AGENDA
ASSET Agency Orientation
August 17, 2020 – 1:00 pm
Virtual Zoom Meeting

1. **Welcome and Introductions (Deb)**
   A.   Administrative Team
      i.   City of Ames Staff– Deb Schildroth
      ii.   ISU Student Government – Lucy Dougherty
      iii.   Story County Staff – Sandra King
      iv.   United Way of Story County Staff – Jean Kresse
      vi.   Chair – Keith Hobson
      vii.   Vice Chair – Ashley Thompson
      viii. Treasurer – Jen Schill
      ix.   Past Chair – Lisa McCoy
   B.   Volunteers
   C.   Agency Representative
   D.   Administrative Assistant – Tori Pierce

2. **Open Meetings & Open Records** *(Deb Schildroth)*

3. **Review of Documents Required** *(Deb Schildroth)*
   (All due by September 30 unless otherwise noted)
   A.   Budget Request
   B.   Audit (due no later than six months after end of FY)
   C.   Form 990 (due no later than six months after end of FY)
   D.   Balance Sheet – (ABF-6)
   E.   Board Member list
   F.   Board Meeting dates
   G.   Mid Year Program Updates – electronic (due by December 15)
   H.   Board Meeting Minutes – *New!* (upload after Board meetings)

4. **Dates to Remember** *(Jean Kresse)*
   A.   ASSET Calendar – on website
   B.   ASSET meetings
   C.   Liaison Visits
   D.   New/Expanded Service Notification
   E.   Budgets Due – September 30
   F.   Liaison Reports Due – November 19
   G.   Mid-Year Reports Due – December 15
   H.   Hearings – January 6 and 7 at 4:30 p.m. (City Church, 2400 Oakwood Road)
      i.   Who needs to be present
      ii.   What should be presented (focus on budget)
      iii.   Policy on handouts and food

I.   Panel Work Sessions – January 11, 13, 14 at 4:30 p.m. (City Church)
   i.   Education work session - Monday, Financial Stability work session - Wednesday, Health work session - Thursday
   ii.   Who needs to be present
   iii.   What is the purpose?
J.   Funding Recommendations Posted – January 22

5.   **Outcomes- Clear Impact Scorecard** *(Anneke)*

6.   **Resources** *(Sandra King)*
   A.   ASSET Reference Manual – in packet
   B.   Policies and Procedures – in packet
   C.   Website – www.storycountyasset.org
   D.   Administrative Assistant

7.   **Web Page** *(Tori Pierce)*

8.   **Budget Forms Demonstration** *(Tori Pierce)*

9.   **Other Comments and Questions**