



Minutes

April 2020 Strategic Planning Ad Hoc Committee

📅 Wed April 8th, 2020

🕒 3:30pm - 4:30pm EDT

📍 Teleconference

👥 **In Attendance**

Thom Delilla, Whitney Harris, Katy Howell, Liz Loht, Eric Reed, Paul Tobin, Ben Welter

I. **Opening**

The April 2020 Strategic Planning Ad Hoc Committee Meeting was opened by Mr. Paul Tobin.

a. **Verbal Authorization to Begin Recording**

No member presented an issue with the meeting being recorded.

b. **Call to Order**

Mr. Tobin called the meeting to order at 3:35 PM.

c. **Roll Call**

Members in Attendance: Ms. Liz Loht, Mr. Thom DeLilla, Mr. Paul Tobin, Ms. Katy Howell, and Mr. Ben Welter

Staff in Attendance: Ms. Whitney Harris, Mr. Eric Reed, and Mr. Matt Holloway

Members of the Public: None

d. **Establishment of Quorum**

A quorum was present.

II. **Approval of Agenda**

Mr. Tobin presented the agenda for the April 2020 Strategic Planning Ad Hoc Committee Meeting.

a. **Category: Standing Item**

b. **Attachments: April 2020 SPAHC Agenda**

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

No public comments were made on the agenda.

d. **Modifications to Agenda**

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

No modifications were made to the agenda.

e. **ACTION NEEDED**

Decision: The agenda stands as presented.

III. **Approval of Minutes**

Mr. Tobin presented the minutes for the March 2020 Strategic Planning Ad Hoc Committee meeting.

a. **Category: Standing Item**

b. **Attachments: March 2020 SPAHC Minutes**

c. **Purpose/Statement**

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

d. **ACTION NEEDED**

Decision: The minutes were accepted as presented.

IV. **Strategic Planning Process Tracking**

Mr. Tobin presented the Strategic Planning Initial Agreement and Tracking document.

a. **Category: Standing Item**

b. **Attachments**

1. **FAAST 2020 Strategic Planning Initial Agreement**


2. **2020 Strat Plan Tracking**

c. **Purpose/Statement**

1. **This agenda item is to touch base on where FAAST is in the Strategic Planning Process.**

No comments were made on the agreement. Mr. Tobin requested that lines be added to the Strategic Planning Tracking document. Ms. Harris noted that this tracking document will be used to track the process of the Strategic Plan. She has not spoken to any outside facilitators about providing assistance at the June 2020 Strategic Planning Meeting.

d. **Assign Actions as Needed**

Task: Add horizontal lines to the Strategic Planning Tracking document.  Whitney Harris 04/29/2020

V. **Strategic Planning Survey**

Mr. Tobin opened the discussion for the draft Strategic Planning Survey.

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.**

Mr. Tobin asked if any other demographic group should be added to the first question of the survey. Suggestions were given by committee members to add Regional Centers and Community Partners. Subcontractors cover the Regional Centers, this was suggested to be broken out into a separate line. Durable medical equipment and/or assistive technology device vendor or provider was also recommended to be added.

Mr. Tobin asked what the intended plan was for getting a sample of the survey. Ms. Harris said that was for the committee to decide. Mr. DeLilla stated that he hoped thousands of people would complete the survey. Ms. Harris believed that they would be lucky to get a hundred surveys. Mr. Tobin recommended adding a \$25 gift survey to be raffled off at the end of the survey in order to get contact information from some survey participants.

More discussion was had on the first question of the survey to better clarify the demographic groups. Ms. Harris hopes that individuals that meet more than one category of demographics will fill the survey out for each category they meet. The committee concluded with six demographic categories: individuals who have a disability, staff and board, subcontractors, disability organization, state agency, and assistive technology vendor or practitioner.

The committee moved to the next few questions of the draft survey. The "how did you hear about FFAST?" question is too complicated. Some of the options were consolidated. "Referral from a specialist or therapist" was added.

The committee decided that the survey needed more attention and established a subgroup to take an in-depth review of the survey. The current survey uses Google Forms, and the committee would like to consider Survey Monkey as an option for the survey. Survey Monkey would have more analytics to use during the sorting of the raw data. The working group will be made up of Mr. Tobin and Mr. Thom DeLilla. The group will meet early the following week to create a new draft of the survey. After the working group has completed their work on the survey, they will send it to the full ad hoc committee to review at the end of next week.

Ms. Harris will send a pdf of the draft survey to the ad hoc committee. If the committee has any comments or questions, they can reach out to Ms. Harris and she will send it to the working group.

d. **ACTION NEEDED**

A separate working group of Mr. Tobin and Mr. DeLilla will meet the following week to review the survey.

VI. Task Report

Mr. Tobin presented the March Task List.

a. **Category: Standing Item**

b. **Attachments: Task Report**

c. **Purpose/Statement**

1. **This agenda item is to inform the Committee of actions taken to complete items on the Task Report.**

Mr. DeLilla reached out to Ms. Amick and did an email introduction to her and Ms. Harris. Ms. Harris will reach out directly to Ms. Amick.

d. **Assign Actions as Needed**

No actions were assigned.

VII. Agenda Modifications

a. **From Agenda II d.**

No modifications were made to the agenda.

VIII. Closing

Mr. Tobin closed the April 2020 Strategic Planning Ad Hoc Committee Meeting.

a. **Last Call for Public Comment**

No public comments were made.

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**

The April 2020 Strategic Planning Ad Hoc Committee Meeting was adjourned at 4:43 PM.

Decision: Mr. DeLilla moved to adjourn the April 2020 Strategic Planning Ad Hoc Committee Meeting.

Mr. Ben Welter seconded the motion.

The motion passed without dissent.