



Minutes

Quarterly FAAST Board Meeting

📅 Wed May 15th, 2019

🕒 9:30am - 12:00pm EDT

📍 Teleconference/Webinar

👥 In Attendance

Kent Carroll, Janet Good, JR Harding, Jennifer Perry-Breen, Isabelle Potts, Kathy Powell, Milagros Rios, Paul Tobin, Ben Welter, Carole Zangari

I. **Welcome**

Dr. JR Harding welcomed all Directors, staff, and public to the May 2019 meeting of the FAAST Board of Directors.

a. **Call to Order**

Dr. Harding called the meeting to order at 9:31 AM.

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

A quorum was present.

c. **Verbal Authorization to Begin Recording**

No Member presented a conflict with being recorded.

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

No public comment at that time.

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**

Decision: Mr. Paul Tobin motioned to approve agenda as written,

Decision: The Motion was seconded by Ms. Kathy Powell.

Decision: The motion passed without dissent.

III. **Secretary's Report**

a. **Minutes to Previous Meeting**

Decision: Mr. Ben Welter motioned to approve of previous board meeting minutes (Feb. 20, 2019).

Decision: Mr. Tobin seconded the motion.

Decision: The motion passed without dissent.

b. **Membership Report**

Mr. Michael Daniels led a discussion on the membership report. FFAST currently has 14 board members. There is a need for more members in Category One, users of assistive technology, or a family member/guardian of a user of assistive technology.

Dr. Harding led a discussion of recategorizing the Directors to meet statute requirements. All recategorizing must be voted and approved by the Board.

Ms. Elizabeth Loht volunteered to reclassify from Category Three to Category One.

Decision: Mr. Tobin seconded the motion.

Decision: The motion passed without dissent.

Decision: Ms. Isabelle Potts motioned to move Ms. Loht from Category Three to Category One.

1. **New Member Candidates**

Mr. Tobin led a discussion of the three candidates he interviewed for the board.

Candidate: Mr. John Bayonne is an Assistive Technology User, Category One, and Mr. Tobin recommends him for membership.

Candidate Ms. Kailey Creech is a Speech-Language Pathologist that specializes in Autism. Ms. Creech would be Category Two.

Candidate: Ms. Katy Howell is a Speech-Language Pathologist that specializes in AAC evaluations for Early Steps. Ms. Howell would be a Category Two.

Decision: Mr. Tobin motioned to add Mr. Bayonne and Ms. Howell to the Board.

Decision: Ms. Janet Good seconded the motion.

Decision: The motion passed without dissent.

2. **New Member Candidates**

Dr. JR Harding continued the discussion.


Candidate: Mr. Marciel Lambert, a user of assistive technology. Mr. Lamberty would be a Category One.

Candidate: Ms. Lesa Ketschmer, owner of Florida Vision and Reading. Ms. Ketschmer would be in Category Three.

Decision: Dr. Harding motioned to add Mr. Lambert to the Board.

Decision: Ms. Good seconded the motion.

Decision: The motion passed without dissent.


Task: Contact Ms. Creech & Ms. Ketschmer to communicate they were not selected due to category compliance issues.  Michael Daniels 06/10/2019

c. **Upcoming Meetings**

FAAST New Member Orientation – Wed June 5th – UCF

FAAST Advisory Board – Thurs. June 6-UCF

FAAST AT Pavilion at Family Café- Fri & Sat June 7&8 – Hyatt Orlando

Task: Action Item: Florida Council on Aging- Aug 19- 21 2019 Hyatt Orlando.  Michael Daniels 10/05/2019

Have FAAST staff report on their presentation at FCOA to the FAAST Board during the board meeting on Aug. 19, 2019.

1. **August 14, 2019**

Dr. Harding requested the upcoming meeting be rescheduled. He recommended August 19.

Decision: A consensus agreed to move the next Board meeting to August 19.

2. **GoToMeeting Information**

<https://global.gotomeeting.com/join/135885829>

3. **United States (Toll Free): 1 877 309 2073 Access Code: 135-885-829**

d. **Bylaws Update**

Mr. Eric Reed presented an amendment to the bylaws with the board.

Decision: Mr. Tobin motioned to accept Bylaw amendments as written.

Decision: Ms. Powell seconded the motion.

Decision: The motion passed without dissent.

e. **Board Policies Update**

Mr. Daniels presented Board Policy Proposals 211 Online Communications and 218 Code

of Business Conduct.

The motion passed without dissent.

Decision: Mr. Tobin motioned to accept 211 and 218 Board Policies as written.

Decision: Ms. Jennifer Perry-Breen seconded the motion.

Decision: The motion passed without dissent.

IV. **Treasurer's Report**

Mr. Tobin presented the March 2019 Financial Statement.

Decision: Dr. Harding motioned to accept March 2019 Financial Statement.

Decision: Mr. Welter seconded the motion.

Decision: The motion passed without dissent.

a. **Review of Financials**

with assistance from Whitney Harris and Rebecca Scott

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

b. **Review of Investments**

with assistance from Rene Bruer

Mr. Renee Bruer presented the 1st quarter investment report.

c. **Audit Report**

with assistance from Whitney Harris and Rebecca Scott

Mr. Tobin presented the FY 2018 audit. He made the point; it was a clean audit.

Mr. Tobin presented the FY 2018 990.

Decision: Mr. Tobin motioned to accept the FY 2018 audit.

Decision: Dr. Harding seconded the motion.

Decision: The motion passed without dissent.

Decision: Mr. Tobin motioned to accept the FY 2018 990.

Decision: Dr. Harding seconded the motion.

Decision: The motion passed without dissent.

d. **Financial Policies Update**

with assistance from Whitney Harris and Rebecca Scott

Dr. Harding and Mr. Tobin presented Board Policy Proposals 215 Federal Funds Procurement Policy, 214 Operating Reserve, and 210 Procurement Policy.

Decision: Dr. Harding motioned to accept financial policies report as written.

Decision: Ms. Good seconded the motion.

Decision: The motion passed without dissent.

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

with assistance from Eric Reed

Mr. Reed presented the New Horizon Loan Program (NHLP) report and the FFAST Return on Investment Statement.

Current loans total in excess of \$1.6 million

Mr. Reed stated the NHLP has a defaulted loan.

V. **Director's Report**

Mr. Daniels presented the Executive Director's report.

a. **Upcoming Events**

The next event for FFAST is the Family Cafe Conference.

b. **Public Policy Update**

with assistance from Michael Daniels and Gene Adams

c. **Accomplishments**

1. **Hurricane Preparedness**
2. **Core Service Performance**

d. **Fundraising Efforts**

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

1. **Craig H. Neilsen Creating Opportunity and Independence Grant - Completed and Submitted**
2. **Christopher Reeves Foundation High Impact Innovative Assistive Technology Grant - RFP Stage**
New Grant Cycle opens July 15, 2019
Webinar July 22, 2019
RFPs due September 15
3. **The Retirement Research Foundation**
Letter of Intent: June 15
Application Due: August 1

4. **Elevator Speech**

FAAST is developing an elevator speech to service as the fundraising protocol.

5. **New Logo Discussion**

New Logo concept

The new logo possibility was discussed.

Mr. Tobin informed the Board FAAST has a branding challenge.

Multiple Directors mentioned concerns the proposed logo did not represent multiple disabilities and multiple types of assistive technology.

VI. **Old Business**

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

Mr. Daniels informed the Board of the completion of all Action Items from the previous meeting.

VII. **New Business**

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

No adjustments at this time.

b. **2020 Legislative Priorities**

Task: Present the proposed changes to FS 413.407 in the manner the Florida Legislature does.

c. **Board and Advisory Council Calendar - FY 2020 Events**

Decision: It was the consensus of the Board to approve the FY 2020 calendar with changes to respect individual Directors' religious beliefs.

VIII. **Closing**

a. **Public Comment**

None

b. **Adjourn**

The meeting adjourned at 12:03 PM.

Decision: Mr. Tobin motioned to adjourn the meeting.

Decision: Ms. Perry-Breen seconded the motion.

Decision: The motion passed without dissent.