presence and relationships to garner new opportunities for collaborative funding and national positioning of the importance of age-related cognitive decline;

Professional Qualifications:

An advanced degree in medicine, public health, nursing, basic and life sciences, business and liberal arts and sciences from a recognized university accredited through the US Department of Education and the Council on Higher Education. A master's degree is the minimum requirement for consideration;

Ten or more years of senior management experience preferred or relevant comparable experience and background;

Transparent and high integrity leadership;

Ability to convey a vision of MBRF's strategic future to staff, Board, and other stakeholders;

Skills to collaborate with and motivate Board members and other volunteers;

Superior written and verbal communication skills, and public speaking skills; a persuasive and passionate communicator with excellent interpersonal and

multidisciplinary project skills;

Strong marketing and public relations experience with the ability to engage a wide range of stakeholders through the use of a broad palate of communications strategies;

Action-oriented, collegial, and adaptable approach to management;

Ability to work effectively in collaboration with diverse groups of medical and research professionals;

Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting;

Strong organizational planning and delegation skills;

Knowledge of grant making and grant monitoring unique to nonprofit sector;

Demonstrated ability to oversee, collaborate and integrate the work of staff and consultants;

Understanding of and/or experience in healthcare and/or academics;

Passion, idealism, integrity, positive attitude, mission-driven, and self-directed;

Ability to understand and manage in a professional and collegiate manner, in partnership with the Board Chair, the boundaries between the Board Chair and ED roles and responsibilities.

McKnight Brain Research Foundation

Upcoming Dates/Events

2019

<i>Evelyn F. McKnight Clinical Translational Research Scholars' Dinner Annual Meeting American Academy of Neurology (AAN) Philadelphia, PA May 4, 2019</i> Location to be determined	<i>2019 Research Program Breakfast Annual Meeting American Academy of Neurology (AAN) Philadelphia, PA May 7, 2019 7:00 a.m. - 8:30 a.m. Pennsylvania Convention Center, Room 125</i>	<i>MBRF Board of Trustees Meeting</i> Orlando, FL July 30 - 31, 2019 July 30, 2019 7:00 p.m. Trustee's Dinner July 31, 2019 8:00 a.m. - 3:00 p.m. Trustee's Meeting	<i>Society for Neuroscience (SfN) 2019 MBRF Poster/Reception</i> Chicago, IL October 20, 2019 5:00 - 7:00 p.m. Location to be determined	<i>MBRF Board of Trustees Meeting</i> Orlando, FL October 22 - 23, 2019 October 22, 2019 7:00 p.m. Trustee's Dinner October 23, 2019 8:00 a.m. - 3:00 p.m. Trustee's Meeting

Color Key
Board of Trustees' Meetings
Additional Events