

# ASGK Meeting Minutes

## 2 October 2024

**Attendance:** Beth Parker, Jessica McCoy, Tiffany Baldwin, Tara Pittack, Nikki Heil, Kelsey Willis, Tiffany Meyer, Lisa Campbell, Christine Boyd, Mellisa Monroy, Andrea Anderson, Katie Stewart

**Meeting commenced: 18:15**

### **B PRESIDENT/VICE PRESIDENT:**

#### **Previous/New Items:**

- Flyer distribution for Zombie Run and Polish Pottery
  - Foggy Fields needs to start being advertised.
  - Print 35 full sheets and give to German Post Office and they will distribute. Also bring to US post office, MFRC, Natex, Library/DHL.
  - In contact with Nicole Ciravella for USAG. Ask Lauralee if interested in helping with JFC.
- GK Fall Festival - Oct 30th
  - Schedule: Flu line 1-4, chapel kids activities in building 109 from 2-4, zombie run 4:30, trunk or treat 5:30-8, German Biergarten, possible car smash, still working on food options.
  - Zombie run - don't forget to sign up & buy a t-shirt!
    - We have 2 zombies & 4 runners signed up so far, expect others to sign up soon.
      - Currently 2 zombies & 6 runners signed up.
      - Send info to JROTC and Cross Country for possible zombies.
      - Still waiting on Andrews process to sponsor.
    - Bake sale at Polish Pottery to fundraise for Zombie run - please sign up to bring a baked good/ work at the table

- Offer polish pottery bucks for people who have donated baked goods. Live drawing on Friday morning, pick up prize at register. Approved €20
  - Will need board members to volunteer for setup, runner check in, shirt distribution, etc
    - Who can commit? Christine, Tiffany, Nikki
    - Ask general ASGK for volunteers for baked goods
- Foggy Fields
  - NSU Distro - I will be gone from 3-18 October. After new FF bucks are printed I will need help going to the NSUs to promote FF. Would anyone be willing to walk into one of the NSUs, find someone to tell about FF, give them some flyers to give out, give them a €5 or €10 certificate, and take a photo for advertising on our FB page? I can help when I get back but if a few 1-2 person teams could commit to 1-2 NSUs that would be so helpful. I'd really like to get started with that as soon as we have the bucks printed.
    - NSU list
      - Tara- will pass out FF bucks to NSUs
  - Michelle at 470th PA helped me talk to legal - still can't do raffles but we can do door prizes. We also did a silent auction last year, right?
  - FF Bucks
    - Approved €100 for NSUs
    - How much do we want to approve for community distribution outside of the NSUs? Last year it was €150. We're giving away €25 at October event, gave €25 at Sept event (right?)
      - Approved €250
- Next ASGK board meeting
  - November 13th @ Beth's
  - Who can host December- Andrea
  - January- Tara

## **Welfare requests**

- Junior Leadership Conference- leadership training sponsored by DODEA. Anne Guest (AFNORTH sponsor) requesting €300 to help cover fees. Approved
- Beth requesting donation for domestic violence awareness day on GK Oct 9 raffle basket. Approved purchasing diffuser for €45.49

## **COMMITTEE REPORTS**

### **TREASURER:**

- USD account: €2,860.51
- EURO account: \$11,877.63
- Foggy Fields account: €11,027.80
- Cash Box EURO: €225.66
- Cash Box USD: \$289
- SumUp account: €683.36
  - Now sells memberships, t-shirts and zombie run registrations
- Polish Pottery Bucks: spent €60
- Foggy Fields Bucks: spent €10
- YTD income: €8,279.00
  - Memberships: €1920.00
- Monthly events:
- Working on Veterans box- whisky with glasses/stones

### **PARLIAMENTARIAN:**

- Plan to have bylaws to members by Oct 15 to view and vote on.
- Will meet with legal to “pre-approve” before sending to members to vote on.
- Members will then have one month to vote.
- Foggy Fields event insurance research
  - Geilenkirchen company (Ericon) approx €300 for €5 million coverage.

## **PUBLICITY:**

- WELCOME
  - Publicity is now a 2-woman show! Thank you Kelsey for stepping up to help out and co-own this publicity role. We are beyond excited to have you here!
- PRINTS
  - Our new printer (onlyprint.de) is GREAT - coming in at half the price of our previous printer.
  - Pottery flyers, full and 1/2 sheets, have been handed over for distribution (€73.10).
  - Foggy Fields Flyers will arrive this week (100 full page event flyer, 100 volunteer flyer, 500 1/2 sheet event flyer, 150 1/2 sheet volunteer flyer) (€181.26).
  - We also printed the Membership Flyer - 150 1/2 sheet flyers.
- DIGITAL ADS
  - All the October & November events and membership ads went to the digital boards at GK, JFC, and the Hub.
  - Note, GK's layout is vertical and therefore different than JFC and Hub (horizontal).
  - Sent Polish Pottery to AFNORTH Elementary and Middle/High School for distribution.
- SOCIAL MEDIA
  - Facebook posts have included:
    - T-shirt Design Contest Posts
    - Board Member Bios
    - October Bingo
    - October Zombie Run
    - Polish Pottery
    - Polish Pottery Volunteer Request
    - Foggy Fields
    - Foggy Fields Volunteer Request
    - Foggy Fields Private Orgs Sign-up
      - Currently 4 signed up. Private Orgs have been emailed directly.
      - When relaying attendance numbers: give previous years numbers with no guarantee for this years attendance

- \* All has been posted to our FB sites and cross-posted accordingly to the other 5-6 sites we promote on
- ASGK new table cloth has been ordered (NavyBlue with white logo, \$101)
- FOGGY FIELDS
  - Everything that I can do is done (Flyers, directional signage, Vendor Spotlight templates, etc.)
- SUGGESTION
  - Upcoming event registration form - we should add “How did you hear about this event?” so we can more strategically advertise.
  - **Melissa- Add info to membership form**
- PUBLICITY TO DO
  - **New ASGK Banner - file is ready - I just need to connect/confirm with Clint we are good**
  - **November Bunco Ad**
  - **December PJ Party Ad**

### **HOSPITALITY:**

- October, November and December events are set and planned (Oct 7, Nov 22, Dec 4). If anyone wants to help set up bingo, it will be at 12.
- **Requesting costume prize Polish Pottery bucks. Approved €20**
- **December event at the Hub: €200 for room, light snacks (wings and chips/dips), and drinks. Does not cover alcohol but bartender available.**
  - **Cannot advertise childcare but can say there will be a child friendly area.**
  - **Add to sign up information: Child area available please contact ASGK for details.**
- Foggy fields crockpot meal party at Andrea’s on November 4th during the school day.
  - Who can come?
    - **Andrea, Christine, Katie, Nikki**

### **MEMBERSHIP:**

- Reminder emails sent for Oct event 40 people RSVPd - 3 families with childcare (5 kids total)
- **Newsletter to be finalized after meeting**
  - **Include membership link**
  - **Water to wine raffle**
  - **Include links to flyers- coming up: Polish Pottery link etc**

- T-shirt contest ended
  - Discuss black t-shirt price
    - [Tabled](#)
- [Add sum up link to pay for memberships](#)

### **SCHOLARSHIPS:**

- No update

### **VOLUNTEER:**

- Childcare is covered for the October event. As of Sunday there are only 3 kids signed up, so we don't even need a volunteer.
  - [Now 5 children](#)
- I am still undetermined if I am coming to the Oct. event. I am waiting to see if I have to be at Scouts that night (have to have at least one female leader) or if I can come to ASGK. If I cannot make the ASGK event, make sure:
  - The childcare basket makes it into the childcare room and the folder with the sign in/out sheet is pulled out for Sheila.
  - Melissa should print out the names of the kids that are RSVPed so Sheila can have a list of who to expect.
  - If someone that for sure will be there at the event would like to volunteer their laptop to be plugged in with a few pre-downloaded (G rated) movies for the kids to watch that would be great. If I am coming, I will bring mine.
  - [Be sure to pay Sheila before event ends](#)
- [I will send out the childcare email by Wednesday](#) letting them know they are accepted for childcare and to remember to sign in/out their kids and feed them dinner before coming.
- We are nominating Andrea for the volunteer of the quarter award, all of her info has already been submitted to Tara.
- PP still needs more volunteers in all slots for all 3 days. [We need to push this some more to get more traction, posting on the public community pages as well.](#)
- Only 5 people have signed up to bring something to the bake sale.

### **HISTORIAN:**

- Instagram link active on website.

- All event flyers have posted to the website.
- Add “memberships now payable online”.

### **FOGGY FIELDS:**

- Polish Pottery
  - Need to & will be pushing volunteer advertising - almost no one is signed up for wrapping.
  - Distributed flyers at the school for student childcare volunteers - US MHS & Canadian sections.
- Foggy Fields:
  - We need someone to be Santa.
  - We need to be on the hunt for a hat and jacket that can be used as a conductor outfit whether borrowed or cheap find at a thrift store.
  - 34 vendors currently signed up.
  - Damian has sent out PO contracts & a reminder.
  - Working on entertainment:
    - SHAPE Band
    - AFNorth MHS Band
    - possibly the Gillrath Trommler und Pfeifferkorps

### **SPECIAL EVENTS:**

- No updates

**Meeting Adjourned at: 19:20**