

BIAV Board of Directors Meeting Minutes

February 7, 2026

1. Call to Order & Approval of Previous Minutes

- Meeting was called to order by Joseph Cantor.
- Previous board meeting minutes were reviewed and approved as presented.

2. Finance Report Discussion

The Board reviewed the 2025 audit and current financial performance. Key points included:

- The organization received a clean audit opinion, with improvements in financial management noted.
- A deficit from the previous fiscal year will be carried into FY26 due to accounting adjustments.
- Cash reserves currently cover approximately five months of operating expenses.
- Revenue is tracking below budget, while expenses remain slightly lower than anticipated, resulting in positive net revenue for the quarter.
- The Board discussed the salary-to-revenue ratio (currently 57%) and identified a target range of 45–50%.
- Financial controls will be strengthened through monthly review and approval of journal entries and updates to QuickBooks access.

3. Development & Fundraising Discussion

The Board engaged in discussion regarding development strategy and long-term revenue growth, including:

- A goal to grow organizational revenue from approximately \$1.2M to \$2M over the next three years.
- Plans to hire a Development Director in FY27, with interim fundraising led by current staff.
- Strategies to engage lapsed donors and strengthen relationships with major donors, including personalized outreach and recognition efforts.
- Exploration of new grant opportunities and expanded board involvement in fundraising.
- Emphasis on increasing unrestricted revenue to reduce reliance on a primary grant source.

4. Membership, Programs & Awareness Campaign

The Board discussed programmatic updates and growth initiatives. Key points included:

- Ongoing efforts to enhance membership benefits and improve member retention and value.
- Consideration of new membership categories and revenue targets for dues.
- Development of new educational content and improved utilization of existing resources.
- Continued investment in a marketing and awareness campaign, which has shown strong early results, including increased engagement and inquiries.

- Plans to refine messaging and targeting to ensure alignment with organizational goals and audience needs.

5. Advocacy & Strategic Initiatives

The Executive Director presented updates on advocacy and organizational growth efforts.

Discussion included:

- Launch of a new online advocacy tool enabling constituents to easily contact legislators regarding budget amendments and policy initiatives.
- Alignment of advocacy efforts with Brain Injury Awareness initiatives and legislative priorities, including HB 1338.
- Encouragement for board members to actively participate in advocacy efforts and share outreach tools within their networks.
- Discussion of board development, including the need to recruit new members and convene a nominating committee.

6. Executive Director Report

The Executive Director provided an overview of organizational operations and strategic direction. Key points included:

- Continued financial stabilization following prior operational challenges and restructuring.
- Growth in key revenue areas, including membership, education, and program fees.
- Ongoing efforts to rebuild core programs and strengthen organizational infrastructure.
- A forward-looking focus on sustainability, revenue diversification, and program expansion.