



## Minutes

### FAAST 2020 Board and ATAC Orientation

📅 Wed May 27th, 2020

🕒 10:00am - 11:00am EDT

📍 Teleconference

#### 👥 **In Attendance**

Horace Brown, Stephanie Brown, Whitney Harris, Julie Kates, Elizabeth Moya

#### I. **Opening**

Ms. Whitney Harris welcomed everyone to the meeting.

a. **Verbal Authorization to Begin Recording**

No member presented an issue with being recorded.

b. **Call to Order**

Ms. Harris called the meeting to order at 10:00 AM.

c. **Roll Call**

Members Present: Mr. Horace Brown, Ms. Stephanie Brown, and Ms. Elizabeth Moya

Staff Present: Ms. Whitney Harris

Members of the Public: Ms. Julie Kates

d. **Establishment of Quorum**

No quorum was needed.

#### II. **Approval of Agenda**

No approval needed.

a. **Attachments: FAAST 2020 Board and ATAC Orientation Agenda**

b. **Public Comment on any Agenda Item**

No comments were made from the public.

c. **Modifications to Agenda**

1. **The Committee will hear any modifications to the agenda under Agenda Item IV a.**

- d. **ACTION NEEDED**  
No action was taken.

### III. **Presentation of Orientation Materials**

- a. **FAAST Mission and Overview of FAAST**  
Ms. Harris presented FAAST's mission and gave an overview of what FAAST does.
- b. **FAAST Funding Structure and Federal and State Mandates**  
Ms. Harris presented on the funding structure of FAAST.
- c. **Review of FAAST Contractual Obligations/Cost Reimbursement Contracts and FAAST Subrecipient Contracts**  
Ms. Harris went over the state and federal contracts that FAAST has.
- d. **Discussion of FAAST Policies and Procedures Manuals**  
Ms. Harris told members that the current FAAST employee manual needs to be updated and that a draft is included in their Board of Directors packet.
- e. **FAAST Board Committees and Bylaws**  
Ms. Harris briefly went over FAAST Board Committees and the Board of Directors bylaws.
- f. **FAAST Assistive Technology Advisory Council (ATAC) Committees and Bylaws**  
Ms. Harris briefly went over FAAST ATAC Committees and the ATAC bylaws.
- g. **Board Responsibilities Guide, Quick Parliamentary Guide, and Overview of Sunshine and Public Records Law**  
Ms. Harris went over the board responsibilities and public records law.
- h. **ATAC Appointee Chart and Member Directory**  
Ms. Harris went over the appointee chart and member directory
- i. **Travel Authorization and Reimbursement Procedures**  
Ms. Harris went over the travel procedures for FAAST.

### IV. **Agenda Modifications**

- a. **From Agenda II c.**  
No modifications were made to the agenda.

### V. **Closing**

- a. **Last Call for Public Comment**  
No comments were made from the public.
- b. **FY 19-20 Meeting Dates**
- c. **Adjourn**  
Ms. Harris adjourned the meeting at 10:56 AM.