



## Minutes

### Quarterly FAAST Board Meeting

📅 Wed February 20th, 2019

🕒 10:00am - 12:00pm EST

📍 Teleconference/Webinar

#### 👥 In Attendance

Thom Delilla, JR Harding, Karla Morris, Jennifer Perry-Breen, Mllagros Rios, Paul Tobin, Carole Zangari

### I. Welcome

a. **Call to Order**

The meeting was called to order at 10:06 am.

b. **Roll Call and Establishment of Quorum**

A quorum was present.

c. **Verbal Authorization to Begin Recording**

No Member presented an issue with the being recorded.

d. **Ask if anyone online has submitted a Public Comment Request.**

None

e. **Or if anyone online HAS NOT submitted a Public Comment Request but wishes to speak.**

None

### II. Agenda

a. **Adjustments to the Agenda**

None

b. **Approval of the Agenda**

Agenda was approved as presented.

**Decision:** Motion to approve: Ms. Jennifer Perry-Breen

**Decision:** Seconded the motion: Dr. Carole Zangari

**Decision:** Motion passed without dissent.

### III. Secretary's Report

#### a. Minutes to Previous Meeting

The minutes from the previous meeting were approved as presented.

**Decision:** Seconded the motion: Mr. Paul Tobin

**Decision:** Motion passed without dissent.

**Decision:** Motion to approve: Dr. JR Harding

#### b. Membership Report

Mr. Daniels provided the Board a membership report. He informed members Ms. Janet Good's application is in progress. Mr. Daniels concluded his remarks by stating five or six members are needed to ensure compliance with the 51% membership mandate for users of assistive technology or family members/guardians of users.

Mr. Tobin commented applications need to ensure the skill sets required to take the organization to the next level.

**Decision:** Motion to approve: Mr. Thom Delilah

**Decision:** Seconded the motion: Mr. Tobin

**Decision:** Motion passed without dissent.

**Task:** New applicant interviews need to be completed by the June Advisory Council Meeting. 👤 Michael Daniels 06/03/2019

**Task:** Ask. Mr. Gene Adams if he could work with the Department of Education to ensure timely approval. 👤 Michael Daniels 05/06/2019

#### c. Upcoming Meetings

The next Board meeting is May 15, 2019.


#### d. Bylaws Update

Mr. Eric Reed led a discussion on adding the duties of Board Secretary to the Bylaws.

**Decision:** Motion passed without dissent.

**Decision:** Motion to approve draft language: Ms. Perry-Breen

**Decision:** Seconded the motion: Mr. Tobin

**Task:** Mr. Reed will send a draft version of the Bylaws to the Board per guidelines set in said Bylaws for ratification.  Eric Reed 04/26/2019

e. **Board Policies Update**

Mr. Daniels led a discussion concerning the Code of Business Conduct and Online Communications.


Several members made recommendations to these two policies.

Mr. Daniels presented the Continuity of Operations Policy (COOP).

**Decision:** Motion passed without dissent.

**Decision:** Motion to approve the COOP: Mr. Tobin

**Decision:** Seconded the Motion: Mr. Delilah

**Task:** Send Code of Business Conduct and Online Communications to Board for ratification via e-vote.  Michael Daniels 04/22/2019

#### IV. **Treasurer's Report**

a. **Review of Financials**

with assistance from Whitney Harris and Rebecca Scott

Mr. Tobin gave the Treasure's Report.

**Decision:** Motion to approve: Ms. Isabelle Potts

**Decision:** Seconded the motion: Ms. Perry-Breen

**Decision:** Motion passed without dissent.

1. **January 2019 Quickbooks Financial Reports**
2. **Balance Sheet**
3. **Profit & Loss Detail by Month**
4. **Profit & Loss Summary by Month**
5. **Accounts Receivable**

b. **Review of Investments**

with assistance from Rene Bruer

Mr. Rene Bruer provided an investment report.

c. **Audit Report**

with assistance from Whitney Harris and Rebecca Scott

Ms. Whitney Harris provided a preliminary report on the FY 2018 Audit.

d. **Financial Policies Update**

with assistance from Whitney Harris and Rebecca Scott

Mr. Daniels and Mr. Tobin informed the Board of the need to develop a Procurement Policy. Mr. Tobin stated two sample procurement policies are in the meeting documentation.

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

with assistance from Eric Reed

Mr. Reed provided the Board with a report on State Financing Activities.

V. **Director's Report**

Mr. Daniels presented the Director's Report.

**Decision:** Motion to extend the meeting by 15 minutes: Mr. Tobin

**Decision:** Seconded the motion: Dr. Harding

**Decision:** Motion passed without dissent.

a. **Upcoming Events**

Ms. Hannah Brock provided the Board with a listing of upcoming events.

b. **Public Policy Update**

with assistance from Paul Tobin and Gene Adams


Mr. Tobin informed the Board House Bill 4611 had been filed. HB 4611 is a funding request for funds to open a Southwest Regional Demonstration Center.

c. **Accomplishments**

1. Live A Day Events

2. Hurricane Michael

3. Legislative Workday

**Task:** Mr. Daniels will share a video of the quarter's accomplishments.  Michael Daniels 05/10/2019

d. **Fundraising Efforts**

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

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

FAAST would like to put together a sponcership packet,

**Task:** Send out the logo link  Matt Holloway 03/11/2019

VI. **Old Business**

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

Mr. Daniels reviewed the Action Items Report with the Board.

VII. **New Business**

The upcoming Executive Committee Meeting will need to be rescheduled.

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

**Task:** Request to add Hurricane Preparedness to next Board Agenda.

 Michael Daniels

05/01/2019

VIII. **Closing**

a. **Public Comment**

None

b. **Date of Next Board Meeting**

The next board meeting will be on May 15, 2019.

c. **Adjourn**

**Decision:** Motion to adjourn: Mr. Perry-Breen

**Decision:** Seconded the motion: Mr. Dellila