



June 2019 Executive Committee Meeting Agenda

📅 Mon June 24th, 2019

🕒 3:00pm - 4:00pm EDT

📍 Teleconference

Meeting Information

<https://global.gotomeeting.com/join/272713277>

You can also dial in using your phone.

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

United States: [+1 \(312\) 757-3117](tel:+13127573117)

Access Code: 272-713-277

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|------|--|---------------|--------|
| I. | Opening | JR HARDING | 5 mins |
| a. | Call to Order | JR HARDING | |
| b. | Roll Call and Establishment of Quorum | MEGAN GERMAIN | |
| c. | Verbal Authorization to Begin Recording | JR HARDING | |
| II. | Agenda | JR HARDING | |
| a. | Adjustments to the Agenda | JR HARDING | |
| b. | Approval of the Agenda - Recommended Actions, see below | JR HARDING | |
| 1. | Approval of the Agenda as is. | | |
| 2. | Approval of the Agenda with adjustments. | | |
| III. | Minutes from Prior Meeting | JR HARDING | 5 mins |
| | 📄 2019 05 Minutes | | |
| a. | Approval of the June 3, 2019, Executive Committee Meeting Minutes - Recommended Actions see below | JR HARDING | |
| 1. | Approval of the Minutes as is. | | |
| 2. | Approval of the Minutes with corrections. | | |

3. **Table the Approval of Minutes.**

IV. **Standing Items**

JR HARDING 10 mins

a. **Action Item Report**

MICHAEL DANIELS

📄 Action Item Report for June, 2019

1. **Memo of Skillsets needed on FAAST BOD ATAC**

📄 Action Item Report Needs of BOD ATAC Members

2. **SOPs for Committee Meetings and Committee Document Storage**

📄 402 Committee Documents

📄 401 Committee Meetings

b. **April 2019 Financials - Recommended Actions**

📄 April 2019 Profit & Loss Detail

📄 April 2019 Profit & Loss Summary by Month

📄 042019 Financial Statements

📄 April 2019 Balance Sheet

📄 April 2019 Accounts Receivable

1. **Approval of the April 2019 Financial Statements as is**

2. **Approval of the April 2019 Financial Statements with amendments**

3. **Table the decision**

c. **May 2019 Financials - Recommended Actions see below**

PAUL TOBIN

📄 May 2019 Balance Sheet

📄 052019 Financial Statements

📄 May 2019 Accounts Receivable

📄 May 2019 P&L Detail by Month

📄 May 2019 P&L Summary by Month

📄 May 2019 - AFP Investment Statement

📄 May 2019 - Unrestricted Investment Statement

📄 May 2019 - TW Investment Statement

1. **Approval of the May 2019 Financial Statements as is**

2. **Approval of the May 2019 Financial Statements with amendments**

3. **Table the decision**

d. **Discussion on FAAST Credit Card Next Steps**

PAUL TOBIN

V. **Old Business**

JR HARDING 25 mins

a. **Update on Board of Director Policies**

MICHAEL DANIELS

b. **Update on Membership**

MICHAEL DANIELS

 ATAC BOD Roster

1. **Update Roster as of 2:45 PM on 06/24/2019**

 Updated ATAC BOD Roster

c. **Legal Issues Surrounding BOD and ATAC**

ERIC REED

1. **Quick Review of Issues surrounding FS 413.407 and Legislative Intent**

 Counsel Response

2. **Recommended Actions as follows:**

3. **Collect questions from Executive Committee members**

4. **Send questions along with current Bylaws of FFAST and the ATAC along with founding documents to Counsel**

5. **Send suggested revisions to FFAST and ATAC Bylaws to Counsel** MICHAEL DANIELS

Rationale: FFAST needs to have a very detailed delineation of the powers of the ATAC and BOD, the relationship between the two, and establish a defined separation of duties and responsibilities.

 ATAC Bylaws suggested revisions

 FFAST Bylaws suggested revisions

d. **Policy 214 Operating Reserve - Recommended Actions see below**

MICHAEL DANIELS

1. **One-quarter of estimated operational expenses will be set aside in the Board Designated Operating Reserve.** JR HARDING

2. **Two-quarters of estimated operational expenses will be set aside in the Board Designated Operating Reserve.** JR HARDING

3. **Table the decision.**

e. **RFP for Audit Services (215 Federal Funds Procurement Policy) Recommended Actions see below**

MICHAEL DANIELS

1. **Establish an Ad Hoc Committee to develop and review RFPs for Audit Services** JR HARDING

2. **Table the decision** JR HARDING

3. **Suggested Ad Hoc Committee Membership**

Chairperson - Treasurer

Two at-large Directors

Comptroller

VI. **New Business**

JR HARDING 10 mins

a. **ATAC Budget Guideline Recommendations - Recommended Actions see below**

PAUL TOBIN

1. **Motion to codify a Budget Framework from ATAC Recommendations**

2. **ATAC Recommendation: Begin using HHS funds for state financing operations in Fiscal Year 2020.**
3. **ATAC Recommendation: Limit using investment funds for state financing operations to no more than \$125,000 in Fiscal Year 2020.**
4. **ATAC Recommendation: Allocate 70% of funds for State Level Activities**
5. **Therefore, this motion establishes the following as the budget framework:**
6. **HHS Budget Recommendation - 70% allocation for State Level Activities and include State Financing Activities**
7. **HHS Budget Recommendation - 10% allocation for indirect/operational expenses**
8. **HHS Budget Recommendation - 5% allocation on Transition Services**
9. **HHS Budget Recommendation - 15% allocation for State Leadership Activities**
10. **Limit State Financing Activities use of investment funds to \$125,000 (\$100,000 for AFP and \$25,000 for Telework)**
11. **GR Budget Recommendation 10% allocation for indirect/operational expenses**
12. **GR Budget Recommendation- 90% allocation to be determined by need**

b. **Fiscal Year 2019-2020 Annual Budget**

PAUL TOBIN

1. **Draft FY 19-20 Annual Budget will be presented at July Executive Committee meeting for approval to be presented at the August Board of Directors meeting. This timeline will allow for the budget to be approved prior to FY 19-20 beginning.**
2. **Draft FY 19-20 Annual Budget will be presented to the Treasurer for review no later than July 5th**

WHITNEY HARRIS

WHITNEY HARRIS

VII. **Closing**

5 mins

a. **Opportunity for Public Comment**

JR HARDING

b. **Next Meeting**

JR HARDING

1. **Date: Monday, July 22, 2019**
2. **Time: 3:00-4:30 PM**
3. **GoToMeeting Information: <https://global.gotomeeting.com/join/919555021>**
4. **Teleconference Number: 1 877 309 2073**
5. **Access Code: 919-555-021**

c. **Adjourn**

JR HARDING