**Tuberous Sclerosis Alliance**

**Executive Committee Meeting Minutes**

**October 13, 2017**

*Approved: November 3, 2017*

In attendance:

**Voting Officers**: Tim Dills (Chair), Beth Dean David Fitzmaurice, Jim Maginn

**Executive Committee Member**s: Laura Lubbers, Brendan Manning, David Michaels, Debora Moritz

**Staff**: Kari Rosbeck, Rich Gollub, Steve Roberds

Tim Dills called the meeting to order at 4 p.m. ET. A quorum of voting officers were present.

**Approval of the Minutes from August 30, 2017**

A motion was made to approve the Executive Committee Meeting Minutes from August 30, 2017 (*Fitzmaurice, Maginn*). *The minutes were approved without dissent.*

**Review of Significant Items Needing Discussion or Vote**

Slate of 2018 Officers and One Year Extension for Rebecca Anhang Price: David Fitzmaurice shared the proposed slate of officers for 2018 as follows:

Beth Dean, Chair

Chris Russell, Vice Chair

Cassie Carroll, Secretary

Jim Maginn, Treasurer

Tim Dills, by virtue of his office will become Immediate Past Chair.

In addition, the board will be asked to approve a one-year extension for Rebecca Anhang Price who will serve as the Strategic Planning Chair. All agreed this extension was a good idea.

Strategic Planning and Next Steps: Kari Rosbeck reported that the next steps for Strategic Planning will be to finalize a constituent survey that will launch in January 2018. Henry Shapiro (past Board Chair) has agreed to host this survey through his company, MarketCast, and their vendors and to provide expert guidance on survey construction and tabulation. Reiko Donato will assist in analysis and has reached out to her friend Nan Martin to assist with analysis. We will also have a strategic planning session at the March Board meeting.

2018 Draft Budget and Staffing Plan: Jim Maginn shared that with deficit budgets we run into a few challenges and this has been made more complicated by special events being under budget. The proposed 2018 budget has another planned deficit to spend down the gift made by the Engles family. There is concern over cash flow and the balance between unrestricted and restricted net assets. This has led to very positive discussions among the finance committee about new reports needed to better evaluate these challenges. A few of the items requested for the November 3 Executive Committee meeting in order to review the budget: Cash flow projections report for the next three month/reminder of FY2017; Cash flow report that ties to FY2018 budget that also ties in unrestricted vs restricted net assets. The Endowment is cash positive and willing to help.

2018 Draft Meeting Schedule and Committee Assignments: Beth Dean quickly reviewed the draft meeting schedule which includes face to face meetings in DC from March 6-8 and October in Chicago from October 12-13, and Executive Committee Planning Meetings on May 4 in Chicago and on November 2 in the Los Angeles area. The Committee Assignments were briefly reviewed as well.

There being no other significant Committee Reports or Business, a motion was made to adjourn the meeting at 4:32 p.m. (Dean, Fitzmaurice). The motion passed without dissent.

Respectfully submitted,

Kari Rosbeck, President and CEO