



## Minutes

### Strategic Planning Draft Survey Analysis

📅 Mon April 13th, 2020

🕒 10:30am - 12:00pm EDT

📍 Teleconference

#### 👥 **In Attendance**

Thom Delilla, Janet Good, Whitney Harris, Matt Holloway, Eric Reed, Paul Tobin

#### I. **Opening**

a. **Verbal Authorization to Begin Recording**

No member presented an issue with being recorded.

b. **Call to Order**

Mr. Paul Tobin called the meeting to order at 10:30am.

c. **Roll Call**

Members Present:

Mr. Paul Tobin

Mr. Thom Delilla

Ms. Janet Good

Not Present:

Mr. James Bayonne

Ms. Karen Hagan

Ms. Katy Howell

Ms Liz Loht

Mr. Marcial Lumbert

Mr. Ben Welter

Staff Present:

Ms Whitney Harris

Mr. Matt Holloway

Mr. Eric Reed

d. **Establishment of Quorum**

A quorum was not present.

This is a working meeting.

All members that said they wanted to participate in drafting a strategic planning survey is in attendance.

## II. **Approval of Agenda**

No approval needed

- a. **Category: Standing Item**
- b. **Attachments: April 13, 2020 SPAHC Agenda**
- c. **Public Comment on any Agenda Item**
- d. **Modifications to Agenda**
  - 1. **The Committee will hear any modifications to the agenda under Agenda Item IV a.**
- e. **ACTION NEEDED**

## III. **Strategic Planning Survey**

Ms. Whitney Harris reiterated what the need for the survey is and stated that the goal of the Strategic Planning Survey is to get feedback from our stakeholders, in regards to our SWAT analysis, which is the internal strengths and weaknesses and the external opportunities and threats, this will be used to develop our strategic issues.

Mr. Paul Tobin states that the first question does not have the option "I am a person with a disability or a family member of a person with a disability that does not know of FFAST."

There may be a need for a different surveys for different target audiences.

To be able to distinguish the difference between DME and AT using conditional logic to sort the questions.

Survey Monkey will be the platform used

Mr. Delilla discussed how to get people to participate in the survey and who to distribute it to.

Mr. Delilla suggests send it to the 15 Associations for independent living centers.

Mr Tobin suggested making the survey Multilingual.

Ms Harris lists the questions to be used in the survey.

At the beginning of the survey define Assistive Technology and include DME in the definition.

Discussion was had about which questions would be the most beneficial to have in the survey

Members want to reconvene tomorrow 4/13 at 11:00am.

- a. **Category: New Business**
- b. **Attachments**
  - Link to Strategic Planning Survey
- c. **Purpose/Statement**
  - 1. **This agenda item is to review the draft Strategic Planning Survey. Once the survey is approved by the SPAHC, FFAST will send it to their**

**entire network and partner organizations to be completed.**

d. **ACTION NEEDED**

IV. **Agenda Modifications**

None

a. **From Agenda II d.**

V. **Closing**

a. **Last Call for Public Comment**

b. **Next Meeting**

1. **Date and Time**

Wednesday, May 13, 2020 | 3:30-4:30 PM

2. **GoToMeeting Information**

<https://global.gotomeeting.com/join/923833109>

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

United States: +1 (312) 757-3129

**Access Code:** 923-833-109

c. **Adjourn**

Members did not adjourn the meeting. The Meeting will reconvene on April 14th at 11:00am.