

**"NATO Charity Bazaar" ASBL**  
Avenue du Maréchal 20B, 1180 Uccle, Belgium.  
No: 874.358.592  
General Meeting  
25 September 2012

The General Meeting started at 10h10

In Attendance: 33 Full Members were present or represented

Absent: Georgia, Iceland, Luxembourg and Sweden

**1. Agenda – Susanne Christtreu (President) / [president@natocharitybazaar.org](mailto:president@natocharitybazaar.org)**

**1.1. Welcome to new members**

Susanne welcomed the following new members: Yves Lecoq (ANR **Belgium**), Ivaylo Toshirov (ANR **Bulgaria**), Bisserka Bondinova (2<sup>nd</sup> ANR **Bulgaria**), Francine Pilon (2<sup>nd</sup> ANR **Canada**), Helen Veidebaum (NR **Estonia**), Isabelle Menager (ANR **France**), Libija Jovanoska (ANR **FYROM\***), Linda Bucena (2<sup>nd</sup> ANR **Latvia**), Vilma Zukiene (NR **Lithuania**), Gonnje Laarhoven, (NR **The Netherlands**), Katarina Enne (ANR **Norway**), Maria Galusca (NR **Romania**), Devrim Ince (2<sup>nd</sup> ANR **Turkey**), Sally Cawdery (ANR **UK**) and Martina Hogg (NR **USA**). She also welcomed the following new members, who were not present at the meeting: Caroline Wood (ANR **Canada**), Eva Kereki (NR **Hungary**), Kristina Rajcsanyi-Müller (ANR **Hungary**) and Encarnación Banegas Hernandez (NR **Spain**). A vote by the General Assembly to confirm these new members was unanimous.

**1.2. Farewell to members**

Susanne called Mirjana Hranj (ANR **Croatia**), up and thanked her for all of her hard work and dedication to the Bazaar. We wish her the best of luck in all of her future endeavors.

**1.3. Approval of minutes – 11 September 2012**

A motion to approve the minutes of the GA meeting on 11 September 2012 was made and seconded. The vote by the General Assembly resulted in the unanimous approval of said minutes.

**2. Tombola Update – Rebecca Verdoes (Tombola Coordinator) / [tombola@natocharitybazaar.org](mailto:tombola@natocharitybazaar.org)**

Although the deadline for the Tombola prize submissions was the date of this meeting, we have only received prizes from 11 nations. Rebecca encouraged the nations to provide their list of prizes (two (2) from each country at a value of not less than 100€each) as soon as possible, along with a digital photo of each prize if at all possible. The *Prize List* form can be found in the "Members Only" section of our web-site under "Forms". Remember to rename the file with your country in the file name, i.e. USA-Tombola Prize List.

The bags distributed to each nation before the meeting contain the tickets, a copy of the ticket allocation sheet (the second one has been signed and returned to the Tombola Team), the Tombola Prize List as well as the Tombola instruction sheet. Each nation has received the same number of tickets as last year. Rebecca explained that the tickets were in blocks of 100, and apologized for the fact that the tickets were not stapled in stacks of ten (10), due to a misunderstanding with the reproduction department. Ticket prices are the same as last year – 2.50 €per ticket, and the nations may sell as many tickets as they would like. All unsold tickets are to be returned to the Tombola Team no later than Sunday, November 18<sup>th</sup>, before the start of the actual Tombola.

The lottery was held before the meeting to determine which nation will sell Tombola tickets on which of the following dates: October 2, 3, 16, 17, 23, 24, 25, 30 and 31, as well as November 5, 6, 7, 12, 13 and 14. Ticket Sales will take place in front of the ING Bank (Press Hall) – the same place as the Bake Sale. The nations are responsible for swapping their allocated sales date, but must keep the Tombola Team informed. An NCB Board member will be available during the ticket sales to update the prize lists and offer additional tickets and assistance as needed.

Rebecca explained several ways in which the nations can decorate their Tombola Ticket Sales tables, as well as specifying what the NCB Board will provide and what each nation is responsible for.

She also informed the members that Mobistar has kindly donated a telephone which we can use to message prize winners.

**3. Membership/Bake Sale Update – Linda Aziz Skou (Secretary/Membership/Bake Sales)/[secretary@natocharitybazaar.org](mailto:secretary@natocharitybazaar.org)**

**3.1.** Linda went through the instructions for the Bake sale on Thursday, September 27<sup>th</sup>, encouraging the members to remember to include a short description of the ingredients of their baked good, small country flags and the name, country and telephone number of the person who will be picking up the serving plate. She reminded them that she is NOT responsible for any serving dishes which are NOT picked up, and that the platters should be picked up no later than 14h00. As people often begin buying as early as 8hrs30, she and Jette will be there at about 7h30 to start setting up. However, the members are welcome to come and help at any time for as long or short a time as they wish.

**3.2.** She then encouraged the members to remember to inform her in advance of the planned departure of any members of the General Assembly team, as well as to make sure that any new members submit to her all of the requested membership contact information.

She then explained the "Membership Contact Form" to the members, urging all of the nations to please help her keep our membership up to date. She showed them where they could find the form in the "Members Only" section of our web-site, explaining how to fill it in, save it to their computer and then attach it to an e-mail addressed to her.

**4. Charity Voting Results – Susanne Christtreu (President) / [president@natocharitybazaar.org](mailto:president@natocharitybazaar.org)**

The Belgian and International Briefing Book 2012 were handed out to members - one set per nation. Susanne explained that the text in red under the heading "Organization" is the original listing of the projects (before the vote). She also asked the members to please let us know if there are any corrections to the results.

- 4.1. She went through the results of the vote on the eight (8) Belgian charity applicants, explaining that they are now listed in order of priority. She went on to explain that, if we bring in the same amount of money this year as we did last year, almost all of the Belgian charities can be funded. *(The amount shown on the slides (65,850 €) has been adjusted to depict the difference between last year's 50% - 50% division of funds between Belgian and International Charity applicants, to this year's 35% - 65% division of funds between Belgian and International Charity applicants.)*
- 4.2. She then showed the results of the vote on the 22 International charity applicants, explaining that the 17 projects highlighted by a yellow background are the ones that we will be able to fund, if we make the same amount of money this year as last year. *(The amount shown on the slides (122.000 €) has been adjusted to depict the difference between last year's 50% - 50% division of funds between Belgian and International Charity applicants, to this year's 35% - 65% division of funds between Belgian and International Charity applicants.)*

The Briefing Books and voting result will be placed on the Members page of the website as soon as possible.

**5. Bazaar Update – Jette Holm Kristensen (VP / Bazaar Coordinator / Web Designer) / [coordinator@natocharitybazaar.org](mailto:coordinator@natocharitybazaar.org)**

- 5.1. Jette showed the members our new poster announcing the dates of the Bazaar this year. She explained that we expect to have 33 national stands and 21 nations participating in the International restaurant. Only two (2) nations (Iceland and Sweden) have not returned the "Participation Questionnaires".
- 5.2. Set-up for the Bazaar is Saturday, 17 Nov. from 8h – 16h30. The Bazaar will take place on Sunday, 18 Nov. from 9h – 16h30.
- 5.3. Jette then showed the members a *draft* of the floor plan, explaining that, although we would like to give each nation the same spot as last year, we cannot guarantee this, as we might have to make a few changes to give everyone enough space. Therefore, should any nation require *less* space than last year, please let us know as soon as possible.
- 5.4. Each nation will receive the same number of tables as last year, but should you need more, please let us know in advance. We will have the number of tables per nation at the next meeting. Some of the tables will need to be assembled, so please make sure to bring an adjustable wrench or a socket wrench (size 13, 14 and 17).

Each nation may decorate their stand as they wish, but we MUST follow NATO's rules, which included NO nails, tacks, staples, glue or any other damaging materials on the walls or on the tables; NO candles; ONLY lightweight objects may be suspended from the ceiling.

The Board will provide tables, four (4) chairs and each nation's name plate. Access to electricity will only be provided if requested before the Bazaar. Each nation is responsible for bringing their own tools, power cords, extension cords, table and wall decorations, notice boards and a vacuum cleaner for clean up after the Bazaar.

- 5.5. Jette reminded the members that we are looking for entertainment such as music or dance groups from member nations to perform at the Bazaar. So far we have a violinist. Should you know of anyone who would like to perform at the Bazaar, please send Jette an e-mail the above address.
- 5.6. Linda explained that one of the ways we show our appreciation to the NATO staff working during the Bazaar is by giving each of them a food voucher which will allow them to eat at the International Restaurant free of charge. This year the voucher is orange for staff members working on Saturday and green for staff members working on Sunday.

She also explained that each year we ask the nations to **please bring one (1) bottle of wine or spirits (ideally from their own country if possible) to the October 23<sup>rd</sup> meeting.** We will place an NCB label on each bottle, which will then be distributed among the NATO staff as a thank you for all of their help before and during the Bazaar.

**6. Sponsorship Update – Susanne Christreu (President / Sponsorship) / [president@natocharitybazaar.org](mailto:president@natocharitybazaar.org)**

Susanne informed the members that Courtyard by Marriott Hotel, Brussels, has provided two 2-night stays with breakfast in Heidelberg and in Cologne, respectively. She also reminded the members that Mobistar is donating a telephone which we can use to notify Tombola winners about their prizes and to coordinate pick up of said prizes.

**7. Treasurer Update – Alessandra Foresti (Treasurer) / [treasurer@natocharitybazaar.org](mailto:treasurer@natocharitybazaar.org)**

Alessandra informed the members that as of today we have a total of 8.250 € in the bank from our sponsors, 4.893 € from our two (2) bake sales, 678 € from the sale of tickets for Kids' Days and 235 € from the "Outdoor Life" initiative, for a total of 14.056 €. We are waiting for the proceeds from the Bake Sale, which Biljana will be covering on Thursday.

She then explained the Bazaar funds transfer instructions in a simple three-step manner (**All transfers must be completed no later than Tuesday, December 4<sup>th</sup>, 2012.**):

- Transfer the funds either by bank transfer from your bank, an online account transfer or by depositing the cash directly at the Banca Monte Paschi Belgio at NATO HQ Staff Center (IBAN BE69 6434 0149 2878 or BIC BMPBBEBB). Remember to include the message "Contribution to the NCB in 2012 by (your nation's name) in the communication section of your transfer.
- Complete the accounting form.
- Send a scanned copy of your bank transfer transaction receipt and the accounting form in an e-mail to her at the above e-mail address.

Alessandra will e-mail the "Financial Accounting Form" as well as the instructions on filling out the form to the members. Should you have any questions, please do not hesitate to contact her via e-mail.

**8. International Restaurant Update – Venus Kardal (Restaurant Coordinator) / [restaurant@natocharitybazaar.org](mailto:restaurant@natocharitybazaar.org)**

Venus informed the members that 21 nations will be participating in the International Restaurant this year. She explained that she will hold a total of three (3) meetings with the appointed Restaurant Coordinators and their Assistants – the first two will be held on October 4<sup>th</sup> and on **October 12<sup>th</sup> (this meeting has been cancelled)** at the Chalet from 12h00 – 13h00. The final meeting, which will be held in the Restaurant along with the Chef of the restaurant, has not yet been confirmed. She emphasized that the NR's are not to attend these meetings – only their appointed Restaurant Coordinators and Assistants. She then read the "**[Responsibilities of International Restaurant Coordinators and their Assistants](#)**".

She stressed that **the “National Restaurant Coordinator Contact Form”, the “Assistant National Restaurant Coordinator Contact Form” as well as the “Facility/Equipment Request Form” must be submitted to her no later than the October 9<sup>th</sup> meeting.**

## 9. Invitation Lists and Passes – Katia Abinader / [charity@natocharitybazaar.org](mailto:charity@natocharitybazaar.org)

### 9.1. Katia explained that there are three (3) types of invitations:

- VIP (blue) – This invitation is for Ambassadors outside of NATO only. Only these guests along with any guests in their vehicle will be allowed to park within the gates of NATO.
- Guests (yellow) – Each nation will receive six (6) guest invitations. A guest is anyone without a valid NATO pass or Family card, including visiting relatives. Should you need more than six, please ask, as there are often invitations left over. Katia explained that guests will not be allowed to park inside the NATO compound, but will have to park outside the main entrance. Should you have your guests inside your car, you will have to let them out of the car at the main entrance so that they can go through security. You may then pick them back up once they have gone through security and proceed to your parking spot.
- Helpers (white) – Each nation may receive ten (10) helper invitations. These invitations are intended for helpers or possibly entertainers. Holders of this pass will be allowed in through the Z gate if they arrive by car or the main gate if they arrive on foot.

**The above lists**, which can be found in the “Members Only” section of the web-site, **must be submitted in Word format only to Katia at the above e-mail address no later than Monday, October 29<sup>th</sup>, 2012.**

- However, if you would like to receive your invitations at the **October 23<sup>rd</sup> meeting**, you must submit the completed lists by **October 18<sup>th</sup>**.
- If you would like to receive your invitations at the **November 6<sup>th</sup> meeting**, you must submit the completed lists by **November 2<sup>nd</sup>**.
- After November 9<sup>th</sup> no more invitations will be provided.

### 9.2. Should you be expecting any deliveries to be made on either Saturday, November 17<sup>th</sup>, or Sunday, November 18<sup>th</sup>, **you must submit a completed Delivery List in Word-format only to Katia at the above e-mail address no later than Wednesday, November 7<sup>th</sup>, 2012.**

## 10. Fundraising Update – Susanne Christtreu (President / Sponsorship) / [president@natocharitybazaar.org](mailto:president@natocharitybazaar.org)

**10.1** Karen Kiærskou (NR of Denmark) was not able to attend the meeting, so any donations from the “Out-Door-Life for Charity” model should be brought to the next meeting.

**10.2** “Discover Gyrokinesis” classes with Elena Ienco have begun at the NATO Staff Center on Fridays from 12h30 – 13h30. The first lesson is free. All proceeds go to the NATO Charity Bazaar.

**10.3** Dionysia Leolei (NR for Greece) will be holding a Fashion morning on November 8<sup>th</sup> from 9h30 – 12h30. More information to come on this event.

**10.4** Susanne suggested that the NCB hold a car boot sale in the spring for the 2013 Bazaar. She asked that anyone interested in organizing such an event contact her.

## 11. Closing – Susanne Christtreu (President / Sponsorship) / [president@natocharitybazaar.org](mailto:president@natocharitybazaar.org)

Be sure to mark your calendars with the dates for upcoming General Assembly meetings as follows:

- October 9<sup>th</sup> (VIP and Visitor Passes, Bazaar Instructions)
- October 23<sup>rd</sup> (VIP and Visitor Passes, Bazaar Instructions)
- November 6<sup>th</sup> (Final Instructions & After Sales Schedule)

The General Meeting was adjourned at 11hrs55

This document is the original and authentic text.

In the event of litigation, the English version of these minutes shall prevail.

Brussels, 03 October 2012

President, Vice President

Treasurer, Full Members