



Minutes

May 2020 Strategic Planning Ad Hoc Committee Meeting

📅 Wed May 13th, 2020

🕒 3:30pm - 4:30pm EDT

📍 Teleconference

👥 In Attendance

Hannah Brock, Thom Delilla, Janet Good, Whitney Harris, Matt Holloway, Julie Kates, Eric Reed, Paul Tobin, Ben Welter

I. Opening

The May 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 3:32 PM.

c. **Roll Call**

Members in Attendance: Mr. Thom DeLilla, Ms. Janet Good, Mr. Paul Tobin, and Mr. Ben Welter

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

Members of the Public: Ms. Julie Kates

d. **Establishment of Quorum**

A quorum was present.

II. Approval of Agenda

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

a. **Category: Standing Item**

b. **Attachments: May 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 VIII a.**

No modifications were made to the agenda.

e. **ACTION NEEDED**

Decision: Mr. Thom DeLilla motioned to approve the May 2020 SPAHC Agenda.

Mr. Ben Welter seconded the motion.

The motion carried.

III. **Approval of Minutes**

Mr. Tobin presented the minutes for the April 2020 Strategic Planning Ad Hoc Committee meetings.

a. **Category: Standing Item**

b. **Attachments**

1. **April 2020 SPAHC Minutes**
2. **April 13 Survey Sub Committee Minutes**
3. **April 14 Survey Sub Committee Minutes**

c. **Purpose/Statement**

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

d. **ACTION NEEDED**

Decision: Mr. DeLilla motioned to approve the April 2020 SPAHC Minutes.

Mr. Welter seconded the motion.

The motion carried.

Decision: Mr. DeLilla motioned to approve the April 13 & 14 2020 SPAHC Sub Committee Minutes.

Mr. Welter seconded the motion.

The motion carried.

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.**

Mr. Tobin stated that the Committee is in Step 2, 3, and 4 of the Strategic Plan.

d. **Assign Actions as Needed**

No actions were assigned.

V. **Strategic Planning Survey Update**

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

a. **Category: Old Business**

b. **Purpose/Statement**

1. **This agenda item will be an update from FAAST staff on how many surveys have been completed.**
2. **The survey has been sent to all FAAST board, staff, and pending board members and they have been asked to share it with as many individuals as possible. It has also been sent to our subcontractors, FACIL, FILC, FDDC, the FAAST email listserv, and AT vendors. During the FAAST staff daily check-in call, the staff discuss how to distribute the survey to more individuals. It has also been shared on FAAST social media pages.**

Mr. Matt Holloway shared the current data from the survey. 414 individuals have completed the survey at 80% completion rate. Mr. Holloway reviewed the data from each survey question. The Family Cafe shared the survey link, which resulted in an increase in survey responses.

Mr. Holloway will share the results with the SPAHC. The results will be analyzed by the SPAHC during the June 1-5, 2020 meeting to determine the Strategic Issues. Committee members will send Mr. Holloway any cross tab preferences that they would like to see or believe would be helpful.

c. **Assign Actions as Needed**

No actions were assigned.

VI. **Facilitator Consideration**

Mr. Tobin opened the discussion on the Strategic Planning Facilitator.

a. **Category: New Business**

b. **Attachments**

1. **Dr. David Mitchell's CV**
2. **UCF Draft Contract (will upload once received)**

c. **Purpose/Statement**

1. **This agenda item is to review the proposed facilitator from University of Central Florida, Dr. David Mitchell.**
2. **The dates for the June 2020 full ATAC Strategic Planning Meetings are June 1, 2, 4, & 5, 2020 from 1:30-4:30 p.m.**

Ms. Whitney Harris has been in contact with Dr. Mitchell. She has not received his contract yet, but will send it to the SPAHC once it has been received. Ms. Janet Good expressed concern about reviewing only one facilitator and not having the choice to pick from multiple people. Ms. Harris stated that she reached out to Mr. DeLilla's contact, but the person they sent her to was not available for the first week of June 2020.

d. **ACTION NEEDED**

Decision: Mr. Tobin motioned to proceed with Dr. Mitchell as the Strategic Planning Facilitator.

Mr. DeLilla seconded the motion.

The motion passed without dissent.

VII. **Task Report**

Mr. Tobin noted that there are no uncompleted actions in the April Task List.

a. **Category: Standing Item**

b. **Purpose/Statement**

1. **All tasks have been completed.**

c. **Assign Actions as Needed**

No actions were assigned.

VIII. **Agenda Modifications**

a. **From Agenda II d.**

No modifications were made to the agenda.

IX. **Closing**

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

a. **Next Meeting**

1. **Date and Time**

Monday, June 1, 2020 | 1:30-4:30 PM

Tuesday, June 2, 2020 | 1:30-4:30 PM

Thursday, June 4, 2020 | 1:30-4:30 PM

Friday, June 5, 2020 | 1:30-4:30 PM

The time of the June 1, 2020 meeting has moved to 9:00 AM-12:00 PM.

2. **GoToMeeting Information**

<https://global.gotomeeting.com/join/233034349>

3. Toll-free number and Access Code

United States: +1 (646) 749-3129

Access Code: 233-034-349

b. **Last Call for Public Comment**

No public comments were made.

c. **Adjourn**

The May 2020 Strategic Planning Ad Hoc Committee Meeting was adjourned at 4:23 PM.

Decision: Ms. Good moved to adjourn the May 2020 Strategic Planning Ad Hoc Committee Meeting.

Mr. DeLilla seconded the motion.

The motion passed without dissent.