

December 2021 Technology Awareness Committee Meeting

Minutes

December 16th 2021
2:30-3:30 PM EST



1. Opening

Mr. Brian Nerland opened the meeting. No member presented an issue with being recorded. The meeting was called to order at 2:37 PM.

Members Present: Ms. Renee Proctor, Mr. Brian Nerland, Ms. Kailey Medlock, Ms. Lesa Kretschmer, Ms. Mary Jarrett

Staff Present: Ms. Whitney Doyle and Ms. Hannah Brock

Members of the Public: none

2. Approval of Agenda

No members of the public commented. No modifications were made to the agenda. Ms. Kailey Medlock made the motion to approve the agenda. Ms. Renee Proctor seconded the motion to approve the agenda. The agenda was approved without any objection.

3. Approval of Minutes

No members of the public commented. No modifications were made to the Minutes. Ms. Proctor made the motion to approve the September 2021 Technology Awareness Meeting Minutes. Ms. Medlock seconded the motion to approve the minutes. The September 2021 Technology Awareness Meeting Minutes were approved without any objection.

4. Social Media Contract Update | Whitney Doyle

Ms. Doyle explains that FFAST is moving forward with Bella Business Solutions. The contract has not started yet. She will let the committee know when it does.

5. Branding Standards and Guidelines | Whitney Doyle

Ms. Doyle explains the branding materials. Mr. Nerland does not have any feedback.

6. Marketing Materials and website feedback from RDC\RRC's | Hannah Brock

Ms. Hannah Brock explains that the RDC and RRC's love the new website and marketing materials. They have said the accessibility is great. The centers requested to have a brochure with their information on it. Bella Business Solutions said that this was too much information to put on a tri-fold pamphlet, so they made an 8 by 11in flyer. After getting the flyer with all of the centers' information on it, a center requested a brochure with just their center information on it.

Mr. Nerland asked if more of the centers were requesting this. He feels that centers can come up with their own solution. Ms. Mary Jarrett feels that FFAST should not give them the ability to make changes on their own. Ms. Medlock suggests giving the centers a sticker to put on the brochure.

There was discussion of creating a PDF brochure that has the local centers contact information on it that they can print.

The committee would like move discussion to be held before a decision is made.

7. Action Items

The Committee is making progress and is on track with the strategic plan for 2022. Ms. Doyle reviews the event list.

8. Closing

Next Meeting – Thursday, January 20, 2022, 2:00-3:00 p.m. EST. No public comment was made. The meeting with adjourned at 3:15pm.