

**ASSET Administrative Team
Special Meeting Minutes**

January 5, 2023, 12:30 p.m.

Via Zoom

<https://us02web.zoom.us/j/81971216218?pwd=TFlqdnRibDNXcHFxMVhCSmJrM2crQT09>

Meeting ID: 819 7121 6218 – Passcode: 770945 – Phone: 312-626-6799

The Analysis of Social Services Evaluation Team (ASSET) Administrative Team held a special meeting at 12:30 p.m. over ZOOM with the following members present: Sandra King, Jean Kresse, Joel Hochstein, Deb Schildroth, Sarah Schroeder, Nikki Fischer, and Lois Vidimos (Administrative Assistant).

TREASURER’S REPORT – Schill reported a current balance of \$817.64.

OLD BUSINESS

General Fund – Additional Funds Needed:

At the November 30, 2022, meeting, there was an approval to request an additional \$200 per Funder for FY23 to help cover increased and additional expenses. However, in reviewing our upcoming expenses, it appears we may need to request more. Our upcoming expenses total \$2,204 as follows:

- \$60 Nite Owl (additional charge for printing ASSET budget books)
- \$990 January Hearing and Work Session Meals
- \$674 Dropbox annual fee
- \$480 Web Hosting annual fee

Hochstein and Fischer said there may be a less expensive storage option such as an iCloud source that we could look at. Due to security issues, etc., we will hold off on this discussion for now and review later.

Schildroth explained that the City of Ames has a print shop and used to print the ASSET budget books. In reviewing the costs with the Print Shop Manager, it was determined that the budget books could be printed at the Print Shop at a lesser cost than outsourcing the job.

After further discussion, it was decided to ask each Funder for an additional \$400 instead of the \$200 as previously discussed for the FY23 General Fund. Kresse explained that United Way is charging the January meals to their Hy-Vee charge account and will need to get reimbursed by the end of the fiscal year.

Kresse asked Schroeder if this will be an issue for ISU Government. Schroeder explained that they’ll have to take the \$400 additional request to the Senate and they can say ‘no’ to the additional funds.

Schildroth motioned to revise the additional request to the FY23 ASSET General Fund from \$200 to \$400. Hochstein seconded. Motion passed unanimously.

NEW BUSINESS

There was discussion about possible changes to explore regarding printing, digital storing, and the website:

- using the City of Ames Print Shop to print the ASSET budget books
- options for iCloud storage
- website changes/refresh

It was further suggested revising next year's invoice to the Funders for the General Fund account from \$600 to \$1,000. Schroeder stated it would not be an issue for ISU Student Government next FY.

Fischer moved approval of increasing the Funder's General Fund amount from \$600 to \$1,000 annually effective July 1, 2023. Hochstein seconded. Motion carried unanimously.

CLEAR IMPACT SCORECARD UPDATE – NONE

ADDITION ITEMS/CONCERNS – NONE

INFORMATION/ANNOUNCEMENTS

January 20, 2023 – Recommendations Posted

MEETINGS

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

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

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

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

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

MEETING ADJOURNED AT 12:53 PM