



## Quarterly FAAST Board Meeting Agenda

📅 Wed February 20th, 2019

🕒 10:00am - 12:00pm EST

📍 Teleconference/Webinar

**Please join my meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/337456181>

**You can also dial in using your phone.**

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

**Access Code: 337-456-181**

### More Information

Please contact Michael Daniels 850-487-3278, Ext. 102.

### Accessible Meeting Statement

Materials in alternative formats, real-time captioning, and other accommodations will be made available upon request. Please make your request for alternative format or other accommodations, to **Megan Germain, 1-844-FL-FAAST (353-2278), Ext. 105, TTY 850-922-5951, Text Message 850-320-7948, Email [mgermain@faastinc.org](mailto:mgermain@faastinc.org).**

Providing at least 72 hours notice prior to the meeting will help to ensure availability.

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|-----|--|---------------|--------|
| I.  | <b>Welcome</b>   | JR HARDING    | 5 mins |
| a.  | <b>Call to Order</b>   | JR HARDING    |        |
| b.  | <b>Roll Call and Establishment of Quorum</b>   | MEGAN GERMAIN |        |
| c.  | <b>Verbal Authorization to Begin Recording</b>   | MATT HOLLOWAY |        |
| d.  | <b>Ask if anyone online has submitted a Public Comment Request.</b>                        | JR HARDING    |        |
| e.  | <b>Or if anyone online HAS NOT submitted a Public Comment Request but wishes to speak.</b> | JR HARDING    |        |
| II. | <b>Agenda</b>  | JR HARDING    | 5 mins |
| a.  | <b>Adjustments to the Agenda</b>   | JR HARDING    |        |
| b.  | <b>Approval of the Agenda</b>  | JR HARDING    |        |

III. **Secretary's Report** KATHY POWELL 15 mins

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- a. **Minutes to Previous Meeting** KATHY POWELL
  - 📄 August2018.pdf
- b. **Membership Report** MICHAEL DANIELS
  - 📄 FAASTBODATAC02142019.pdf
- c. **Upcoming Meetings** HANNAH BROCK
  - 📄 Upcoming Board Meetings.pdf
- d. **Bylaws Update** ERIC REED
  - 📄 FAAST Secretary Functions.pdf
- e. **Board Policies Update** MICHAEL DANIELS
  - 📄 Code of Business Conduct.pdf
  - 📄 OnlineCommunications.pdf
  - 📄 COOP.pdf
  - 📄 DifferencesBinder.pdf

IV. **Treasurer's Report** PAUL TOBIN 30 mins

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- a. **Review of Financials** PAUL TOBIN

with assistance from Whitney Harris and Rebecca Scott



  - 1. **January 2019 Quickbooks Financial Reports**
    - 📄 January 2019 Management Report
  - 2. **Balance Sheet**
    - 📄 20190131 Balance Sheet - rev.pdf
  - 3. **Profit & Loss Detail by Month**
    - 📄 20190131 P&L Detail by Month.pdf
  - 4. **Profit & Loss Summary by Month**
    - 📄 20190131 P&L Summary by Month.pdf
  - 5. **Accounts Receivable**
    - 📄 20190131 Accounts Receivable Report.pdf
- b. **Review of Investments** PAUL TOBIN

with assistance from Rene Bruer
- c. **Audit Report** PAUL TOBIN

with assistance from Whitney Harris and Rebecca Scott

  - 📄 Sample Policy for Procurement.pdf
- d. **Financial Policies Update** PAUL TOBIN

with assistance from Whitney Harris and Rebecca Scott

-  Sample Policy for Operating Reserve.pdf
-  GGCA Acquisition and Contracting Policy - Adopted.pdf

e. **State Financing Report and Return on Investment Statement** BEN WELTER

with assistance from Eric Reed

-  NHLP Report.pdf

V. **Director's Report** MICHAEL DANIELS 15 mins

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a. **Upcoming Events** HANNAH BROCK

-  Upcoming Events.pdf

b. **Public Policy Update** MICHAEL DANIELS

with assistance from Paul Tobin and Gene Adams

-  IssueBrief3v3.pdf
-  List of filed bills with a connection to Assistive Technology.pdf
-  IssueBrief1v2.pdf

c. **Accomplishments** MICHAEL DANIELS

1. Live A Day Events
2. Hurricane Michael
3. Legislative Workday

-  Accomplishments\_Large.mp4

d. **Fundraising Efforts** MICHAEL DANIELS

with assistance from Matt Holloway, Hannah Brock, and Paul Tobin



<https://www.logomyway.com/25356/friends/15652539aa>

-  Donation Summary.pdf
-  feb\_board\_meeting\_donation\_report\_20190214\_084615.pdf

VI. **Old Business** JR HARDING 10 mins

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a. **Review of Action Items from Previous Meetings** MICHAEL DANIELS

-  ActionItemReport.pdf
-  Data\_All\_190215.pdf

VII. **New Business** JR HARDING 10 mins

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a. **Time for Adjustments to the Agenda**

VIII. **Closing**

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JR HARDING 5 mins

a. **Public Comment**

JR HARDING

b. **Date of Next Board Meeting**

KATHY POWELL

c. **Adjourn**

JR HARDING