

Minutes

ASSET Administrative Team

April 3, 2024 @ 12:15pm

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

In Attendance: Ron Smith, Becky Harker (Chair), Ashley Thompson, Sandra King, Deb Schildroth, Jenny Schill (Admin Assistant)

Called to order by Harker at 12:18pm

Motion to approve the March 6th Minutes, King. Seconded by Thompson. Motion passed unanimously.

Treasurer's Report (Smith)

Current balance is \$1122.70.

Old Business

Correspondence to Agencies

Schill reported an email went out to volunteers with 24/25 Calendar and directions to the new meeting location at the ISU Core Facility.

Schill also emailed agencies about outstanding required documents, audit, 990 etc. Some agencies think if they submit their audits and 990's to one Funder that it counts as submitting to ASSET.

Thompson pointed out that there is some confusion with the agencies and their individual contracts with each Funder and what is required for each. Schill will put together a spreadsheet that looks like the United Way current audit tracking spreadsheet to track documents submitted and deadlines for each agency. Schildroth suggested that this topic be covered in detail at the agency training. Schill will also review the budget book to see which agencies are under the \$250,000 amount and aren't required to submit an audit.

Status of Annual Review of Reference Manual

King reported that the review is in progress as the Policy and Procedures needs to be done first. Goldbeck also reported that she has started reviewing both documents.

Status of Annual Review of Policies and Procedures

King said the biggest change is on page 4 changing from 7 to 10 years for the maximum number of years a volunteer can serve. There will be other small changes also but that was the biggest.

Status of Annual Review of Administrative Assistant Manual

Schill has made her updates and Funder Staff will start reviewing.

Status of Audit of Books

Smith brought the binder to leave with Funder Staff to review after the Admin meeting today.

Notification Letters to Wings of Refuge and Friends of CASA

Harker will sign the letters and Schill will send them to these two agencies. Schill will remove these agencies from the Agency email list and the Agency Roster on July 1.

Update on YSS Sequestered Funds for Emergency Shelter

King and Schildroth met with YSS last week. YSS has submitted a proposal to the County and King has requested some more information for this proposal from YSS. King will follow up with YSS next week.

New Business

Calendar Invites for Meetings

Schill will test this process of sending invites from Google to Outlook.

ASSET Agenda for April 11, 2024

It was decided that Schill will hold the agenda until after the Funders meet with agencies related to Emergency Shelter Services tomorrow. If there is an actionable item ASSET will move forward with holding an April meeting. If not, the agenda will be pushed to May. Motion to not hold the April ASSET meeting due to lack of agenda items, Goldbeck. Seconded by King. Motion passed unanimously.

Microsoft 365 Agreement Renewal

Motion to accept the updated Microsoft 365 cancellation policy as written and provided in the March 25th email to Admin, Thompson. Seconded by Harker. Motion passed unanimously. Thompson also suggested that we discuss our Zoom subscription at a future meeting.

Clear Impact Scorecard (Mundel)

None

Additional Items/Concerns

Staff will schedule a meeting with Schill to review the Admin Assistant Performance Feedback.

Adjournment at 2:00pm by Harker