

# November 2020 Technology Awareness Committee

## Agenda

November 20, 2020

2:30 – 3:30pm EST

Teleconference

<https://global.gotomeeting.com/join/928023221>

Dial In: (571) 317-3116

Access Code: 928-023-221



1. Opening
  - a. Verbal Authorization to Begin Recording
  - b. Call to Order
  - c. Roll Call
  - d. Establishment of Quorum
2. Approval of Agenda
  - a. Public Comment on Agenda
  - b. Action Needed – Approve Agenda
3. Approval of Minutes
  - a. Attachments
    - i. October 2020 TAC Minutes
  - b. Action Needed – Approve Minutes
4. Update on Next Issue of FAAST Magazine | Matt Holloway
5. FAAST Marketing Plan for Testimonials | Matt Holloway
  - a. Attachments
    - i. FAAST Marketing Plan for Testimonials
  - b. Action Needed – Approve Marketing Plan
6. Review and Analyze Public Awareness Metrics | Matt Holloway
  - a. Attachments
    - i. October 2020 Public Awareness Metrics Report
7. Review and Update Strategic Plan AT/Organization Partner List | Whitney Harris
  - a. Attachments
    - i. Partner List
8. Evaluate Current FAAST Marketing Materials

- a. Attachments
  - i. AT Exchange Flyer
  - ii. FFAST 1\_4 Page AD
  - iii. FFAST Brochure
  - iv. FFAST Holiday Flyer
  - v. FFAST Access Summer 2020
  - vi. Lending Library Flyer
  - vii. NHLP Flyer
  - viii. Resources for Students v2
  - ix. FFAST Branding Guide
  - x. FFAST Branding Guide Appendix 1
  
- 9. Action Items
  - a. From October 2020 TAC Meeting
    - i. Create an introduction email template for this Committee – Due November 20, 2020 | Matt Holloway COMPLETED
      - 1. Attachments
        - a. FFAST Collaboration Email DRAFT Template
  - b. From Strategic Plan 2020
    - i. Technology Awareness Committee Goal Tracking 11202020
  
- 10. Closing
  - a. Next Meeting – Friday, December 11th or 18th?
  - b. Call for Public Comment
  - c. Adjourn

### **Accessible Meeting Statement**

Materials in alternative formats, real-time captioning, and other accommodations will be made available upon request. Please make your request for an alternative format or other accommodations, to:

***Megan Germain, 1-844-FL-FAAST (353-2278), Ext. 105,***

***TTY: 850-922-5951,***

***Text Message: 850-320-7948,***

***Email: [mgermain@faastinc.org](mailto:mgermain@faastinc.org)***

Providing at least 72 hours notice prior to the meeting will help to ensure availability.