

**\*\*AMENDED\*\***

**Agenda**

ASSET Administrative Team

April 5, 2023 @ 12:15pm

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

1. Approval of March 1, 2023 Minutes
2. Treasurer's Report (Smith)
3. Kristi Mayo of Raising Readers in Story County @ 12:30pm
4. Old Business
  - a. Final approval of 2023-24 ASSET Calendar
  - b. Follow-up on Audit of Books
  - c. Follow-up Discussion – Be Rare Initiative
  - d. Follow-up Discussion – The Bridge Home
  - e. Update on the Emergency Shelter Services RFP
  - f. ASSET Administrative Assistant Update
  - g. Status of Updates to the Administrative Assistant Manual
  - h. Status of ASSET Policies and Procedures Review
  - i. Status of ASSET Reference Manual Review
  - j. Status of Budget Form Project with ISU MBA Class
  - k. ASSET Officers
    - Nikki Fischer to Joel Hochstein – Chair
    - Joel Hochstein to Becky Harker – Vice Chair
    - Jenny Schill to Ron Smith - Treasurer
5. New Business
  - a. ASSET Board Meeting – April 13, 2023 Agenda
6. Clear Impact Scorecard (Mundel)
7. Additional Items/Concerns
8. Announcements/Reminders
  - a. ASSET Board Meeting – April 14, 2023 @ 5pm @ CityChurch, 2400 Oakwood Rd, Ames
  - b. Letter of Intent Deadline – May 1, 2023 @ 5pm to [storycountyasset@gmail.com](mailto:storycountyasset@gmail.com)
  - c. ASSET Team Meeting – May 3, 2023 @ 12:15pm @ United Way Story County, 315 Clark Ave, Ames
  - d. \*ASSET Board Meeting – May 11, 2023 @5pm @ Story County Human Services Center, 126 S. Kellogg Ave, Ames
  - e. Last Day to Submit New/Expanded Services – May 26, 2023 @ 5pm to [storycounty@gmail.com](mailto:storycounty@gmail.com)

\*please note new location for the upcoming Board Meetings from May-December 2023. The 2024 dates are still TBD.

9. Adjournment