



FAAST Board of Directors and Advisory Council Orientation Agenda

📅 Wed June 5th, 2019

🕒 2:00pm - 5:00pm EDT

📍 9801 International Drive Orlando, FL

Meeting Room Bayhill 28

GoToMeeting Information

<https://global.gotomeeting.com/join/359918589>

You can also dial in using your phone.

United States (Toll Free): [1 866 899 4679](tel:18668994679)

United States: [+1 \(224\) 501-3316](tel:+12245013316)








Access Code: 359-918-589

I. Documents to Review before the Meeting

- 📄 Bylaws Revisions May, 2019
- 📄 April 2019 Profit & Loss Summary by Month
- 📄 042019 Financial Statements
- 📄 April 2019 Profit & Loss Detail
- 📄 April 2019 Balance Sheet
- 📄 April 2019 Accounts Receivable
- 📄 2018
- 📄 2017 990
- 📄 Your Role as a Board Member
- 📄 Your Fiduciary Responsibility.pdf
- 📄 Fundraising.pdf
- 📄 Mission & Vision Statements
- 📄 Tax Exempt Certificate (Ending June 30, 2023)
- 📄 Certificate of Status 2019
- 📄 Dept of Agriculture Solicitation of Contributions Letter 2018
- 📄 FAAST Articles of Incorporation

II. Opening

JR HARDING 5 mins

a.	Welcome		
b.	Call Meeting to Order		
c.	Roll Call and Establishment of Quorum		
d.	Verbal Authorization to Begin Recording		
e.	Adjustments to the Agenda		
f.	Approval of the Agenda		
g.	Recognition of Conflict of Interest		
III.	Mission and Vision	JR HARDING MICHAEL DANIELS	10 mins
a.	Mission Page 1	MICHAEL DANIELS	5 mins
	 Mission & Vision Statements		
b.	Vision Page 2	JR HARDING	5 mins
IV.	Typical Meeting Structure	JR HARDING	5 mins
	Agenda Page 4		
	Minutes Page 7		
	 Sample Committee Minutes		
	 Sample Committee Agenda		
a.	Opening, see Item #1		
b.	Minutes from Prior Meeting		
c.	Old Business and New Business		
d.	Standing Items		
e.	Staff Liaison Report on Action Items		
V.	Differences between an Advisory Council and Board of Directors Page 10	MICHAEL DANIELS JR HARDING ERIC REED	60 mins
	 Chapter 413 Section 407 - 2011 Florida Statutes		
a.	Typical Advisory Councils	ERIC REED	5 mins
	Link to Wikipedia page on Advisory Councils		
b.	Assistive Technology Advisory Council Page 13	MICHAEL DANIELS	15 mins
	 Assistive Technology Advisory Council		
	 An Introduction to Advisory Councils		
	 Case Study for Advisory Council		

c.	Typical Nonprofit Board of Directors Basics of a Nonprofit Board of Directors Florida Statute Chapter 617	JR HARDING	5 mins
d.	FAAST Board of Directors Page 23 Board Members as Fundraisers 📄 Your Role as a Board Member	JR HARDING	15 mins
VI.	Organization Structure	MICHAEL DANIELS	20 mins
a.	Services Page 33	MICHAEL DANIELS	10 mins
b.	Corporate Page 34 and 35 📄 Organizational Chart 📄 Who does what?	MICHAEL DANIELS	10 mins
VII.	Break		20 mins
VIII.	Expectations and Responsibilities	JR HARDING MICHAEL DANIELS ERIC REED	25 mins
a.	Board and Advisory Council Meeting Attendance Page 36 📄 Attendance Requirements	ERIC REED	5 mins
b.	Committee Meeting Attendance Page 36 📄 Attendance Requirements	ERIC REED	5 mins
c.	Fundraising Page 37 📄 Give or Get Policy	JR HARDING	5 mins
d.	Legislative Engagement Page 43 📄 Sample Issue Brief 1 📄 Sample Issue Brief 3 with Talking Points 📄 Sample Issue Brief 2 📄 Sample Legislative Workday Schedule	MICHAEL DANIELS	5 mins
e.	Assistive Technology Ambassador	MICHAEL DANIELS	5 mins
IX.	Open Discussion		30 mins
X.	Closing		5 mins

a. **Public Comment**

b. **Adjourn**