

ASGK MEETING MINUTES

🌞 12 June 2025 🌞

Attendance: Sarah, Karrie, Amina, Jen, Julia, Tara, Nikki, Jesse, Kimberly, Meg, Melissa

Meeting Commenced: 1020 Nikki called to order

PRESIDENT/VICE PRESIDENT:

- Robert Rule of Order
 - Cheat Sheet handed out. **PUT IT IN YOUR BINDER**
- Board pictures - Tiffany M has offered to take for us
 - She moves in August. We can do group and individual photos
- Vacant board positions: Vice President, Foggy fields, Membership, Special events
 - Could also use a vendor liaison
 - Has VP been vendor liaison? Brooke has been and is PCSing. Previous by-laws indicated VP responsible. We will consider both options. Recruit for VP and VL.
 - Sarah has accepted being President moving forward (I will still work along side her until end of July) so we need to start recruiting for VP! “Excited (but nervous) to step into role of President! “
 - Nikki motioned for vote for Sarah to be president, Jesse second, passed.
 - Karrie has decided to step down due to personal reasons. Amina would like to take over as hospitality chair and Karrie will still help her out. We will still look into forming committees for hospitality and foggy fields. It is updated on membership form.
 - Motion for Amina to be Hosp Chair, Meg second, passed.
- Tshirts - Poll said lets do board shirts to get us through the summer and then we can do a contest in the fall (as early as August). Tara is in communication with Shannen down at Spang to get a quote on navy blue v-necks with our logo on them
 - Shannen is 20 euro per shirt, custom ink is 23 each; Get second quote to include BOARD MEMBER on back
 - We want screen print, not vinyl
 - We can either pay our own or can request ASGK budget item to cover all or some
 - Keep in mind, board membership fees are paid by ASGK this year
 - It is not a requirement to buy membership shirt
 - Nikki motion to do board shirt, navy with new logo on front, (possibility of BOARD MEMBER on the back if cost is insignificant), Meg seconds, passed.
- **Freedom fest participation - Forms are in, sign up genius created, get volunteers! Cost is 75 euro because we get a 25 euro discount for using our own tent and table. Anyone have a table for us to use? -Julia**
 - Maybe but kind of probably a no for participating. Our private org paperwork expired in March 2025, in part due to name change. Renewal requires several

components which are still in motion and some are out of our control. HUB is doing their best to help us but legal at SHAPE has indicated no exception will be made

- Continue to find volunteers and be willing to cancel but do not wait and wind up in need
- Cash box needs exec board member present
 - Missing 7-8 and 8-9 slots
 - Can we make a memo for an exception to allow a chair instead? **Tara and Julia will discuss later**
 - When do cancel if we are not able to be present?
 - Can we have a table without fundraising?
 - Are we even an entity? Is info table ok?
 - Offer memberships, share about events
 - Face painting doesn't cost us any thing
 - Can we accept donations?
 - NIKKI
 - BECAUSE WE LAPSED, WE CANNOT BE A FULL BOOTH AT FREEDOM FEST. We can be an info table and have an activity. NO cash but can accept membership payments online. Would not require a board member. 4 people per shift should suffice. Stencils available for face paint
- **Dates that still needed decided on:**
 - **Poland Trip - August 7-10?**
 - Check calendars and discuss outside meeting
 - Online poll - **Julia will submit to group chat**
 - Go before the pottery festival (13 through 17)
 - Road trip 7 to 11 hours, depending on direction
 - Member responsible for their own expenses. Rooms are likely 20 a night; estimate is 250 per person for lodging, food, gas.
 - Offer poll to membership to see which pieces they are most interested in
 - Fall Polish Pottery - Jenna/Weisa/Darius have basically said November 20-22 is the only weekend that works for them
 - Weekend AFTER foggy fields
 - Hard to get volunteers, publicity will be over shadowed by FF, could also be Christmas market season
 - Millinas does not want to be involved with FF, they will not come if we invited another company
 - Can we invite a vendor to FF instead? Is it worth our ROI?
 - Sarah and I have discussed offering october one more time. ICC has Oct 23-25 available but that is a long weekend for AFNorth (also weekend after fall break) Fall festival will be following weekend. (Zombie run last year)
 - Nikki amending discussion: Decision encouraged today
 - Nikki motion to abandon Nov date - passed
 - Motion to vote for October date - Nikki, passes

- Look into Bagging at commissary
 - We made 267 USD and 208 euro at last bagging
 - Who would coordinate? Whoever has the contact, but can be assigned to a specific position - volunteer, hospitality

TREASURER:

- Accounts:
 - Tara presented current balances
- Funding Request:
 - **\$ 2,000 - Cub Scouts to cover leader fees/20 adult leaders. 113 per person**
 - We did recently give them \$500; our annual welfare budget is 6k. We still have an extra 1,9k and approved most requests. In the past we have declined requests this large.
 - Julia Motion to give maximum of 500, Meg seconded: passed
 - **KUDOs (Kids understanding deployment operations) POC asking for 1K to purchase... Supplies for the kids, dog tags and things like that ..**
It'll be a GKbase wide event expecting 200 participants. Kids will process thru a deployment line and Deploy.
 Down to 75 participants, they've received 1000 from MWR,
 Discussion was had for 500 donation, we can pass out something with our logo; **Tara will get stress ball quotes**
 Motion to approve 500 plus stress, Jesse second; passed
- **Receipt reimbursement process & purchases with card overview**
 - **Do not use your own card when purchasing things online. We have our own card. Contact Tara**
- Mailing out scholarships this next week, low on checks due to Name change but will make online and print until bank is resolved
 - Waiting to send out checks until we have ALL winners' student IDs.
- IRS Update:
 - Filing the name change with the IRS Friday, then can update bank account.
- Proposed budget includes fees we have not been prepared for in years past
 - Concerns about costs and making sure we do not take budget items away
 - Julia suggested making Spring Market a 2000 line item
 - Motion to adopt - Julia, Meg second, passed

PARLIAMENTARIAN:

- Bylaws and constitution update
 - Put your signed copy in your binder

- ASGK will be supporting the monthly Afnorth Used Book Sale. We will have a basket at the check-in table each month, Julia will collect the books and get them to the school or coordinate it being done, AMINA knows to grab a basket from the closet each month, and all the info and needed graphics have been created and given to Jesse. Will coordinate with Tara as needed.
 - Will offer raffle ticket for book donation
- **Goal setting/sharing, review ASGK mission statement and tie into parliamentary procedures**

PUBLICITY:

- Volunteer to promote ice cream social on facebook
- Jesse updated our membership flyers and I got some ordered this week for newcomers briefs and other recruiting events this summer
- Will add Jesse as admin to have easier access for posting information
- Jesse will put branding kit together to create uniformity
- July newsletter will start rolling

HOSPITALITY:

- No updates
Amina is now in this role!

MEMBERSHIP:

- Tara updated membership form for 2025-2026. QR code has been made.
- **Newcomers brief. Today's got cancelled. The next one is June 26th. Nikki can try to be there but who can assist? Is there someone who can cover July 10?**
 - Julia and Meg will be able to assist, Jesse is a maybe - June 26
 - Meg and Kimberly 10 July

VOLUNTEER:

- FBLA presented us with a certificate to thank us for our welfare request. They have offered to help us in the future with any volunteer/childcare opportunities. We just need to reach out to Mr. Duarte with specific needs (volunteer chair).
- Update on current state of freedom fest volunteer sign ups

SCHOLARSHIP:

- Gift cards were given to graders
- End of year award ceremony on June 11th was a success (Thanks Meg and Kim!)

HISTORIAN:

- **Is the Wix website billing info up to date MELISSA please check with Tara**
- Thanks Tara for updating the majority of the website. I will finish editing a few missing things once I get turnover.

FOGGY FIELDS:

- Sent out contracts - 11 have come back
- **To do list: reach out to entertainment, reserve tables/chair, Start looking into Childcare Options for volunteers during the event, Start Thinking of ways we can get free food for volunteers and Vendors**
 - SHAPE band, military wives choir, Joy for violin?
 - **NIKKI - contact info for tables/chairs** will need translator
 - Childcare - FBLA? We have used chapel (must pay them and use their personnel; 109 is an option, Sheila, Natasha
 - Need to figure out Free Food - Natex, Commissary, Andrews Federal
 -
- Still waiting for military liaison and maintenance liaison
- Besides getting a foggy fields chair, would be nice to have a vendor liaison
- Jenna is sending us the binders with Lauralee this weekend
- First meeting: **Start now with once a month and roll into every two weeks.**

SPECIAL EVENTS:

- No updates

Next meeting 10 July 1700, location TBD

Access to drive will be finalized this week

Meeting Concluded: **Motion to adjourn Meg, second Julia, 1200 adjourned**