



## May 2020 Executive Committee Meeting Agenda

📅 Thu May 28th, 2020

🕒 3:00pm - 4:00pm EDT


📍 Teleconference

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

United States: [+1 \(646\) 749-3117](tel:+16467493117)

**Access Code:** 837-645-045

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|---|----------------|--------|
| I. <b>Opening</b>   | LIZ LOHT       | 5 mins |
| a. <b>Verbal Authorization to Begin Recording</b>                                     | LIZ LOHT       |        |
| b. <b>Call to Order</b>   | LIZ LOHT       |        |
| c. <b>Roll Call</b>   | WHITNEY HARRIS |        |
| d. <b>Establishment of Quorum</b>   | WHITNEY HARRIS |        |
| II. <b>Approval of Agenda</b>   | LIZ LOHT       |        |
| a. <b>Category: Standing Item</b>   |                |        |
| b. <b>Attachments: May 28, 2020 Executive Committee Agenda</b>                        |                |        |
| 📎 2020 05 EC Agenda.pdf   |                |        |
| c. <b>Public Comment on any Agenda Item</b>   | LIZ LOHT       |        |
| d. <b>Modifications to Agenda</b>   | LIZ LOHT       |        |
| 1. <b>The Committee will hear any modifications to the agenda under Agenda Item X</b> |                |        |
| a.  |                |        |
| e. <b>ACTION NEEDED</b>   | LIZ LOHT       |        |
| III. <b>Approval of Minutes</b>   | LIZ LOHT       |        |
| a. <b>Category: Standing Item</b>   |                |        |
| b. <b>Attachments: April 2020 Executive Committee Minutes</b>                         |                |        |

 2020 04 EC Minutes

c. **ACTION NEEDED**

LIZ LOHT

#### IV. **Financial Statements**

LIZ LOHT 10 mins

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a. **Category: Standing Item**

b. **Attachments**

1. **Balance Sheet**

 042020 Balance Sheet

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

 042020 Profit & Loss Detail

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

 042020 Profit & Loss Summary

4. **Accounts Receivable**

 042020 Accounts Receivable

5. **Financial Statements Summary**

 042020 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**

LIZ LOHT

#### V. **FY 19-20 Budget YTD**

LIZ LOHT

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a. **Category: Old Business**

b. **Attachments**

1. **HHS Contract Budget Narrative**

 HHS Budget Narrative 05142020

2. **GR Contract Budget Narrative**

 GR Budget Narrative 05142020

c. **Purpose/Statement**

PAUL TOBIN

1. **This agenda item is to review the budget for FY 19-20. With the coronavirus, FFAST expects to have a reduction in travel and Strategic Planning costs.**

d. **Assign Action as Needed**

LIZ LOHT

#### VI. **Audited Financial Statements**

LIZ LOHT

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a. **Category: New Business**

b. **Attachments**

1. **Draft 2019 Audited Financial Statements**

 Draft 2019 - FFAST

2. **Corrective Action Plan**

 FFAST Corrective Action Plan.docx

c. **Purpose/Statement**

PAUL TOBIN

1. **This agenda item is to review and accept the 2019 audited financial statements.**

d. **ACTION NEEDED**

LIZ LOHT

VII. **June 10, 2020 Board/ATAC Agenda Items**

LIZ LOHT

a. **Category: New Business**

b. **Attachment: Proposed Agenda Items**

 062020 BODATAC Meeting Agenda Items.docx

c. **Purpose/Statement**

LIZ LOHT

1. **This agenda item is to review and approve agenda items for the June 10, 2020 Board of Directors and ATAC meeting.**

d. **ACTION NEEDED**

LIZ LOHT

VIII. **At-Large Members - Executive Committee**

LIZ LOHT

a. **Category: New Business**

b. **Purpose/Statement**

MARCIAL LEMBERT

LIZ LOHT

1. **The Co-Chairs are to appoint two At-Large Members to the Executive Committee. This was attempted at the beginning of this FY, but no members accepted the positions. With new Board appointments, this gives another opportunity to fill these positions.**
2. **Category 1 - Eddie Hall**
3. **Category 2 or 3 - Pending at the time this agenda was sent to Committee**

c. **ACTION NEEDED**

LIZ LOHT

IX. **Task Report**

LIZ LOHT

5 mins

a. **Category: Standing Item**

b. **Attachments: April 2020 Task Report**

 April EC Task Report

c. **Purpose/Statement**

LIZ LOHT

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

d. **Assign Actions as Needed** LIZ LOHT

X. **Agenda Modifications** LIZ LOHT

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a. **From Agenda II d.**

XI. **Closing** LIZ LOHT 5 mins

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a. **Next Meeting** LIZ LOHT

1. **Date and Time**

Thursday, June 25, 2020 | 3:00-4:00 PM

2. **GoToMeeting Information**

<https://global.gotomeeting.com/join/765956517>

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

United States: +1 (646) 749-3129

**Access Code:** 765-956-517

b. **Last Call for Public Comment** LIZ LOHT

c. **Adjourn** LIZ LOHT