



Minutes

July 2019 Executive Committee Meeting

📅 Mon July 22nd, 2019

🕒 3:00pm - 4:30pm EDT

📍 Teleconference

👥 In Attendance

Michael Daniels, JR Harding, Whitney Harris, Matt Holloway, Paul Tobin, Ben Welter

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**

b. Review Minutes to Previous Meeting

1. **Please provide Whitney any modifications 24 hours before the meeting.**
2. **Attachments: Minutes to Previous Meeting**

c. Review Task Report

1. **Please provide Whitney any modifications 24 hours before the meeting.**
2. **Attachments: Task Report**

d. **Include any documents related to I. Objective**

1. **Include any documents related to Ia.**
2. **Include any documents related to Ib.**
3. **Include any documents related to Ic.**

III. **Opening**

The July 2019 Executive Committee Meeting was opened by Dr. JR Harding.

a. **Call to Order**

Dr. Harding called the meeting to order at 3:03 PM.

b. **Roll Call**

Members in Attendance: Dr. JR Harding, Mr. Paul Tobin, Mr. Ben Welter

Staff in Attendance: Mr. Michael Daniels, Ms. Whitney Harris, Mr. Matt Holloway

Members of the Public: No members of the public were present.

c. **Establishment of Quorum**

A quorum was present.

d. **Verbal Authorization to Begin Recording**

No member presented an issue with the meeting being recorded.

IV. **Approval of Minutes**

Dr. Harding presented the minutes from the June 24, 2019 Executive Committee Meeting.

a. **Attachments: June 2019 Executive Committee Meeting Minutes**

b. **Options**

1. **Approve minutes as is.**

Decision: Mr. Paul Tobin motioned to approve the minutes from the June 24, 2019 Executive Committee Meeting.

Decision: Mr. Ben Welter seconded the motion.

Decision: The motion passed without dissent.

2. **Approve minutes with amendments.**

Not applicable.

3. **Do not approve minutes.**

Not applicable.

4. **Table the decision.**

Not applicable.

c. **Staff Recommended Action**

1. **Approve minutes.**

V. **Agenda Modifications**

Dr. Harding presented the agenda for the July 22, 2019 Executive Committee Meeting.

a. **Attachments: July 2019 Executive Committee Meeting Agenda**

b. **Public Comment on any Agenda Item**

No comments from the public were made.

c. **Modifications**

No modifications were made to the agenda.

d. **Options**

1. **Approve agenda as is.**

Decision: Mr. Tobin motioned to approve the agenda for the July 22, 2019 Executive Committee Meeting.

Decision: Mr. Welter seconded the motion.

Decision: The motion passed without dissent.

2. **Approve agenda with amendments.**

Not applicable.

3. **Do not approve agenda.**

Not applicable.

4. **Table the decision.**


Not applicable.

e. **Staff Recommended Action**

1. **Approve agenda.**

VI. **Financial Statements**

Mr. Tobin presented the June 2019 Financial Statements.

Task: Mr. Tobin suggested not presenting the unrealized gains/losses on the Balance Sheet and the Profit and Loss for the next fiscal year.  Whitney Harris 09/30/2019

a. **Category: Standing Item**

b. **Attachments: Balance Sheet, Profit and Loss Detail, Profit and Loss Summary by Month, Accounts Receivable, and Financial Statements**

c. **Statement**

1. **This agenda item is to review and approve the June 2019 Financial Statements.**

d. **Options**

1. **Approve financial statements as is.**

Decision: Dr. Harding motioned to approve the June 2019 Financial Statements.

Decision: Mr. Welter seconded the motion.

Decision: The motion passed without dissent.

2. **Do not approve financial statements.**

Not applicable.

3. **Table the decision.**

Not applicable.

e. **Staff Recommended Action**

1. **Approve financial statements as is.**

VII. **2018 Short Year 990**

Mr. Tobin presented the Short Year 990 for 2018.

a. **Category: New Business**

b. **Attachments: 2018 Short Year 990**

c. **Statement**

1. **This agenda item is to review and approve the July 2018 to September 2018 Form 990.**

d. **Options**

1. **Approve Short Year 990.**

Decision: Dr. Harding motioned to approve the Short Year 990 for 2018.

Decision: Mr. Tobin seconded the motion.

Decision: The motion passed without dissent

2. **Do not approve Short Year 990.**

Not applicable.

3. **Table the decision.**

Not applicable.

e. **Staff Recommended Action**

1. **Approve Short Year 990.**

VIII. **2019-2020 Annual Budget**

Mr. Tobin presented the Proposed Annual Budget and the Cashflow Projections for the fiscal year 2019-2020.

Task: Mr. Tobin suggested including an audit of the overhead rate in the next financial audit.

👤 Whitney Harris 08/26/2019

a. **Category: New Business**

b. **Attachments: 2019-2020 Proposed Annual Budget and Cashflow Projections**

c. **Statement**

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**

1. **Approve 2019-2020 Annual Budget as is.**

Decision: Mr. Tobin motioned to approve the Proposed Annual Budget for the 2019-2020 fiscal year.

Decision: Dr. Harding seconded the motion.

Decision: The motion passed without dissent.

2. **Approve 2019-2020 Annual Budget with amendments.**

Not applicable.

3. **Do not approve 2019-2020 Annual Budget.**

Not applicable.

4. **Table the decision.**

Not applicable.

e. **Staff Recommended Action**

1. **Approve 2019-2020 Annual Budget as is.**

IX. **Task Report**

Dr. Harding turned the Task Report agenda item over to Mr. Michael Daniels.

Mr. Daniels presented the credit card options that were researched and deemed appropriate for FAAST. Mr. Daniels stated that the card choice he has moved forward with was the Ink Business Unlimited.

Mr. Daniels presented the legal counsel questions that were drafted in a memorandum from the Executive Director. These questions were gathered from an in-person meeting in June 2019 with Dr. Harding and Mr. Tobin.

Task: Mr. Daniels to continue the pursuit of new credit card applications.

👤 Michael Daniels 08/26/2019

Task: Legal counsel to be invited to attend the August Executive Committee Meeting to answer questions

👤 Michael Daniels 08/26/2019

regarding the clarification of ATAC and FFAST Board.

Task: Mr. Tobin suggested changing our in-kind equipment donations to be reflected by FFAST and not the nonprofits that hold an RRC contract. This item should be added to the topics for the Board strategic planning sessions.

Michael Daniels 09/30/2019

- a. **Category: Old Business and Consent Agenda**
- b. **Attachments: June 2019 Task Report, Credit Card Options and Legal Counsel Memorandum**
- c. **Statement**
 - 1. **This agenda item is to discuss the three remaining tasks from the June 2019 Executive Committee Meeting.**
- d. **Options**
 - 1. **Review Task Report and assign new tasks as necessary.**
 - Decision:** Mr. Tobin motioned to move forward with the application for the business credit cards as presented by Mr. Daniels.
 - Decision:** Dr. Harding seconded the motion.
 - Decision:** The motion passed without dissent.
 - 2. **Table the decision.**
Not applicable.
- e. **Staff Recommended Action**
 - 1. **Review Task Report and assign new tasks as necessary.**

X. **Proposed FFAST Logos**

Dr. Harding turned the Proposed FFAST Logos over to Mr. Tobin. Mr. Tobin presented the two logos that had been submitted for review from the Development Committee.

- a. **Category: New Business, Referral from Development Committee**
- b. **Attachments: Two Draft Logos with and without words**
- c. **Statement**
 - 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**

1. **Approve the two proposed logos. Include on the agenda for the August BOD meeting for approval.**

Decision: Dr. Harding motioned to approve the two FFAST logos as presented.

Decision: Mr. Tobin seconded the motion.

Decision: The motion passed without dissent.

2. **Approve the two proposed logos with modifications. Include on the agenda for the August BOD meeting for approval.**

Not applicable.

3. **Do not approve the two proposed logos.**

Not applicable.

4. **Table the decision.**

Not applicable.


e. **Staff Recommended Action**


1. **Approve the two proposed logos. Include on the agenda for the August BOD meeting for approval.**

XI. **Internal Branding Guide**

Dr. Harding turned the Internal Branding agenda item over to Mr. Matt Holloway.

Mr. Holloway presented the new appendix for the FFAST Branding Guide. A discussion was had about the Executive Committee's preference for assistance with social media posting. Mr. Tobin and Dr. Harding stated that knowing when FFAST posts on social media and then finding these social media posts would be difficult for them and likely other Board members. Mr. Welter expressed that he can share and retweet posts from FFAST.

Task: Mr. Tobin recommends posting more success stories on social media.  Matt Holloway 08/26/2019

Task: Mr. Welter suggested adding instructions about sharing social media posts during the next Board meeting.  Michael Daniels 08/19/2019

a. **Category: New Business, Referral from Development Committee**

b. **Attachments: Internal Branding Guide**

c. **Statement**

1. **The agenda item is for Mr. Matt Holloway to present the Internal Branding Guide to the Executive Committee.**

d. **Options**

1. **Approve Internal Branding Guide as is.**

Decision: Mr. Welter motioned to approve the appendix for the Internal Branding Guide.

Decision: Mr. Tobin seconded the motion.

Decision: The motion passed without dissent.

2. **Approve Internal Branding Guide with amendments.**

Not applicable.

3. **Do not approve Internal Branding Guide.**

Not applicable.

4. **Table the decision.**

Not applicable.

XII. **Agenda Modifications**

No modifications were made to the agenda.

XIII. **Closing**

Dr. Harding asked for a motion to close the July 22, 2019 Executive Committee Meeting.

a. **Last Call for Public Comment**

No public comments were made.

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**

The July 22, 2019 Executive Committee Meeting was adjourned at 4:26 PM.

Decision: Mr. Welter motioned to adjourn the July 22, 2019 Executive Committee Meeting.

Decision: Mr. Tobin seconded the motion.

Decision: The motion passed without dissent.