



## May 2020 Technology Awareness Meeting Agenda

📅 Wed May 6th, 2020

🕒 3:00pm - 4:00pm EDT

📍 Webinar

May Technology Awareness Committee  
Wed, May 6, 2020 3:00 PM - 4:00 PM (EDT)

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### I. **Opening**

5 mins

- a. **Verbal Authorization to Begin Recording**
- b. **Call to Order**
- c. **Roll Call**
- d. **Establishment of Quorum**

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

5 mins

- a. **Category: Standing Item**
- b. **Attachments:**
  1. **Agenda**

📄 05 2020 TAC 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 VII.**
  - 2. **You might need to change Agenda item number, depending on additional items. (Remove statement before posting agenda.)**
- e. **ACTION NEEDED**
  - 1. **Vote to Approve or Amend Agenda**

### III. **Approval of Minutes**

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- a. **Category: Standing Item**
- b. **Attachments:**
  - 1. **Previous Meeting Minutes**
    - 📄 04 2020 TAC Minutes
- c. **ACTION NEEDED**
  - 1. **Vote to Approve or Amend Minutes**

### IV. **FAAST Magazine Advertisement**

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15 mins

- a. **Category: Standing Item**
- b. **Attachments**
  - 1. **Magazine Advertisement**
- c. **Purpose/Statement**
  - 1. **To talk about Developing an Advertisement pricing sheet and potential businesses or Organizations you know that could buy ad space**

The distribution goes out to approx:

    - 1200 via email
    - 1000 via Social Media
    - 100 print
- d. **NO ACTION NEEDED**

### V. **Blog / Magazine Content Brainstorm Session**

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15 mins

- a. **Category: New Business**
- b. **Discussion Points**

What Types of Articles/Magazine Sections would you like to see in future

issues?

We do:

- Service/Product Spotlight
- "Main Entrance" Main Cover Article
- "Letter from ED" Which is currently Letter from the Editor
- How To/DIY Section
- Upcoming Events
- Success Stories

c. **Purpose/Statement**

d. **ACTION NEEDED**

Create a List of blog post topics and potential authors

1. **Create a list of potential magazine sections**

## VI. **Strategic Planning Survey**

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10 mins

a. **Category: New Business**

1. **Survey**

<https://www.surveymonkey.com/r/FAASTPlan>

b. **Discussion Points**

1. **Who would do you think would like to weigh in on our strategic plan?**

c. **Purpose/Statement**

d. **Action Needed**

1. **Share with any Groups you know of**

## VII. **Task Report**

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5 mins

a. **Category: Standing Item**

b. **Attachments**

1. **Task Report**

c. **Purpose/Statement**

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

d. **No Action Needed**

## VIII. **Agenda Modifications**

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a. **From Agenda II d.**

IX. **Closing**

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5 mins

a. **Last Call for Public Comment**

b. **Next Meeting**

1. **Date and Time**

June 3rd, 2020 3:00 - 4:00 PM

2. **GoToMeeting Information**

<https://global.gotomeeting.com/join/406811357>

3. **Call in number and Access Code**

United States: +1 (571) 317-3116

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c. **Adjourn**