

Agenda

ASSET Administrative Team

March 6, 2024 @ 12:15pm

United Way of Story County @ 315 Clark Ave, Ames, IA 50010

1. Approval of January 31, 2024, Minutes
2. Treasurer's Report (Smith)
3. Old Business
 - a. ASSET 2024-2025 Calendar – change in meeting location
 - b. Update – Emergency Shelter Discussion with The Salvation Army
4. New Business
 - a. Correspondence to Agencies – Reminder to check the ASSET website and 2024-2025 Calendar
 - b. Correspondence to Agencies – Submit all required documents (990s, annual audits, board minutes, etc.)
 - c. Plan for Annual Review of Reference Manual
 - d. Plan for Annual Review of Policies and Procedures
 - e. Plan for Annual Review of Administrative Assistant Manual
5. Clear Impact Scorecard (Mundel)
6. Additional Items/Concerns
 - Funder Staff and Administrative Assistant Feedback Discussion
7. Adjournment
8. Announcements/Reminders
 - a. April 3, 2024 @ 12:15pm @ UWSC, 315 Clark Ave, Ames – ASSET Administrative Team Meeting
 - b. April 11, 2024 @ 5:00pm @ Story County Human Services Center, 126 S Kellogg Ave, Ames – ASSET Board Meeting