



April 2023 Executive Committee Meeting

Minutes

April 24th, 2023

2:00-3:00 PM ET

1. Opening

Mr. Brian Nerland called the meeting to order at 2:00 pm ET. A quorum was established.

Members Present: Mr. Brian Nerland, Ms. Janet Good, Ms. Sarah Goldmen, Ms. Betsy Burgos

Staff Present: Mr. Eric Reed; Ms. Megan Atkinson

Members of the Public: None

2. Approval of Agenda

No members of the public commented. A modification was made to the agenda. Mr. Nerland requested two additions:

Council member reappointment discussion and vote

Discussion to set a date for a special ATAC meeting for the ED search

Ms. Good motioned to approve as modified, Ms. Goldman seconded and the motion passed without dissent.

3. Approval of Minutes

Ms. Janet Good made the motion to approve the March 27th, 2023 Executive Committee meeting minutes. Ms. Goldman seconded the motion. The minutes were approved as presented.

4. Financial Statements | Eric Reed

Mr. Reed requested to provide the financial statement report using a new proposed format. He briefly notated some highlights of the March financials and requested



input of the proposed format. Mr. Nerland suggested that removing some additional data that may still make the reporting cumbersome would be helpful. Ms. Good stated she wanted to make sure that any new formatting does not remove information or reduce information too much that creates a loss of important data. Ms. Good motioned to approve the February and March financials. Ms. Goldman seconded and the financials were approved without dissent.

5. Review Current ATAC Roster

Mr. Reed presented the current ATAC roster. Ms. Good asked for any updates on the needed state agency representation. Mr. Nerland stated he has reached out to the family associated with the VA and will continue to pursue that avenue for representation. Mr. Reed stated he has reached out to DBS but has not heard back yet and will once again approach VR for assistance with the vacant DOE seat. Mr. Reed stated that these three spots, once filled, will require three new category 1 members. Ms. Goldman suggested using Family Café as a recruiting opportunity and Mr. Reed informed the committee that recruiting postcards are in the works with the marketing firm. It was also suggested that the old ATAC rosters be reviewed to see if any prior board members who have met the three year absence policy might be willing to serve again. Mr. Reed will begin that process.

5.1. ATAC reappointments

Mr. Reed provided the list of reappointments requests. He stated that this list was approved in March by the full ATAC but at that time, one confirmation email had not been received from a member requesting reappointment so he wanted to present for a new vote now that all necessary confirmations are in hand. Ms. Good motioned to approve the reappointment list. Ms. Goldman seconded and the motion passed without dissent.

6. ATAC meeting action items

Mr. Nerland stated that these items continue to be worked on as the report shows and recommended that no other discussion is needed at this time. He requested that reports will continue to be provided on the progress. No member objected and no further discussion took place.



7. Review Updated Governing Documents

Mr. Reed stated that the revisions to the ATAC manual provided are all new additions to the manual. Ms. Good motioned to approve the additions and move the item to the next ATAC quarterly meeting for discussion and vote of approval. Ms. Goldman seconded and the motion passed without dissent.

8. Executive Director Search Committee Background Check Discussion.

Ms. Janet Good asked for an update on the Executive Director search committee since speaking with Mary Jarrett. A candidate removed her application from consideration due to scheduling conflicts with other job interviews.

Discussion of when to have the Full ATAC meet to vote on the New Executive Director. Ms. Whitney Doyle and Ms. Kailey Medlock will not be a part of the voting process during the full ATAC meeting. The committee would like to allow 2 hours for the ATAC to meet. Ms. Sarah Goldman asked that the ATAC members receive the candidates' resume for the meeting. The committee feels that the ATAC should be allowed to ask the candidate questions within time-limit parameters. The ATAC should also ask the Search committee questions if they would like more information. Ms. Betsy Burgos feels that the final candidate should complete the extensive background check when given the job offer. Mr. Nerland agrees. Ms. Good feels that the committee should have the top 2 candidates complete the extensive background check. Mr. Nerland reviews the next steps and the documents intended to share with the full ATAC. Those include Resumes, Q&A's, Interview links and Follow up Q&A. During the Full ATAC meeting the candidate will have 15 minutes to present their 100-day plan and the ATAC members will be given 15 minutes to ask questions. If the candidate scores/vote are very close then both candidates will complete the extensive background. ATAC Members can ask 1 question based on time. The Full ATAC will meet on May 12th, 2023, from 1:00-3:00 P.M If the meeting starts at 1:00pm. The first candidate will arrive at 1:15PM The Meeting Email with the meeting materials will go out to the full ATAC excluding Kailey Medlock no later than May 8th 2023.



9. Closing

Next Meeting- Monday TBD 2:00-3:00 pm. No public comment was made. The meeting was adjourned at 3:47pm.



May 5th 2023 Executive Committee Meeting

Minutes

May 5th, 2023

2:00-3:00 PM ET

1. Opening

Mr. Brian Nerland called the meeting to order at 2:00 pm ET. A quorum was established.

Members Present: Mr. Brian Nerland, Ms. Janet Good, Ms. Sarah Goldmen, Ms. Betsy Burgos

Staff Present: Ms. Megan Atkinson

Members of the Public: Ms. Whitney Doyle

2. Approval of Agenda

No members of the public commented. A modification was made to the agenda. Mr. Nerland requested two additions:

Executive Director salary offer and start date.

Executive Director vacation package.

Full ATAC Meeting Times

Discuss how to vote for the Executive Director.

Infortal update

Discuss ATAC email from Hannah Brock

Ms. Burgos motioned to approve the agenda as modified, Ms. Goldman seconded, and the motion passed without dissent.



3. Finalize Details of Executive Director ATAC Meeting

Mr. Nerland reviewed the additional committee assignments. Ms. Burgos made the motion to approve the committee assignments. Ms. Good seconded the motion.

Mr. Nerland discusses salary request differences between the executive director candidates. The committee feels that they should discuss the salary of the previous Executive Director with the candidates because the job description did not include a salary range and they were asked to provide the salary amount that they would want. They are concerned that FAAST cannot provide the requested salary range for one of the candidates.

Mr. Nerland asked Ms. Whitney Doyle to share her thoughts. Ms. Doyle says that they don't have to offer the range amount starting out and they can tie fundraising goals to their offer letter/job description.

Mr. Nerland summarized the discussion and recommended a start date of June 1st, 2023, and a salary of \$90,000.00 with the vacation package that is outlined in the personnel manual. The committee will not discuss salary ranges with the candidates following the will of the ATAC.

Mr. Nerland presented his introduction for the ATAC meeting. There was a discussion of voting and how to go about voting in the sunshine.

The ATAC draft directions email for the meeting was discussed.

4. Closing

Next Meeting- Monday TBD 2:00-3:00 pm. No public comment was made. The meeting was adjourned at 4:00pm.



June 5th 2023 Executive Committee Meeting

Minutes

June 5th, 2023

10:00-11:00 AM ET

1. Opening

Mr. Brian Nerland called the meeting to order at 2:00 pm ET. A quorum was not established.

Members Present: Mr. Brian Nerland, Dr. Betsy Burgos

Staff Present: Ms. Megan Atkinson, Mr. Eric Reed

Members of the Public: Ms. Kailey Medlock

2. Approval of Agenda

No public comment was made. The agenda was not approved due to lack of quorum.

3. Approval of the Minutes

The Minutes were not approved due to lack of quorum.

4. ATAC Meeting Agenda Review

A discussion was had about the ATAC meeting agenda.

Prior to any further discussion, Mr. Nerland requested to continue the scheduled meeting on June 6th. This allowed for a 24 hour public notice and will continue only previously posted agenda items during that meeting. No further discussion took place and no public comment was heard.

5. Strategic Plan Development

6. Financial Reports



7. 100-Day Review and Feedback
8. Executive Director Search Process Summary
9. Executive Director Due Diligence Report

10. Closing

Next Meeting- Monday TBD 2:00-3:00 pm. No public comment was made. The meeting was adjourned at 4:00pm.



June 6th 2023 Executive Committee Meeting

Minutes

June 6th, 2023

12:00-1:00 PM ET

1. Opening

Mr. Brian Nerland called the meeting to order at 12:00 pm ET. A quorum was established.

Committee Members Present: Mr. Brian Nerland, Ms. Sarah Goldmen, Dr. Betsy Burgos

ATAC Members Present: Mr. Brandon Palermo

Staff Present: Ms. Hannah Brock and Mr. Eric Reed

Members of the Public: Ms. Kailey Medlock

2. Approval of Agenda

Mr. Nerland would like to table the approval of the minutes and item number eight until the next meeting to save time and he would like to vote to reinstate Ms. Kailey Medlock as Treasurer at the end of the meeting before closing.

Dr. Betsy Burgos made the motion to approve the agenda as amended. Ms. Sarah Goldman seconded the motion. The agenda is approved by acclimation without objection.

3. Approval of the Minutes

The approval of the minutes is tabled until the next meeting.

4. ATAC Meeting Agenda Review

Mr. Nerland would like Ms. Medlock to present the Financials as Treasurer at the June 22nd ATAC meeting. Ms. Goldman made the motion to approve the June 22nd ATAC meeting agenda. Dr. Burgos seconded the motion. The ATAC agenda is approved by acclimation without objection.



5. Strategic Plan Development Discussion

Mr. Eric Reed discusses the Strategic Plan development. The current strategic plan was created with the help of UCF professors for \$1,200.00. Mr. Reed will reach out to Dr. Mitchell today to find out if he is willing to help with a new strategic plan.

6. Financial Reports

Mr. Reed presented the Monthly financial reports. He presented the budget vs. actuals on the profit and loss. The reports reflect October 1, 2022 through the date they were pulled. The numbers may change as the accountant reconciles each month. Ms. Goldman made the motion to approve the financial reports. Dr. Burgos seconded the motion. The Financial reports are approved by acclamation without objection.

7. 100-Day Review and Feedback

Dr. Burgos recommends bringing Mr. Reed's 100-day plan to the ATAC for final approval. The committee would like to see deadlines within the plan. Dr. Burgos made the motion to approve the 100-day plan. Ms. Goldman seconded the motion. The 100-day plan is approved by acclamation without objection.

8. Executive Director Search Process Summary

The item was tabled until the next meeting.

9. Executive Director Due Diligence Report

Mr. Reed excused himself from the meeting for the item. There were no discrepancies in Mr. Reed's background check. The committee would like to mention the 2 linkedIn accounts to him for clarification.

Dr. Burgos made the motion to appoint Mr. Eric Reed as FFAST Executive Director effective on 6/6/2023 with the benefits and salary as outlined. Ms. Goldman seconded the motion. Mr. Eric Reed is approved to be FFAST executive director effective 6/6/2023 without objection.



Ms. Goldman made a motion to reinstate Ms. Kailey Medlock as the ATAC Treasurer. Dr. Burgos seconded the motion. Ms. Kailey Medlock is reinstated in her role as Treasurer without objection.

10. Closing

Next Meeting- Full ATAC Meeting June 22nd, 2023, 9am-3:00 pm. No public comment was made. The meeting was adjourned at 12:30pm.