

## MINUTES

ASSET Administrative Team

August 5, 2020 12:15 p.m.

Due to the COVID-19 Pandemic, this was an electronic meeting. Access to the meeting was made available by video (Zoom) and call-in.

The Analysis of Social Services Evaluation Team (ASSET) was called to order at 1:30 p.m. by Vice Chair Ashley Thompson with the following members present: Sandra King, Jean Kresse, Ashley Thompson, Deb Schildroth, and Jennifer Schill. Also Present: Mike Todd, Mr. Mott

**Ms. Thompson called the meeting to order at 12:20pm.**

### WELCOME/ INTRODUCTIONS

Introductions took place.

### APPROVAL OF MINUTES

Ms. Schildroth moved to approve July 1, 2020 Minutes and July 8, 2020 Minutes. Seconded by Ms. Kresse, motion declared carried unanimously.

### TREASURER'S REPORT

The invoices for ASSET general fund and Administrative Assistant are still needed. The Administrative Assistant will disperse them ASAP.

### OLD BUSINESS

Agency Training Agenda – August 17 @ 1 p.m.

The Administrative assistant updated the Powerpoint for training. Members of the Admin Team planning to attend the training will prepare to cover slides.

Update on Dr. Kesho Scott Training – August 13, 2020

So far there are 57 registered participants, the administrative assistant will send out instructions on how to connect to the training via Zoom. Ms. Kresse requested clarification for how Dr. Scott would be compensated for the training.

Update: All Aboard for Kids – external preparation of balance sheet

Ms. Kresse clarified that an extension was granted through September. This matter is tabled for lack of communication at this time.

Liaison Assignments

The Iowa State Student Government Volunteers are not reflected, as the new ISU Student Government Treasurer has not yet connected with us to discuss their ASSET responsibilities. Ms. Schildroth and Ms. King confirmed that both the city and the county are still looking to assign new volunteers.

## **NEW BUSINESS**

### Community Academy – Mike Todd (founder)

Mr. Todd and Mr. Mott introduced themselves and the organization they represent: Community Academy. They were expressing interest in ASSET funding for their organization. Mr. Todd described the CA program and how it meets the needs of kids in the Ames community. Ms. Kresse clarified that ASSET policies declare the CA eligible for application for ASSET funding as long as they could explain the role they played as compared to Boys and Girls Club and other similar organizations. Ms. King asked for clarification on how education is supported or supplemented through this program to clearly define the impact of the program. Mr. Todd and Mr. Mott articulated the student-centered emphasis of the program and teaching these young kids to be citizens as well as students.

### Agency Liaison Visits – COVID-19

Ms. Schildroth led a conversation that determined both agencies and volunteers would have the option to select videoconferencing/digital visits rather than in-person visits due to the COVID-19 Pandemic. The subject of virtual visits was added to the board meeting agenda item for the 13<sup>th</sup>.

### Discuss future meetings (in person or virtual)

Ms. Kresse stated that since our funding bodies themselves are limiting in-person meetings, it makes sense for meetings to continue virtually. There was a consensus by the rest of the Admin Team members that continuing virtual meetings for the foreseeable future was preferable. As such, the Admin Assistant will look into acquiring a zoom account (100 person capacity) for ASSET.

### ASSET Administrative Team's Authority – Joint Funders Discussion

The board member who raised the concern will be asked to put together a letter detailing their concerns to share at a Joint Funders Meeting in September. Chair Mr. Hobson will be asked to request this information from the board member prior to the September meeting.

### Collection of demographic information

The ABF2 demographic statistics and Reference Manual questions are expansive but not being formally collected. Ms. Kresse identified the need to point out the new demographic information on the forms to agencies at the training on the 17<sup>th</sup>. Ms. Kresse also stated a need to include funders in the conversation about where we are going in the use of demographic information and how equitable the provision of services are in the community.

### RRSC – Advocacy Program Update

ABF5 will be updated to make an amendment to the United Way agreement. The county has a separate agreement that may also be reviewed/revised.

### Board Meeting Agenda

All members of the Admin Team were asked by the Administrative Assistant to review the draft ASSET Board Agenda for Aug 13, and add additional items as necessary.

## **ADDITIONAL ITEMS**

The Administrative Assistant suggested that the Aug 17 training materials be provided on the ASSET website, rather than printed due to the transition to online training via Zoom. There was a general consensus that this was the most appropriate course of action.

Additionally, the Administrative Assistant proposed a Zoom account for ASSET at \$120/year for up to 100 participants. Ms. Kresse moved to approve the purchase. Ms. Schildroth seconded, the motion declared carried unanimously

## **ADJOURNMENT**

Ms. Schildroth moved to adjourn the meeting. Ms. Thompson seconded.