



## Quarterly FAAST Board Meeting Agenda

📅 Mon August 19th, 2019

🕒 9:30am - 12:00pm EDT

📍 Teleconference/Webinar

GoToMeeting Information

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

You can also dial in using your phone.

United States (Toll Free): 1 877 309 2073

Access Code: 135-885-829

### I. Objective

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- a. **Approval of FY 2020 Operating Budget**
- b. **Approval of the Branding Guide**

### II. Tasks to Complete Prior to Meeting

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ALL MEMBERS

- a. **Review Agenda**
  - 1. **Please provide the Committee Liason any modifications 24 hours before the meeting.**
  - 2. **Attachments: Meeting Agenda**
    - 📎 2019 08 Agenda
- b. **Review Minutes to Previous Meeting**
  - 1. **Please provide the Committee Liason any modifications 24 hours before the meeting.**
  - 2. **Attachments: Minutes to Previous Meeting**
    - 📎 2019 05 Minutes
- c. **Review Task Report**
  - 1. **Please provide the Committee Liason any modifications 24 hours before the meeting.**
  - 2. **Attachments: Task Report**

 2019 05 Tasks

3. **Link to Legislative Priorities**

Link to 2020 Legislative Priorities

4. **Donor Cultivation Manual - Draft**

Includes Elevator Speech

 Donor Cultivation Manual PDF Documnet

 Flow Chart on using Elevator Speech

5. **FY 2020 Calendar**


 FY 2020 Calendar


6. **Proposed Changes to FS 413.407, Mark-up**

 Proposed Changes to FS 413.407 Mark-up


d. **Review these documents**

1. **FY 2020 Budget**

 Proposed FY 2019-2020 Annual Budget

 Proposed FY 2019-2020 Cashflow Projection

2. **FY 2020 Branding Guide**

 Branding Guide 2020

3. **July 2019 Management Report**

Detailed Financial Reports are listed in VIII c.

 2019 07 Management Report

III. **Meeting Begins**

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IV. **Opening**

JR HARDING 10 mins

a. **Call to Order**

JR HARDING

b. **Roll Call**

MEGAN GERMAIN

c. **Establishment of Quorum**

MEGAN GERMAIN

d. **Verbal Authorization to Begin Recording**

MATT HOLLOWAY

V. **Approval of Minutes**

JR HARDING

a. **Attachments**

b. **Options**

1. **Approve minutes as is.**

2. **Approve minutes with amendments.**

3. **Do not approve minutes**
  4. **Table the decision.**
- c. **Staff Recommended Action**
1. **Approve minutes.**



## VI. **Agenda Modifications**

JR HARDING

- a. **Request for Modifications**  
Modifications will become Agenda Item XIII.
- b. **Approval of the Agenda**
- c. **Options**
1. **Approve agenda, as is.**
  2. **Approval of the Agenda, with amendments.**
  3. **Do not approve the agenda.**
  4. **Table the decision.**
- d. **Staff Recommended Action**
1. **Approve the agenda.**
- e. **Public Comment on any Agenda Item**

## VII. **FY 2020 Budget Approval**

PAUL TOBIN 40 mins

- a. **Category: Standing Item**
- b. **Statement/Purpose**
1. **This agenda item focuses on the proposed 2020 FAAST Budget. As a fiduciary, it is your duty to review, understand, and approve the corporation's operating budget.**
- c. **Attachments**
1. **Proposed FY 2020 Budget**  
 Proposed FY 2019-2020 Annual Budget
  2. **Proposed FY 2020 Cashflow Projections**  
 Proposed FY 2019-2020 Cashflow Projection
- d. **Options**
1. **Approve 2020 FAAST Budget, as is**
  2. **Approve 2020 FAAST Budget, as amended**
  3. **Do not approve**
  4. **Table the decision**

- e. **Staff Recommended Action**
  - 1. **Approve 2020 FFAST Budget**




## VIII. **Review of the July 2019 Financials**

PAUL TOBIN 25 mins

- a. **Category: Standing Item**
- b. **Statement/Purpose**
  - 1. **This agenda item focuses on July 2019 financial statement. As a fiduciary, it is your duty to review, understand, and approve the monthly financial statement.**
- c. **Attachments**
  - 1. **July 2019 Balance Sheet**
    -  2019 07 Balance Sheet
  - 2. **July 2019 Profit and Loss Detail by Month**
    -  2019 07 Profit and Loss Detail by Month
  - 3. **July 2019 Profit and Loss Summary by Month**
    -  2019 07 Profit and Loss Summary by Month
  - 4. **July 2019 Accounts Receivable**
    -  2019 07 Accounts Receivable
  - 5. **July 2019 TW Investment Statement**
    -  July 2019 TW Investment Statement
  - 6. **July 2019 AFP Investment Statement**
    -  July 2019 AFP Investment Statement
  - 7. **July 2019 Board Reserve Investment Statement**
    -  July 2019 Board Reserve Investment Statement
  - 8. **July 2019 Management Report**
    -  2019 07 Management Report
- d. **Options**
  - 1. **Ask questions of the Treasurer**
  - 2. **Approve July 2019 Financial Report, as is**
  - 3. **Approve July 2019 Financial Report, with amendments**
  - 4. **Do not approve**
  - 5. **Table the decision**
- e. **Staff Recommended Actions**
  - 1. **Approve July 2019 Financial Report**

## IX. **Discussion and Approval of 2020 Branding Guide**


MATT HOLLOWAY 20 mins

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- a. **Category: Standing Item**
  - b. **Statement**
    - 1. **Because FY 2020 is the 25th Anniversary of FFAST and the need to improve the organization's brand, the Board needs to review, discuss, and approve the branding guide.**
  - c. **Attachments**
    - 1. **2020 FFAST Branding Guide**
      -  Branding Guide 2020
    - 2. **Proposed Logo with Wording**
      -  FFAST-1 (with tagline) (white background).jpg
    - 3. **Proposed Logo without Wording**
      -  FFAST-2 (without tagline) (white background).jpg
  - d. **Options**
    - 1. **Approve 2020 Branding Guide, as is**
    - 2. **Approve 2020 Branding Guide, with amendments**
    - 3. **Do not approve**
    - 4. **Table the decision**
  - e. **Staff Recommended Actions**
    - 1. **Approve 2020 Branding Guide**

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X. **Approval of FFAST Organization Policies**

JR HARDING 10 mins

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- a. **Category: Consent Agenda**
  - b. **Statement/Purpose**
    - 1. **To become a model not-for-profit organization, the Board needs to approve and implement these policies. Consent Agenda Item includes all proposed policies. Rather than filing motions on each policy, the policies are grouped to be approved by one action.**
  - c. **Attachments**
    - 1. **Consent Agenda Memo**
      -  2019 08 Policy Proposals
  - d. **Options**
    - 1. **Request a policy or policies be removed from the consent agenda.**
    - 2. **Place removed policy or policies on the agenda.**
    - 3. **Table placing removed policy or policies on the agenda.**
    - 4. **Adoptation of the policies.**

e. **Staff Recommended Action**

1. **Adoption of the policies**

XI. **Executive Report**

MICHAEL DANIELS 20 mins

a. **Category: Standing Item**

b. **Statement**



1. **The Executive Director will provide Directors, a snapshot of the status of the organization.**

c. **Attachments**

1. **Executive Report**

-  RDC Contract Template v11
-  Analysis of Service Delivery Models
-  Memo on Stakeholders Meeting
-  Project with Florida Telecommunications Relay

2. **3rd Quarter DVR Report**

-  GR 18-19 QTR 4 Quarterly Report - signed (4).pdf
-  HHS 18-19 Quarterly Report Q3 - signed (2).pdf

3. **Minutes to June 2019 ATAC Meeting**

4. **Membership Report**

-  2019 08 Membership Report

5. **Upcoming Meetings and Events**

-  Upcoming Meetings and Events

6. **FY 2020 Calendar**

-  FY 2020 Calendar

d. **Options**

1. **Review documents in X c.**

e. **Staff Recommended Actions**

1. **None**

XII. **Request Date Change for the FFAST Board of Directors Officer Election Meeting**

JR HARDING 10 mins

a. **Category: New Business**

b. **Statement/Purpose**

1. **The Chair is unavailable on September 18. Therefore, he requests the Board to consider rescheduling its next meeting.**
2. **The Chair respectfully requests the September 18 Board Election meeting**

rescheduled to September 24, 2019.

c. **Attachments: None**

d. **Options**

1. **Approve to move the meeting to the requested date**
2. **Approve to move the meeting to a new date**
3. **Do not approve to move the meeting.**
4. **Table the decision**

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XIII. **Agenda Modifications**

JR HARDING 10 mins

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XIV. **Closing**

JR HARDING 5 mins

a. **Last Call for Public Comment**

b. **Next Meeting: FFAST Board of Director Officer Election Meeting**

1. **Date and Time**

September 18, 2019, at 10:00 AM.

2. **GoToMeeting Information**

<https://global.gotomeeting.com/join/985324381>

3. **Toll-free number and Access Code**

(Toll Free): 1 877 309 2073

Access Code: 985-324-381

c. **Adjourn**