



## Minutes

### June 2020 Executive Committee Meeting

📅 Thu June 25th, 2020

🕒 3:00pm - 4:00pm EDT

📍 Teleconference

#### 👥 In Attendance

Eddie Hall, Whitney Harris, Matt Holloway, Julie Kates, Liz Kern, Eric Reed, Brande Shelton, Paul Tobin, Ben Welter

### Opening

The June 2020 Executive Committee Meeting was opened by Ms. Liz Kern.

a. **Verbal Authorization to Begin Recording**

No member presented an issue with the meeting being recorded.

b. **Call to Order**

Ms. Kern called the meeting to order at 3:00 PM.

c. **Roll Call**

Members in Attendance: Ms. Liz Kern, Mr. Eddie Hall, Ms. Brande Shelton, Mr. Ben Welter, and Mr. Paul Tobin

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

Members of the Public: Ms. Julie Kates

d. **Establishment of Quorum**

A quorum was present.

### Approval of Agenda

Ms. Kern presented the agenda for the June 2020 Executive Committee Meeting.

a. **Category: Standing Item**

b. **Attachments: June 2020 Executive Committee 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.**

Last minute additions were made to the agenda by staff.

e. **ACTION NEEDED**

**Decision:** Mr. Paul Tobin motioned to accept the agenda with the modifications.

Mr. Ben Welter seconded the motion.

The motion passed.

### **Approval of Minutes**

Ms. Kern presented the minutes from the May 2020 Executive Committee Meeting.

a. **Category: Standing Item**

b. **Attachments: May 2020 Executive Committee Minutes**

c. **ACTION NEEDED**

**Decision:** Mr. Tobin motioned to accept the minutes as presented.

Mr. Welter seconded the motion.

The motion passed.

### **Financial Statements**

Mr. Tobin presented the May 2020 Financial Statements to the Executive Committee.

a. **Category: Standing Item**

b. **Attachments**

1. **Balance Sheet**
2. **Profit & Loss Detail by Month**
3. **Profit & Loss Summary by Month**
4. **Accounts Receivable**
5. **Financial Statements Summary**

c. **Purpose/Statement**

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

Mr. Tobin reviewed the Balance Sheet, Profit and Loss Summary, and Accounts Receivables. Mr. Tobin concluded that there was nothing remarkable in the financial reports for this month.

Ms. Kern asked for the transition away from Regions Bank was still taking place. Mr. Eric Reed asked the committee if it would be okay to postpone the transition until the new

Executive Director is in place, as to make the transition happen only once. The committee concurred with Mr. Reed.

Mr. Tobin discussed sharing the financial statements with the full board once they are finalized each month. Mr. Tobin will discuss a new process for FFAST staff to follow with Ms. Whitney Harris and Mr. Reed.

d. **ACTION NEEDED**

**Decision:** Mr. Eddie Hall motioned to accept the May 2020 financial statements as presented.

Mr. Welter seconded.

The motion passed.

### **At-Large Member - Executive Committee**

Ms. Kern opened the discussion on the newest Executive Committee members.

a. **Category: Old Business**

b. **Purpose/Statement**

1. **Ms. Brande Shelton has volunteered for the Category 2/3 At-Large position on the Executive Committee. Ms. Liz Loht approved Ms. Shelton in this role. The Executive Committee now has all positions filled.**

Ms. Kern welcomed Ms. Brande Shelton to the Executive Committee.

c. **No Action Needed**

No action items were assigned.

### **Board/ATAC Member Attendance**

Ms. Kern opened the discussion on the Board Member attendance.

a. **Category: New Business**

b. **Attachments: Board/ATAC Attendance Report 06162020**

c. **Purpose/Statement**

1. **This agenda item is to review the Board and ATAC member's attendance.**

Ms. Kern has not received anything further from Ms. Marcial Lemberth explaining his low attendance. Ms. Kern reached out to Mr. James Bayonne and has not received a response. Mr. Matt Holloway will ensure Ms. Kern has the correct contact information for Mr. Bayonne. Ms. Kern also reached out to Ms. Karen Hagan, who explain concern with her availability and would be open to APD replacing her on the FFAST board. APD is not an agency mandating in statute to sit on the FFAST board. Ms. Kern will circle back with Ms. Hagan about her resignation from the FFAST board.

Mr. Tobin suggested Ms. Kern reach out to Mr. Lemberth to see if he would be open to stepping down as Co-Chair and remaining on the board.

d. **Assign Actions as Needed**

No actions were assigned.

## Task Report

Ms. Kern noted that all action items have been completed.

- a. **Category: Standing Item**
- b. **Purpose/Statement**
  - 1. **All Executive Committee action items have been completed through June 2020.**
- c. **No Action Needed**

## Agenda Modifications

Ms. Kern opened the discussion on the agenda modifications.

- a. **From Agenda II d.**
- b. **Executive Director Search Questions**

Ms. Kern stated that staff had received questions in response to the Executive Director position and were unsure how to respond. The committee discussed that these questions should not be made by staff or this committee but instead should be discussed by the entire board. The committee concluded that staff would collect the questions asked by applicants and respond to applicants that FFAST will be in touch.

The Executive Committee discussed using a matrix for first round sorting of the applications. No one objected to starting with that process.
- c. **FAAST Black Lives Matter Statement**

The committee discussed the statement as presented and made suggestions. Ms. Harris will work with staff to update the statement with the committee's suggestions and will send the statement to Ms. Julie Kates to review as well.
- d. **Update Annual Evaluations**

Mr. Reed discussed the plan for staff annual evaluations. The committee discussed performing the evaluation for Mr. Reed. Mr. Tobin will speak with Ms. Harris on the money available for bonuses or salary increases.

## Closing

Mr. Tobin closed the June 2020 Executive Committee Meeting.

- a. **Next Meeting**
  - 1. **Date and Time**

Thursday, July 23, 2020 | 3:00-4:00 PM EST
  - 2. **GoToMeeting Information**

<https://global.gotomeeting.com/join/128832309>
  - 3. **Toll-free number and Access Code**

United States: +1 (646) 749-3129  
**Access Code:** 128-832-309
- b. **Last Call for Public Comment**

No public comments were made.

c. **Adjourn**

The June 2020 Executive Committee Meeting was adjourned at 4:20 PM.

**Decision:** The meeting was adjourned without objection.