



Minutes

May 2020 Technology Awareness Meeting

📅 Wed May 6th, 2020

🕒 3:00pm - 4:00pm EDT

📍 Webinar

👥 In Attendance

Matt Holloway, Julie Kates, Brian Nerland, Brande Shelton, Ben Welter

I. Opening

a. **Verbal Authorization to Begin Recording**

Meeting Began Recording at 1501

b. **Call to Order**

Meeting called to order at

Staff, M Holloway Called meeting to order for Chair J Bayonne

c. **Roll Call**

Voting Member Present was Ben Welter. Pending Members, Brian Nerland & Brande Shelton. Others Present Voc Rehab Deputy Director Julie Kates.

d. **Establishment of Quorum**

No Quorum present for the meeting. Mr. Welter suggested a postponement of the meeting when we have more members present. The rest of the Committee Agreed.

II. Approval of Agenda

a. **Category: Standing Item**

b. **Attachments:**

1. **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 VIII.

e. ACTION NEEDED

1. Vote to Approve or Amend Agenda

III. Approval of Minutes

a. Category: Standing Item

b. Attachments:

1. Previous Meeting Minutes

c. ACTION NEEDED

1. Vote to Approve or Amend Minutes

IV. FFAST Magazine Advertisement

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

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**

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**

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**

a. **From Agenda II d.**

IX. **Closing**

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

Access Code: 177-907-789

c. **Adjourn**