

# Agenda

ASSET Administrative Team

March 2, 2022, 12:15 p.m.

**DUE TO THE COVID-19 PANDEMIC THIS WILL BE AN ELECTRONIC MEETING. IF YOU WISH TO PROVIDE INPUT ON ANY ITEM, YOU MAY DO SO AS A VIDEO/AUDIO PARTICIPANT BY GOING TO:**

<https://us02web.zoom.us/j/7625263536?pwd=VHdqclhS2VJZ2pMejlkRURPVjhkQT09>

Meeting ID: 762 526 3536

Passcode: 754015

1. Approval of February 2, 2022 Minutes.
2. Treasurer's Report (Jenny)
3. Angela Tharp, Executive Director, NAMI of Central Iowa - invited
4. Old Business
  - a. Follow-up from the meeting with The Bridge Home
  - b. 2022-2023 ASSET Calendar – Approved 2/10/22
  - c. ASSET Administrative Assistant – Status
    - Updates to the Administrative Assistant Manual
5. New Business
  - a. April Meetings – Zoom?
  - b. Correspondence to agencies – Reminder to visit website for the calendar/deadlines
  - c. Review of Policies and Procedures
  - d. Review of Reference Manual
  - e. Discussion on Sharing Clear Impact Scorecard Data with Funders
6. Additional Items/Concerns
7. Announcements/Reminders
  - a. Admin Team Meeting – April 6, 2022 @ 12:15 p.m.
  - b. ASSET Board Meeting – April 14, 2022 @ 5 p.m.
  - c. Admin Team Meeting – May 4, 2022 @ 12:15 p.m.
  - d. ASSET Board Meeting – May 12, 2022 @ 5:00 p.m.