

# MINUTES

## ASSET Meeting

February 15, 2018

5:00 pm

City Church

The Analysis of Social Services Evaluation Team (ASSET) was called to order at 5:00 p.m. by Chair Matt Soderstrum at City Church, 2400 Oakwood Road, Ames, Iowa with the following members present: Sue Draper, Michelle Fullerton, Mary Beth Golemo, Liz Hertz, Jean Kresse, Lisa McCoy, Judy Meierkord, Dave Morris, Craig Ogilvie, Brian Phillips, Jen Schill, Matt Soderstrum, Melonie Stall, and Kim Stephens. Also present: Gloria Symons.

### WELCOME/ INTRODUCTIONS

Introductions took place.

**APPROVAL OF JANUARY 18, 2018 ASSET MINUTES** – Moved by Golemo and seconded by McCoy to approve the January 18, 2018 minutes. Motion approved unanimously.

### TREASURER'S REPORT

Treasurer Fullerton reported a balance of \$4,546.18.

### REPORTS

**Administrative Team** – Ms. Kresse told the group that the Administrative Team discussed the need for more information from agencies on large increases for new or expanded services. The team discussed forming a committee to determine criteria for new or expanded services. Some of the questions that could be added include:

Is it part of their strategic plan?

Is there board approval on the expansion?

Is there a sustainability plan for the program?

Ms. Kresse said that seeing concrete plans will be important for future requests to make it fair to agencies and volunteers. It will also give funders the opportunity to discuss community needs and how programs fit in with the needs.

Ms. Kresse reminded the group that liaisons gave brief presentations on their agencies in December. The Administrative Team would like to know if written liaison reports are sufficient, or if they like the brief highlights given in December. Mr. Morris said he receives most of the information from the reports posted online. Ms. Draper concurred. Ms. Stall said it would be nice if the liaison reports were part of the packets so volunteers don't have to print them off. Ms. Fullerton said volunteers could still feel free to share anything that wasn't on their liaison report at the meeting in December. Ms. Golemo stated that an option to ask questions of each other would be helpful. Ms. Hertz said even though that information is good, she's not sure if it's effective since it's a month in advance. She relies on the written reports.

Ms. Stall said it would be very helpful to her as Treasurer of NAMI to meet with the funders as a group to ask how she's supposed to be asking for funding and from whom. Ms. Kresse said a lot of time isn't spent on funder priorities at the agency training, but there could be more attention given. She stated

that the Director could seek assistance from funders to determine best way to request funds. Ms. Kresse said the scorecard will assist in seeing if impact is being had with programs.

Mr. Ogilvie asked about the client statistics portion of the budget forms and wonders if more sensitivity should be given to "gender" section. Ms. Hertz said she wants to make sure the collection of information by agencies isn't made more difficult for them if it doesn't help ASSET in decision making. Ms. Symons said if any new information will need collected the agencies will need enough advance notice to make the change.

**Volunteers** – no report.

**Agencies/ Panel Representatives** – Mr. Phillips told the group that Erika Peterson, as panel representative for ASSET, sent a report for him to deliver. She was part of the discussion at the Story County Human Services Council (SCHSC) regarding the value of panel representatives to ASSET and to SCHSC. She reported that the committee approved a motion to redesign the panel representative position from three people to one person to continue the communication sharing. Ms. Kresse said Policies and Procedures would need changed if this was approved by ASSET.

#### **NEW BUSINESS**

- A. ASSET Calendar for 2018/19 – The group received the new calendar.
- B. ASSET Officers for 2018/19 – Moved by Meierkord and seconded by Draper to appoint Tim Lubinus as ASSET Chair. Motion approved unanimously. Moved by Hertz and seconded by Fullerton to appoint Lisa McCoy as Vice Chair. Motion approved unanimously. Moved by McCoy and seconded by Hertz to re-appoint Michelle Fullerton as Treasurer. Motion approved unanimously.

#### **ADDITIONAL ITEMS**

Ms. Kresse thanked Mr. Soderstrum for his service as ASSET Chair over the last year. It was noted that Sue Draper and Craig Ogilvie are finished with their terms.

#### **INFORMATION/ ANNOUNCEMENTS:**

- A. Funding Letters sent: February 28, 2018
- B. Next Administrative Team Meeting: April 4, 2018 at United Way (12:15 p.m.)
- C. Next ASSET Meeting: April 12, 2018 at City Church (5:00 p.m.)

#### **ADJOURNMENT**

Moved by Draper and seconded by McCoy to adjourn. The meeting was adjourned at 5:26 p.m.