

January 2021 Executive Committee

Agenda

January 15, 2021
1:30 – 2:30pm EST

Teleconference

<https://global.gotomeeting.com/join/118717013>

Dial In: (571) 317-3129
Access Code: 118-717-013



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

2. Approval of Agenda
 - a. Attachments
 - i. Agenda
 - b. Public Comment on Agenda
 - c. Action Needed – Approve Agenda

3. Approval of Minutes
 - a. Attachments
 - i. December 2020 Executive Committee Minutes
 - b. Action Needed – Approve Minutes

4. Financial Statements
 - a. Attachments
 - i. December 2020 Balance Sheet
 - ii. December 2020 Profit and Loss Detail
 - iii. December 2020 Profit and Loss Summary
 - iv. December 2020 Accounts Receivable
 - v. December 2020 Financial Statements
 - b. Action Needed – Approve Financial Statements

5. ATAC Manual Revision
 - a. Attachments
 - i. 20201210 Draft ATAC Manual
 - ii. 20201210 FAAST Annual Code of Ethics Statement
 - iii. 20210115 FAAST Annual Conflict of Interest Statement

- b. Action Needed – Approve Draft ATAC Manual, Code of Ethics Signature Form, and Conflict of Interest Signature Form
- 6. Personnel Manual Revision
 - a. Attachments
 - i. 20210107 Draft Personnel Manual
 - b. Action Needed – Approve Personnel Manual
- 7. Accounting Manual Revision
 - a. Attachments
 - i. 20201216 Draft Accounting Manual
 - b. Action Needed – Approve Accounting Manual
- 8. ATAC Applicant Review
 - a. Attachments:
 - i. Gaviria’s Application
 - ii. Demographics and Skills Memo 01152021
 - iii. ATAC Member Roster 01152021
 - b. Action Needed – Approve Applicant
- 9. February 2021 ATAC Meeting Agenda
 - a. Attachments:
 - i. Draft ATAC QTR 2 February 2021 Agenda
 - b. Action Needed – Approve Agenda
- 10. Request for Proposals (RFPs)
 - a. Attachments
 - i. Draft RFP for Communications
 - ii. Draft RFP for Graphic Designer
 - iii. Draft RFP for IT Services
 - iv. Draft RFP for Website Designer
 - b. Action Needed – Approve RFPs for Communications, Graphic Designer, IT Services, and Website Designer
- 11. Action Items
 - a. From September 2020 Executive Committee Meeting
 - i. Eric Reed’s Performance Evaluation
 - b. From December 2020 Executive Committee Meeting
 - i. Review and approve written Executive Director Leave Process
 - 1. Attachments
 - a. Executive Director Leave Directive 01152021
 - 2. Action Needed – Approve the Directive

12. Closing

- a. Next Meeting – Friday, January 15, 2020 from 1:30-2:30pm EST
- 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

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