

Minutes

ASSET Administrative Team

April 1, 2026 @ 12:15 pm

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

In Attendance: Becky Harker, Amy Shaw, Sandra King, Nick Joos, Liz Zuercher, Jess Peebler, Sarah Mansell

Virtual: Pa Goldbeck, Nolan Klemesrud, Linda Hagedorn

The meeting was called to order at 12:17 p.m.

APPROVAL OF MARCH 4, 2026 MINUTES

Motioned by Thompson, seconded by Joos to approve the March 4, 2026 ASSET Administrative Team meeting minutes with correction on page 3, paragraph 2, line 2 “administration” to “administrative.” Motion passed unanimously.

TREASURER’S REPORT

Smith was absent but confirmed via phone a balance of \$2,154.12.

OLD BUSINESS

SWOT

On May 14, 2026 a working session will be held during the ASSET Board Meeting to process Donna Gilligan’s SWOT Analysis Summary and create goals. This work session will include ASSET Volunteers, ASSET Staff, and Funder Board Members. A short questionnaire has been sent to ASSET Agencies to receive feedback from agencies about ASSET.

E-CImpact Contract & Next Steps

A motion at the previous ASSET Administrative Meeting started the steps for funder staff to set up an agreement between funders/ASSET and E-CImpact. Story County is working to perfect the language on the proposed contract and have their questions answered. Funder staff will be categorized as sub-licensees, UWSC as the administrator account, and Sarah Mansell and Jess Peebler are proposed as the administrators for this account.

Motion by Joos, seconded by Zuercher, pending the agreement with all funders ASSET moves forward to signing the contract with Seabrooks for E-CImpact. Motion passed unanimously.

It was noted that the contract must be signed by May 1, 2026 to use the software for the current ASSET process.

NEW BUSINESS

Prepare April 9th ASSET Board Agenda

King noted that there must be a vote for new ASSET Board Officers. Joos stated to add the update of the Seabrooks Contract and deadline of May 1, 2026 to the “New Business” line.

Motion by Hagedorn, seconded by Thompson, to approve April 9, 2026 ASSET Board Agenda.

Status of Annual Review of Reference Manual

Hagedorn asked who leads this project, to which King responded Funder Staff, Administrative Team, then ASSET Board. This will be ready for ASSET Board approval tentatively in July or August.

Status of Annual Review of Policies and Procedures

This must be approved by funders first and will be ready for the ASSET Board tentatively in July or August.

Review of New Agency Application & Expanded Services Application

Funder Staff have updated the Application for New Agency & Expanded Service Application. These are now fillable PDF files. As a reminder Letter of Intents for new agencies are due April 29, 2026 and Expanded Services Application is due May 22, 2026.

Audit of Books

Funder Staff will coordinate with Treasurer Smith to audit book.

CLEAR IMPACT SCORECARD

Mansell reported that the work session with The Bridge Home was very productive as they revisited past Scorecards and took them to “bare bones.”

ADDITIONAL ITEMS/CONCERNS

Goldbeck shared with the group the dates and times of upcoming non-profit trainings. Wednesday April 15, 2026 from 1pm-3pm the City of Ames will hold a “Conflict Resolution for Nonprofits” training at the Ames Public Library Auditorium. On Wednesday April 22, 2026 from 1pm-3pm the City of Ames will hold a “Getting Your Board on Board with Fundraising” training at the Ames Public Library Auditorium. The City of Ames is working with Canary Consulting Group and ACCESS. May 27, 2026 from 1pm-3pm at the Ames Public Library Auditorium, there will be an open-house update regarding the Homelessness Action Plan.

King announced a new program by Story County for low to moderate income households using T.I.F. dollars. This is in the early stages, but Story County is looking to develop a program. More information to come.

ADJOURNMENT

Motion by Harker, seconded by King to adjourn the meeting at 1:16 pm. Motion passed unanimously.