

## Agenda

ASSET Administrative Team  
March 1, 2023 @ 12:15 p.m.

United Way of Story County      315 Clark Avenue      Ames, IA 50010

1. Approval of February 1, 2023 Minutes
2. Treasurer's Report (Jenny)
  - a. Schedule the Audit of Books
3. Old Business
  - a. Update on Agency Requirements (Audits, 990s, Board minutes)
  - b. Update on the Budget Form Proposal to the ISU MBA Class
  - c. Update on the RFP Process for Emergency Shelter Services
  - d. FY 23/24 Calendar Updates and Meeting Locations
  - e. Update on Additional FY 23 ASSET Expense Funding from ISU Student Government
4. New Business
  - a. ASSET Administrative Position
  - b. ASSET Budget Categories – Field Trips (Supplies, Contract, Miscellaneous, Other)
  - c. Correspondence to Agencies – Reminder to look at Calendar
  - d. Plan for Annual Review of Reference Manual
  - e. Plan for Annual Review of Policies and Procedures
  - f. Plan for Review of Administrative Assistant Manual
  - g. Audit Requirement Discussion
5. Clear Impact Scorecard
6. Additional Items/Concerns
7. Announcements/Reminders
  - a. ASSET Admin Team Meeting, April 5, 2023, 12:15pm at United Way, 315 Clark Ave, Ames
  - b. ASSET Board Meeting, April 13, 2023, 5pm at CityChurch, 2400 Oakwood Rd, Ames
  - c. DEADLINE, Letter of Intent for potential new agencies via email, May 1, 2023, [storycountyasset@gmail.com](mailto:storycountyasset@gmail.com)
  - d. ASSET Admin Team Meeting, May 3, 2023, 12:15pm at United Way, 315 Clark Ave, Ames
  - e. ASSET Board Meeting, May 11, 2023, 5:00pm at TBD
  - f. DEADLINE, Last day to submit new/expanded services via email, May 26, 2023, [storycountyasset@gmail.com](mailto:storycountyasset@gmail.com)
8. Adjournment