

ASSET Administrative Team Meeting Minutes

November 30, 2022, 12:15 p.m.

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

The Analysis of Social Services Evaluation Team (ASSET) Administrative Team met at 12:15 p.m. with the following members present: Nikki Fischer, Sandra King, Jean Kresse, Anneke Mundel, Deb Schildroth, Jenny Schill and Sarah Schroeder

APPROVAL OF NOVEMBER 2, 2022

Kresse motioned, King seconded to approve the November 2, 2022, minutes. Motion passed unanimously.

TREASURER'S REPORT – Jenny Schill

Current balance is \$817.64, Schill reported that a new debit card was received. Vidimos will send out the January through June invoice for Administrative Assistant services to ASSET staff.

Other expenses to think about for future reference; revised website, the cost of January food for January agency hearings and work sessions may be more than what we currently have in the general fund. *Kresse motioned, Schill seconded to invoice each Funder an additional \$200 for general fund to finish out the current year and to increase general fund amount for next year to \$800. Motion passed unanimously.*

OLD BUSINESS

Liaison Reports (Lois):

Vidimos's written report stated that she's received all but two reports which are MGMC and PHC. Schildroth has emailed the person responsible for these and they are currently working to complete them.

NEW BUSINESS

Prepare ASSET Board Agenda – December 8, 2022:

It was suggested we add Conflict of Interest and Confidentiality forms to the agenda unless all volunteers have signed theirs. Under New Business – Liaison Reports, Kresse will ask volunteers to share highlights only. Spreadsheet Demo for Volunteers – Schildroth will lead the review.

Agency Audit and 990's Status (Lois):

Vidimos's written report stated that she has combined any Agency Audits, 990's and Strategic Plans in an individual folder under Dropbox labeled '2022 Audits-990's-Strategic Plans.'

Kresse reported that RRSC requested an extension to January 31, 2023 and ACCESS requested to March 31, 2023. Kresse stated that the United Way's policy is that agencies need to formally request an extension and if not payments are held until the audit is received, or they are approved for an extension.

Allocation Spreadsheets (Deb and Lois):

Schildroth worked with Vidimos to update the template. Spreadsheets will be emailed to volunteers once completed.

CLEAR IMPACT SCORECARD UPDATE (Anneke):

Raising Readers in Story County – Mundel stated that she met with the new executive director, Kristi Mayo, and board president, Lynne Carey, on November 11. She said that Raising Readers was understanding of the need for reliable and valid annual data, and that they indicated a plan to implement new procedures and assessment tools to ensure data submission. Anneke also noted that several changes were being made to Raising Readers' Scorecard; United Way has had Kristi sign a revised contract.

Kresse stated that the Advocacy performance measures reported fit better under Education and Awareness (1.12) and asked how we could consider changing this. Should we consider sequestering funds (if recommended) until we work this out. Schildroth stated that it could not happen at this point in the process, but we could consider this for the future requests (FY25).

ADDITION ITEMS/CONCERNS –Website changes will be placed on a future Adm Team agenda.

INFORMATION/ANNOUNCEMENTS

- a. December 15, 2022 – Mid-Year Updates Due
- b. January 20, 2023 – Recommendations Posted

MEETINGS

December 6, 2022 @ Noon – Education Team Scorecard Review (ZOOM)

December 8, 2022 @ 5:00 p.m. – ASSET Board – CityChurch, 2400 Oakwood Road

December 9, 2022 @ Noon – Financial Stability Team Scorecard Review (ZOOM)

December 12, 2022 @ 11:00 a.m. – Health Team Scorecard Review (ZOOM)

January 4, 2023 @ 4:30 p.m. – Agency Hearing – CityChurch, 2400 Oakwood Road

January 5, 2023 @ 4:30 p.m. – Agency Hearing – CityChurch, 2400 Oakwood Road

January 9, 2023 @ 4:30 p.m. – Education Work Team Session – CityChurch, 2400 Oakwood Road

January 11, 2023 @ 4:30 p.m. – Financial Stability Work Team Session – CityChurch, 2400 Oakwood Road

January 12, 2023 @ 4:30 p.m. – Health Work Team Session – CityChurch, 2400 Oakwood Road

January 19, 2023 @ 5:00 p.m. – ASSET & Joint Funders meeting – CityChurch, 2400 Oakwood Road

ADJOURNMENT AT 1:21 PM