



## Minutes

### Quarterly FFAST Board Meeting

📅 Mon August 19th, 2019

🕒 9:30am - 12:00pm EDT

📍 Teleconference/Webinar

#### 👥 In Attendance

Thom Delilla, Janet Good, JR Harding, Katy Howell, Jennifer Perry-Breen, Kathy Powell, Milagros Rios, Paul Tobin, Ben Welter, Carole Zangari

#### I. Objective

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

#### II. Tasks to Complete Prior to Meeting

##### a. Review Agenda

1. **Please provide the Committee Liason any modifications 24 hours before the meeting.**
2. **Attachments: Meeting 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**

##### c. Review Task Report

1. **Please provide the Committee Liason any modifications 24 hours before the meeting.**
2. **Attachments: Task Report**
3. **Link to Legislative Priorities**

[Link to 2020 Legislative Priorities](#)

4. **Donor Cultivation Manual - Draft**

Includes Elevator Speech

5. **FY 2020 Calendar**

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

d. **Review these documents**

1. **FY 2020 Budget**

2. **FY 2020 Branding Guide**

3. **July 2019 Management Report**

Detailed Financial Reports are listed in VIII c.

III. **Meeting Begins**

IV. **Opening**

Mr. JR Harding welcomed all Members, staff, and the public to the September 2019 FFAST Board of Directors Meeting.

a. **Call to Order**

Dr. Harding called the meeting to order at 9:32 AM.

b. **Roll Call**

A roll call was conducted by FFAST staff.

Present:

Mr. Thom Delilah

Ms. Janet Good

Dr. JR Harding

Ms. Katy Howell

Ms. Jennifer Perry-Breen

Ms. Milagros Rios

Ms. Kathy Powell

Mr. Ben Welter

Mr. Paul Tobin

Dr. Carole Zangari

Ms. Liz Loht

Not Present:

Ms, Isabelle Potts

Mr. Marciel Lambert

Mr. James Bayonne

All FFAST staff was present.

**Task:** Add GoToMeeting Information to email and text reminders for Board and Committee Meetings.

 Michael Daniels

08/29/2019

c. **Establishment of Quorum**

A Quorum was established.

d. **Verbal Authorization to Begin Recording**

No member presented an issue with being recorded.

V. **Approval of Minutes**

The minutes were approved as is.

**Decision:** The motion passed without dissent.

**Decision:** Mr. Paul Tobin motioned to approve the minutes.

**Decision:** Mr. Thom Delilah seconded the motion.

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**

a. **Request for Modifications**

Modifications will become Agenda Item XIII.

None at this time.

b. **Approval of the Agenda**

The Agenda was approved as is.

**Decision:** The motion passed without dissent.

**Decision:** Mr, Tobin motioned to approve the agenda.

**Decision:** Ms. Janet Good seconded the motion

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**

Mr. Tobin presented the proposed FY 2020. He states it is well balanced with conservative income estimations and generous expenses.

a. **Category: Standing Item**

b. **Statement/Purpose**

1. **This agenda item focuses on the proposed 2020 FFAST 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**

2. **Proposed FY 2020 Cashflow Projections**

d. **Options**

1. **Approve 2020 FFAST Budget, as is**

2. **Approve 2020 FFAST Budget, as amended**

3. **Do not approve**

4. **Table the decision**

e. **Staff Recommended Action**

1. **Approve 2020 FFAST Budget**

The FY 2020 budget was approved as is.

**Decision:** The motion passed without dissent.

**Decision:** Dr. Harding motioned to approve the budget.

**Decision:** Ms. Kathy Powell seconded the motion.

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

Mr. Tobin presented the July 2019 Financials

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**
2. **July 2019 Profit and Loss Detail by Month**
3. **July 2019 Profit and Loss Summary by Month**
4. **July 2019 Accounts Receivable**
5. **July 2019 TW Investment Statement**
6. **July 2019 AFP Investment Statement**
7. **July 2019 Board Reserve Investment Statement**  
Staff enacted FFAST Reserve Policy 214 by transferring one-quarter of operating expenses into an investment account.
8. **July 2019 Management Report**  
FAAST has a new DVR Contract Manager. FFAST has yet to receive reimbursement for the quarter ending June 30, 2019.

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**

The Financials were approved as is.

**Decision:** The motion passed without dissent.

**Decision:** Dr. Harding motioned to approve the financials

**Decision:** Mr. Delilah seconded the motion.

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

Mr. Matt Holloway presented an updated Branding Guide which included a new logo.

- |  |                   |            |
|--|-------------------|------------|
| <b>Task:</b> Explore organizations to partner with to bring visibility to the new logo (i.e., Publix). Referred to Technology Awareness Committee. | 👤 Hannah Brock    | 09/16/2019 |
| <b>Task:</b> Acquire a quote for printing the new logo on reusable bags. Referred to Technology Awareness Committee.                               | 👤 Matt Holloway   | 09/16/2019 |
| <b>Task:</b> Provide a copy of the logo for the University of Choice.  | 👤 Michael Daniels | 09/06/2019 |

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**
2. **Proposed Logo with Wording**
3. **Proposed Logo without Wording**

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**  
The Branding Guide was approved as is.

**Decision:** The motion passed without dissent.

**Decision:** Mr. Delilah motioned to approve the FY 2020 branding guide.

**Decision:** Ms. Powell seconded the motion

X. **Approval of FFAST Organization Policies**

All 14 FFAST organization policies were approved and adopted.

**Decision:** The motion passed without dissent.

**Decision:** Mr. Tobin motioned to approve and adopt the policies.

**Decision:** Mr. Delilah seconded the motion

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**

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**

Mr. Daniels discussed the Executive Directors Report

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**
2. **3rd Quarter DVR Report**
3. **Minutes to June 2019 ATAC Meeting**
4. **Membership Report**  
FAAST has received enough applications to proceed with interviewing candidates.
5. **Upcoming Meetings and Events**  
Ms. Hannah Brock discussed the upcoming events.

6. **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**

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.**

**Decision:** The motion passed without dissent.

**Decision:** Ms. Good motioned to move the date of the Board meeting for Officer elections to September 24, 2019.

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

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**

XIII. **Agenda Modifications**

None

XIV. **Closing**

a. **Last Call for Public Comment**

None

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

September 24th 2019

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**

Meeting adjourned at 10:40 Am

**Decision:** The motion passed without dissent.

**Decision:** Mr. Tobin motioned to adjourn the meeting

**Decision:** Ms. Powell seconded the motion.