



April 2020 Executive Committee Meeting Agenda

📅 Thu April 23rd, 2020

🕒 3:00pm - 4:00pm EDT

📍 Teleconference

United States: [+1 \(646\) 749-3129](tel:+16467493129)

Access Code: 689-202-933

- | | | | |
|------|---|----------------|---------|
| I. | Opening | LIZ LOHT | 5 mins |
| a. | Verbal Authorization to Begin Recording | LIZ LOHT | |
| b. | Call to Order | LIZ LOHT | |
| c. | Roll Call | WHITNEY HARRIS | |
| d. | Establishment of Quorum | WHITNEY HARRIS | |
| II. | Approval of Agenda | LIZ LOHT | |
| a. | Category: Standing Item | | |
| b. | Attachments: April 2020 Executive Committee Agenda | | |
| | 📎 2020 04 EC Agenda | | |
| c. | Public Comment on any Agenda Item | LIZ LOHT | |
| d. | Modifications to Agenda | LIZ LOHT | |
| 1. | The Committee will hear any modifications to the agenda under Agenda Item X. | | |
| e. | ACTION NEEDED | LIZ LOHT | |
| III. | Financial Statements - February 2020 | PAUL TOBIN | 10 mins |
| a. | Category: Standing Item | | |
| b. | Attachments | | |
| 1. | Balance Sheet | | |
| | 📎 February 2020 Balance Sheet | | |

2. **Profit & Loss Detail by Month**

 February 2020 Profit and Loss Detail

3. **Profit & Loss Summary by Month**

 February 2020 Profit and Loss Summary

4. **Accounts Receivable**

 February 2020 Accounts Receivable

5. **Financial Statements Summary**

 February 2020 Financial Statements

c. **Purpose/Statement**

PAUL TOBIN

1. **This agenda item is to review and approve February financial statements. They were not approved on last month's call due to not having a quorum.**

d. **ACTION NEEDED**

PAUL TOBIN


IV. **Financial Statements - March 2020**

PAUL TOBIN

a. **Category: Standing Item**

b. **Attachments**

1. **Balance Sheet**

 March 2020 Balance Sheet

2. **Profit & Loss Detail by Month**

 March 2020 Profit & Loss Detail

3. **Profit & Loss Summary by Month**

 March 2020 Profit & Loss Summary

4. **Accounts Receivable**

 March 2020 Accounts Receivable

5. **Financial Statements Summary**

 March 2020 Financial Statements

c. **Purpose/Statement**

PAUL TOBIN

1. **This agenda item is to review and approve the prior month's financial statements.**

d. **ACTION NEEDED**

PAUL TOBIN

V. **Task Report**

LIZ LOHT 5 mins

a. **Category: Standing Item**

b. **Purpose/Statement**

LIZ LOHT

1. **All tasks have been completed.**

c. **Assign Actions as Needed**

LIZ LOHT

VI. **Agenda Modifications**

LIZ LOHT

a. **From Agenda II d.**

1. **AT purchase from Lesa Kretschmer - This is to disclose on the record FFAST's intent to purchase about \$23,000 worth of assistive technology from a pending board member.**
2. **June ATAC, BOD, and Strategic Planning Meetings - Changing from in-person to virtual. What does that look like?**
3. **Strategic Planning Training Facilitator - Ms. Whitney Harris reached out to potential facilitators for the June 2-4, 2020 Strategic Planning meeting. She received a CV from Dr. David Mitchell at the University of Central Florida. This has been added to the agenda by Mr. Paul Tobin.**
4. **Custodian of Records - Updating the contact information from the Executive Director to the Direction of Operations**

VII. **Closing**

LIZ LOHT 5 mins

a. **Last Call for Public Comment**

LIZ LOHT

b. **Next Meeting**

LIZ LOHT

1. **Date and Time**

Thursday, May 28, 2020 | 3:00-4:00 PM

2. **GoToMeeting Information**

<https://global.gotomeeting.com/join/837645045>

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

United States: +1 (646) 749-3117

Access Code: 837-645-045

c. **Adjourn**

LIZ LOHT