



Minutes

FAAST Quarterly Board Meeting

📅 Wed August 15th, 2018

🕒 10:00am - 12:00pm EDT

📍 Teleconference

👥 In Attendance

Hannah Brock, Michael Daniels, Thom Delilla, Megan Germain, JR Harding, Whitney Harris, Matt Holloway, Alisha Joyner, Tim McCann, Karla Morris, Luis Perez, Jennifer Perry-Breen, Kathy Powell, Eric Reed, Paul Tobin, Ben Welter, Carole Zangari

I. Welcome and Call Meeting to Order

a. **Time Allotment (Less than 5 Minutes)**

b. **Recommended Actions**

None

c. **Notes (To Document for Minutes)**

Dr. JR Harding called the meeting to order at 10:02 AM

d. **Motions (To Document for Minutes)**

None

e. **Action Items (To Document for Minutes)**

II. Roll Call and Establishment of Quorum

a. **Time Allotment (Less than 5 Minutes)**

b. **Recommended Actions**

Six members are a quorum.

c. **Notes (To Document for Minutes)**

Board Present
Thomas DeLilla
Dr. JR Harding
Karla Morris
Christinne Rudd
Ben Welter

Jennifer Perry Breen
Dr. Luis Perez
Dr. Carole Zangari
Paul Tobin
Kathy Powell

Absent
Kent Carroll

Staff Present
Michael Daniels
Whitney Harris
Matt Holloway
Alisha Holloway
Susan Foster
Eric Reed
Tim McCann
Megan Germain
Hannah Brock

A Quorum was present.

d. **Motions (To Document for Minutes)**

None

e. **Action Items (To Document for Minutes)**

III. **Verbal Authorization to Begin Recording**

a. **Time Allotment (Less than 5 Minutes)**

b. **Recommended Actions**

Begin recording for meeting reporting.

c. **Notes (To Document for Minutes)**

No member had objections to the meeting being recorded. Recording began at 10:06 AM.

d. **Motions (To Document for Minutes)**

None

e. **Action Items (To Document for Minutes)**

IV. **Recognition of Conflict of Interest**

[Click here to access the poll for Conflict of Interest.](#)

a. **Time Allotment (Less than 5 Minutes)**

b. **Recommended Actions**

If Members have a Conflict of Interest, he/she will present it to the Members.

c. **Notes (To Document for Minutes)**

No member presented a conflict.

d. **Motions (To Document for Minutes)**

None

e. **Action Items (To Document for Minutes)**

V. **Additions/Adjustments to the Agenda**

[Click here to access the Poll for Additions/Adjustments to the agenda.](#)

a. **Time Allotment (Less than 5 Mimnutes)**

b. **Additions/Adjustments to the Agenda**

Members will inform the presiding Co-Chair with additions/adjustments to the agenda.

c. **Notes (To Document for Minutes)**

d. **Notes (To Document for Minutes)**

No Member requested an addition, adjustment, or amendment to the agenda.

e. **Action Items (To Document for Minutes)**

VI. **Approval of the Agenda**

[Click here to access the Poll to Approve the agenda.](#)

a. **Time Allotment (Less than 5 Mimnutes)**

b. **Recommended Actions**

Motion, Second, and Approval of Agenda with possible additions/adjustments.

c. **Notes (To Document for Minutes)**

d. **Motions (To Document for Minutes)**

Mr. Paul Tobin made the motion to approve the agenda.

Ms. Jennifer Perry-Breen seconded the motion.

The motion passed without dissent.

e. **Action Items (To Document for Minutes)**

VII. **Approval of Minutes**

[Click here to access the Poll to Approve the Minutes from the May meeting.](#)

[Click here to access the Poll to Approve the Minutes from Orientation.](#)

a. **Time Allotment (Be completed with previous items by 10:10)**

b. **Recommended Actions**

Motion, Second, and Approval of Minutes with possible additions/adjustments.

c. **Notes (To Document for Minutes)**

The minutes were approved with the correction of a spelling error.

d. **Motions (To Document for Minutes)**

Mr. Thom Delills made the motion to approve the minutes.

Ms. Jennifer Perry-Breen seconded the motion.

The motion passed without dissent.

- e. **Action Items (To Document for Minutes)**

VIII. **Staff Liaison Report on Action Items**

- a. **Time Allotment**

- b. **Recommended Actions**

None

- c. **Notes (To Document for Minutes)**

Mr. Michael Daniels presented the Board a report on Action Items from monday.com.

Dr. Harding raised the question of email discussions.


Mr. Daniels informed Members in order to remain in a safe harbor, Members need to "reply to all" for email discussions.

- d. **Motions (To Document for Minutes)**

None

- e. **Action Items (To Document for Minutes)**

Send meeting format survey.

Task: Send out a survey to assess the new meeting format.  Matt Holloway 10/01/2018

IX. **Executive Committee Report**

- a. **Survey Results from Previous Meeting**

Ms. Karla Morris led a discussion on the 2 hour meeting survey. it was concluded that 100% participation is needed

- b. **Draft Online Communications Policy**

Ms. Hannah Brock presented the draft Online Communication Policy.

- c. **Executive Director Report**

Mr. Michael Daniels presented the Executive Director Report.

- d. **Recommended Actions**

None


- e. **Notes (To Document for Minutes)**

- f. **Motions (To Document for Minutes)**

None

- g. **Action Items (To Document for Minutes)**

Present the final draft of the Online Communication Policy at the February 2019 meeting.

Task: Present the final draft of the Online Communication Policy at the February 2019 meeting.  Michael Daniels 02/20/2019

X. **Financial Report**

a. **Financial Report**

1. **Balance Sheet**
2. **Profit and Loss Statement**
3. **Accrued Leave Report**
4. **Return on Investment Statement**
5. **Donations for Approval**

None for this meeting.

b. **Recommended Actions**

Approve Financials Statements for the Month of July 2018

c. **Notes (To Document for Minutes)**

The Financial Report was tabled until the next meeting.

d. **Motions (To Document for Minutes)**

Mr. Delilla motioned for the Financials to be tabled.

Mr. Paul Tobin seconded the motion.

The motion passed without dissent.

e. **Action Items (To Document for Minutes)**

Post all financial reports in Boardable.

Task: Post all financial reports in Boardable.

 Whitney Harris

XI. **Legislative Priorities**

a. **Time Allotment**

b. **Recommended Actions**

None

c. **Notes (To Document for Minutes)**

Dr. Harding appointment Mr. appointed Co-chair.

Mr. Michael Daniels presented the state legislative priorities status report.

d. **Motions (To Document for Minutes)**

None

e. **Action Items (To Document for Minutes)**

Add the four legislative priorities to the website.

Different versions of the elevator speech should be written to target a specific audience: the state legislature, corporations, and families.

Task: Add the four legislative priorities to the website.

Task: Different versions of the elevator speech should be written to target a specific audience: the state legislature.

Michael Daniels

06/03/2019

Will include on the agenda of the next Development Committee.

Task: Different versions of the elevator speech should be written to target a specific audience: corporations.

Task: Different versions of the elevator speech should be written to target a specific audience: families.

XII. Fundraising

a. Fundraising Committee Assignments

b. Fundraising Committee Agenda Items

c. Recommended Actions

None

d. Notes (To Document for Minutes)

Mr. Michael Daniels led a discussion on the Fundraising Committees and the fundraising planning packet.

e. Motions (To Document for Minutes)

None

f. Action Items (To Document for Minutes)

XIII. Time for Additions to Agenda

a. Time Allotment

b. Recommended Actions

Additions/Adjustments to the Agenda (if any)

c. Notes (To Document for Minutes)

Dr. JR Harding mentioned that James Durbin Foundation (FSU) would like to partner with FFAST again in October.

d. Motions (To Document for Minutes)

None

e. Action Items (To Document for Minutes)

XIV. Closing

a. Public Comment

b. Adjourn

Mr. Luis Perez motioned to adjourn.


Mr. Ben Welter seconded that motion.


The motion passed without dissent.

c. **Action Items (To Document for Minutes)**

Ask at beginning of the meeting for public comment cards.

Create a mechanism for the public to submit a comment and/or request to speak.

Task: Create a mechanism for the public to submit a comment and/or request to speak.  Hannah Brock 02/12/2019

Task: Ask at beginning of the meeting for public comment cards.  JR Harding 02/20/2019