



July 2019 Executive Committee Meeting Agenda

📅 Mon July 22nd, 2019

🕒 3:00pm - 4:30pm EDT

📍 Teleconference

GoToMeeting Information: <https://global.gotomeeting.com/join/919555021>

Teleconference Number: 1 877 309 2073










Access Code: 919-555-021

I. Objective

- a. **Review and approve June 2019 Financial Statements**
- b. **Review and approve Short Year 990**
- c. **Review and approve Fiscal Year 2019-2020 Annual Budget**

II. Prepare Prior to Meeting


- a. **Review Agenda**
 1. **Please provide Whitney any modifications 24 hours before the meeting.**
 2. **Attachments: Meeting Agenda**
 - 📎 2019 07 Agenda
- b. **Review Minutes to Previous Meeting**
 1. **Please provide Whitney any modifications 24 hours before the meeting.**
 2. **Attachments: Minutes to Previous Meeting**
 - 📎 2019 06 Minutes
- c. **Review Task Report**
 1. **Please provide Whitney any modifications 24 hours before the meeting.**
 2. **Attachments: Task Report**
 - 📎 June 2019 Executive Committee Action Items
- d. **Include any documents related to I. Objective**

1. **Include any documents related to Ia.**
 -  2019 06 Balance Sheet
 -  2019 06 Profit and Loss Detail
 -  2019 06 Financial Statements
 -  2019 06 Profit and Loss Summary
 -  2019 06 Profit and Loss Summary QTR
 -  2019 06 Accounts Receivable
2. **Include any documents related to Ib.**
 -  2018 Short Year 990
3. **Include any documents related to Ic.**
 -  Proposed FY 2019-2020 Cashflow Projection
 -  Proposed FY 2019-2020 Annual Budget


III. **Opening** JR HARDING 5 mins

- a. **Call to Order** JR HARDING
- b. **Roll Call** WHITNEY HARRIS
- c. **Establishment of Quorum** JR HARDING
- d. **Verbal Authorization to Begin Recording** JR HARDING





IV. **Approval of Minutes**





- a. **Attachments: June 2019 Executive Committee Meeting Minutes** JR HARDING
 -  2019 06 Minutes
- b. **Options** JR HARDING
 1. **Approve minutes as is.**
 2. **Approve minutes with amendments.**
 3. **Do not approve minutes.**
 4. **Table the decision.**
- c. **Staff Recommended Action** JR HARDING
 1. **Approve minutes.**

V. **Agenda Modifications** JR HARDING

- a. **Attachments: July 2019 Executive Committee Meeting Agenda** JR HARDING
 -  2019 07 Agenda
- b. **Public Comment on any Agenda Item** JR HARDING

- c. **Modifications** JR HARDING
- d. **Options** JR HARDING
1. **Approve agenda as is.**
 2. **Approve agenda with amendments.**
 3. **Do not approve agenda.**
 4. **Table the decision.**
- e. **Staff Recommended Action** JR HARDING
1. **Approve agenda.**
- VI. **Financial Statements** JR HARDING 10 mins
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- a. **Category: Standing Item**
- b. **Attachments: Balance Sheet, Profit and Loss Detail, Profit and Loss Summary by Month, Accounts Receivable, and Financial Statements** PAUL TOBIN
-  2019 06 Profit and Loss Detail
 -  2019 06 Financial Statements
 -  2019 06 Balance Sheet
 -  2019 06 Profit and Loss Summary
 -  2019 06 Profit and Loss Summary QTR
 -  2019 06 Accounts Receivable
- c. **Statement** PAUL TOBIN
1. **This agenda item is to review and approve the June 2019 Financial Statements.**
- d. **Options** PAUL TOBIN
1. **Approve financial statements as is.**
 2. **Do not approve financial statements.**
 3. **Table the decision.**
- e. **Staff Recommended Action** PAUL TOBIN
1. **Approve financial statements as is.**
- VII. **2018 Short Year 990** PAUL TOBIN 5 mins
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- a. **Category: New Business**
- b. **Attachments: 2018 Short Year 990** PAUL TOBIN
-  2018 Short Year 990
- c. **Statement** PAUL TOBIN
1. **This agenda item is to review and approve the July 2018 to September 2018 Form 990.**

- d. **Options** PAUL TOBIN
1. **Approve Short Year 990.**
 2. **Do not approve Short Year 990.**
 3. **Table the decision.**
- e. **Staff Recommended Action** PAUL TOBIN
1. **Approve Short Year 990.**
- VIII. **2019-2020 Annual Budget** PAUL TOBIN 40 mins
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- a. **Category: New Business**
- b. **Attachments: 2019-2020 Proposed Annual Budget and Cashflow Projections** PAUL TOBIN
-  Proposed FY 2019-2020 Cashflow Projection
 -  Proposed FY 2019-2020 Annual Budget
- c. **Statement** PAUL TOBIN
1. **This agenda item is to review and approve the 2019-2020 Annual Budget. Once approve, this budget draft will continue to the full board for approval during the August 2019 meeting.**
- d. **Options** PAUL TOBIN
1. **Approve 2019-2020 Annual Budget as is.**
 2. **Approve 2019-2020 Annual Budget with amendments.**
 3. **Do not approve 2019-2020 Annual Budget.**
 4. **Table the decision.**
- e. **Staff Recommended Action** PAUL TOBIN
1. **Approve 2019-2020 Annual Budget as is.**
- IX. **Task Report** MICHAEL DANIELS 5 mins
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- a. **Category: Old Business and Consent Agenda**
- b. **Attachments: June 2019 Task Report, Credit Card Options and Legal Counsel Memorandum** MICHAEL DANIELS
-  June 2019 Executive Committee Action Items
 -  Credit Card Options
 -  Legal Counsel Questions
- c. **Statement** MICHAEL DANIELS
1. **This agenda item is to discuss the three remaining tasks from the June 2019 Executive Committee Meeting.**

- d. **Options** JR HARDING
1. **Review Task Report and assign new tasks as necessary.**
 2. **Table the decision.**
- e. **Staff Recommended Action** JR HARDING
1. **Review Task Report and assign new tasks as necessary.**
- X. **Proposed FFAST Logos** JR HARDING 10 mins
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- a. **Category: New Business, Referral from Development Committee**
- b. **Attachments: Two Draft Logos with and without words** PAUL TOBIN
-  Logo with Words
 -  Logo without Words
- c. **Statement** PAUL TOBIN
1. **To discuss the two logos. The Development Committee Chair will brief the Executive Committee on previous discussions and what action is needed from the Executive Committee.**
- d. **Options** PAUL TOBIN
1. **Approve the two proposed logos. Include on the agenda for the August BOD meeting for approval.**
 2. **Approve the two proposed logos with modifications. Include on the agenda for the August BOD meeting for approval.**
 3. **Do not approve the two proposed logos.**
 4. **Table the decision.**
- e. **Staff Recommended Action** PAUL TOBIN
1. **Approve the two proposed logos. Include on the agenda for the August BOD meeting for approval.**
- XI. **Internal Branding Guide** JR HARDING 10 mins
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- a. **Category: New Business, Referral from Development Committee**
- b. **Attachments: Internal Branding Guide** MATT HOLLOWAY
-  FFAST Branding Guide - Appendix I - Fundraising Communications
 -  Current Branding Guide
- c. **Statement** MATT HOLLOWAY
1. **The agenda item is for Mr. Matt Holloway to present the Internal Branding Guide to the Executive Committee.**
- d. **Options** JR HARDING
1. **Approve Internal Branding Guide as is.**

2. **Approve Internal Branding Guide with amendments.**
3. **Do not approve Internal Branding Guide.**
4. **Table the decision.**

XII. **Agenda Modifications**

XIII. **Closing**

5 mins

a. **Last Call for Public Comment**

b. **Next Meeting**

1. **Date and Time**

Monday, August 26, 2019 from 3:00-4:00 PM

2. **GoToMeeting Information**

<https://global.gotomeeting.com/join/844481469>

3. **Toll-free number and Access Code**

United States (Toll Free): 1 866 899 4679

Access Code: 844-481-469

c. **Adjourn**