

June 2021 Executive Committee Meeting

Minutes

June 23th, 2021

11:00 – 12:00 AM EDT



1. Opening

Mr. Enrique Escallon opened the meeting. No member presented an issue with being recorded. The meeting was called to order at 11:00 AM.

Members Present: Mr. Enrique Escallon, Mr. Brian Nerland, Ms. Kailey Medlock
Ms. Janet Good, Mr. Eddie Hall, Ms. Brande Shelton

Staff Present: Ms. Whitney Doyle

Members of the Public: None

2. Approval of Agenda

No members of the public commented. There were no modifications to the agenda. The agenda was accepted as presented by acclamation without objection.

3. Approval of Minutes

No members of the public commented. There were no modifications to the May 2021 Executive Committee Minutes. The minutes were accepted by acclamation without objection.

4. Financial Statements

Ms. Doyle briefly went over the May 2021 Financial statements. FAAST received the VR payments for the previous quarter. Mr. Escallon asked who approves the credit card statement and who reconciles it. The Treasurer approves it, and the Independent CPA reconciles it. FAAST has started to invoice clients for lost or unreturned devices.

The May 2021 Financial Statements are approved as presented by acclamation without any objection.

5. Update on Co-chair Attendance Discussion

Ms. Doyle met with Mr. Paul Tobin and Mr. Escallon to discuss the meeting attendance of the ATAC. Mr. Tobin is drafting a letter for the members, not in

compliance with the attendance policy. Attendance will be reviewed quarterly instead of annually. If members do not attend at least 50% of meetings they can be asked to step down.

6. ATAC Member Self Evaluation Survey

Ms. Doyle explains the feedback she received from the survey. The feedback includes an annual financial statement orientation and ATAC training sessions. The committee feels that trainings should be separate from the ATAC meetings. Ms. Janet Good and Ms. Kailey Medlock asked that there be a way to track who is taking the training and have specific information relevant to FFAST. Ms. Medlock would like to add short quizzes to the trainings. The survey also reveals that the ATAC would like to improve outreach.

7. Discuss Executive Director Evaluation Process

Historically, the evaluation process for the executive director has been subjective questioning. However, the committee and Ms. Doyle agree that it should be data and evidence-based. The evaluation will be presented at the September 2021 ATAC meeting. The Self-Evaluation will go to a co-chair to present.

8. Discuss Strategic Plan 2020 Year 2 Objective Ideas

Ms. Doyle briefly went over the objective ideas. She asks that if anyone would like to add anything, to let her know.

9. Action Items

None to report

10. Closing

Next meeting- Wednesday, July 28, 2021, at 11:00 AM. No Public Comment was made. The meeting was adjourned at 12:05 AM.