



The Florida Association for Community Action (FACA), Inc.

Executive Director's Summary Report

FACA Board of Directors Meeting Friday, June 15, 2018

I. Fourth Quarter Accomplishments

- a. Office Transition Update
 - i. 5 months in new location
 - ii. Plans to acquire:
 1. new computers – existing units **over 10 years old**
 2. scanner
 3. file cabinets
 - iii. Continuing process of reviewing, purging and creating current digital records
 - iv. Continue daily tasks:
 1. Emails
 2. Customer referrals to various agencies
 3. Phone calls
 4. Correspondence
 5. Coordinating office appointments for various services i.e. technology, branding, insurance measurements, etc.
 6. Mail
 7. Bank deposits
 8. Purchasing office supplies
 - v. Continue to recruit and manage volunteer staff to assist with volume of clerical duties (part time as schedules permit)
- b. Accounting
 - i. Worked with accountants to revise monthly reports
 - ii. Continue to work with accounting firm to review Association's accounting history
 1. Major challenge is identifying/explaining transactions prior to January 2018
 - iii. Continue to work on accurately identifying and settling unknown accounts payable i.e.
 1. CVENT - \$1,430
 2. NASCSP - \$3,331.31
 3. Multiple insurance policies in varying amounts
- c. Conference Update
 - i. Successfully completed 2018 FACA 38th Annual Training Conference
 - ii. 42 sessions offered
 - iii. 556 surveys completed
 - iv. 30+ presenters
 - v. 229 participants*
 - vi. \$97,500 Conference Revenue*

**Approximate; reconciliation in progress*



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- vii. Collaborated with Department of Economic Opportunity to create state sponsored conference workshops
- viii. Collaborated with Florida Weatherization Network to create FWIN endorsed conference workshops
- d. Funding
 - i. Negotiated with DEO Bureau Chief and FACA Board Chair to secure \$50,000 funding for FACA 38th annual Training Conference
 - ii. Collaborated with DEO Staff for updates to anticipated five year funding agreement between DEO and FACA
- e. Network Support
 - i. Launched new FACA.org website
 - ii. ROMA Support
 - 1. Worked with Barbara Mooney and John Edwards to create a Florida ROMA Trainers conference track
 - iii. Executive Director calls – Provide updates and follow up with Department of Economic Opportunity
- f. Insurance
 - i. Worked with insurance agent to reinstate and/or bring current all Association's Insurance Policies
 - 1. General Liability Policy
 - 2. Professional Liability Policy
 - 3. Directors and Officers Policy
 - 4. Workers Compensation Policy
 - 5. Bond with Western Surety
- g. Partnerships
 - i. Hillsborough County Community Action Board – Conference planning and volunteer assistance
 - ii. Hillsborough County Social Services – Conference planning and volunteer assistance
- h. RPIC
 - i. Completed RPIC Region IV-A Quarterly Report
 - ii. Continued implementation of the 2017 – 2018 Training and Technical Assistance Plan with focus on 38th Annual Training Conference
 - iii. Serving as RPIC Region IV representative working with Jarle Crocker from Community Action Partnership on training project for State Associations and State Office
- i. Training
 - i. Designed and launched FY2018 Training Survey

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II. First Quarter Goals

- a. Design and implement Regional Training Plan
- b. Begin planning for 39th Annual Training Conference coordination activities
- c. Board Committee support as necessary
- d. Conduct onsite visits to state Community Action Agencies
- e. Continue to work to develop statewide private partnerships
- f. Complete RPIC third quarter reports
- g. Continue review, purge and creation of current digital records of paper documents
- h. Recruit and hire staff
- i. RPIC activities
- j. Finalize new website content and improve social media presence

III. Travel

- a. 3/7/18 – 3/18/18 – Board Retreat – Osceola County
- b. 3/20/18 – 3/23/18 – NCAF Conference and State Association Director's Meeting, Washington, DC
- c. 4/24/18 – Department of Economic Opportunity, Tallahassee, FL

IV. Miscellaneous/Other Activities

- a. Update SunBiz registration
- b. Program and Grants Manager Coordinator Recruitment
- c. IT Server updates and migration to SharePoint/Office 365 (in progress)