

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

The General Meeting started at 10h05

In Attendance: 28 Full Members were present or represented

Absent: Artist' Corner, Bulgaria, France, Georgia, Iceland, Luxembourg, Montenegro, Poland, Sweden and United States

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

**1.1. Welcome to new members**

Susanne welcomed the following new members: Julija Vejic (moved from 2<sup>nd</sup> ANR – ANR **Croatia**), Danijea Cignelecki (2<sup>nd</sup> ANR **Croatia**), Martina Kacic (3<sup>rd</sup> ANR **Croatia**), Anna-Liisa Rannikko (ANR **Finland**), Henrietta Videki (2<sup>nd</sup> ANR **Hungary**), Kristine Grasmann (3<sup>rd</sup> ANR **Latvia**), Deac Ovidiu (Stand-in **Romania**), Natasa Petrovic (ANR **Serbia**), Gabriela Slodicková (2<sup>nd</sup> ANR **Slovakia**), Encarnación Banegas (NR **Spain**) and Cristina Rodriguez (2<sup>nd</sup> ANR **Spain**). A vote by the General Assembly to confirm these new members was unanimous.

**1.2. Approval of minutes – 25 September 2012**

A motion to approve the minutes of the GA meeting on 25 September 2012 was made and seconded. The vote by the General Assembly resulted in the unanimous approval of said minutes.

**2. 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, €7.432 from our three (3) bake sales, €78 from the sale of tickets for Kids' Days and €231 from the "Outdoor Life" initiative, for a total of €16.591. Thank you to all who have made this possible. At the next meeting she will compare this amount with the standings last year, and she will repeat the transfer procedure.

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

**3.1.** Linda thanked the members for the amazing result of €2.535,62, which, combined with the other two bake sales, totaled €7.432 – enough to fund several single projects alone. She also told them that she has several platters which were not picked up, and encouraged members to contact her at her office (02-707-6104) to arrange to pick them up.

**3.2.** She then thanked the members for their assistance in keeping our membership up-to-date, explaining the importance of remembering to inform her in advance of the planned departure of any members of the General Assembly team, as well as making 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, showing them where they can 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. Donation Ceremony – Jette Holm Kristensen (Vice-President) / [vice-president@natocharitybazaar.org](mailto:vice-president@natocharitybazaar.org)**

Jette reminded the NR's and ANR's to mark the date of the Donation Ceremony (**28 January 2013**), as they are the ones invited to this event.

**5. 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 still lack prizes from several 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.

We have begun selling tickets, and the nations have done really well so far. Coming sales dates are: October 16, 17, 23, 24, 25, 30 and 31, as well as November 5, 6, 7, 12, 13 and 14. Each nation must keep track of their own sales times. The schedules can be found in the "Members Only" section of our website. Should anyone wish for additional sales times, please contact Stephanie Matthews at the above e-mail address. Ticket Sales take place in front of the ING Bank (Press Hall) – the same place as the Bake Sales. 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. 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.

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 emphasized that the Prize List, which is updated weekly (on Monday) should NOT be given away, but used again and again by each nation selling tickets.

She then stressed the importance that each nation leave the area as clean and nice as possible for the next group. Wipe all tables down and vacuum or sweep the carpet. If you have forgotten to bring a broom and/or vacuum cleaner, we can help you.

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

**6.1.** Jette explained that we expect to have 33 national stands and 22 nations participating in the International restaurant. We have made a few changes: Georgia has switched places with Montenegro and Serbia will be in the Salon d'Ambassadeur next to France. We have one more space available in the Salon d'Ambassadeur, so if you would like to move there, please let us know as soon as possible.

- 6.2. She showed slides which show the size of tables for each nation, ensuring them that they will receive the same number of tables as last year, but should you need more, please let us know in advance. 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). Jette will place this portion of the slides up on the website separately.

Each nation may decorate their stand as festively and elaborately as they wish, but we MUST follow NATO's rules, which include absolutely NO nails, tacks, staples, glue or any other damaging materials on the walls or on the tables; NO candles; ONLY national Name Plates provided by the Board may be suspended from the ceiling via a special magnet system.

The Board will provide tables, four (4) chairs and each nation's name plate. The request sheet for access to electricity was circulated during the meeting and it was stressed that 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.

- 6.3. Set-up for the Bazaar is Saturday, 17 Nov. from 8h – 16h30. The doors will be open at 08h00. Each nation will have tables and chairs, two name plates, two (2) white garbage bags and the "Clean Up Check List" with the number of tables you were allotted last year. Tombola Prizes must be handed in at the Luns Theater no later than 11h00. At 11h00 we will hold an Opening Ceremony rehearsal. At 12h00 Jette will do a walk-through with the Fire Marshall and NATO Security to make sure that all nations have followed the rules stated above. At 14h00 the International Restaurant will close and at 16h30 the whole Bazaar area must be closed.

- 6.4. The Schedule for Sunday is as follows:

08h00 – Opening of the Bazaar area for set-up ONLY

09h15 – Photo session in front of the scene in the café - **All NR's and ANR's must be in place no later than 09h10.**

10h00 – Bazaar officially opens to the public

10h15 – Patrons preview the International Restaurant

10h45 – Patrons preview the national stands

13h00 – Tombola ticket sales end

14h00 – Tombola starts

16h00 – Return of national name signs, tags and flags to the information desk

16h30 – Closing of the Bazaar

Each nation is responsible for cleaning their area COMPLETELY. Remember to bring cleaning materials, brooms and/or vacuum cleaners. All tables must be cleaned – both at the national stands and in the International Restaurant. REMEMBER, Monday morning is business as usual at NATO!!

- 6.5. 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. We also need sound equipment. Hungary will feature a belly dancer. Should you know of anyone who would like to perform at the Bazaar, please send Jette an e-mail the above address.
- 6.6. 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. Greece, Italy and Spain suggested that we limit the number of vouchers allowed per national dish. Linda explained that there are only about 40 vouchers and that one cannot thank someone by denying them the opportunity to eat what they wish. She also encouraged the nations to ensure that the NATO staff receives appropriate portions of food or dessert. However, it was decided that **a food voucher allows the holder a complete meal – main dish, dessert, drink. When presented, the nation is to write on the back of the voucher either 1 meal – (nation) or 1 dessert (nation) or 1 drink (nation), before returning the voucher to the staff member, thereby eliminating any chance of multiple users per voucher. The nations are responsible for writing the text on the back of each voucher.**

Jette then 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.

- 6.7. Jette then instructed the members on how to access all of the material they need in the "Members Only" section of our website. She also encouraged as many as possible to become a member of our Facebook group, by clicking on the Facebook icon on the website. We already have 64 members, but we would like to have a lot more!

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

Venus informed the members that 22 nations will be participating in the International Restaurant this year. Everyone is in the same place as last year. However, the location of some of the national tables has been changed. An updated copy of the International Restaurant Floor Plan will be placed on the website in the "Members Only" section.

Venus encouraged the participating nations to bring their own equipment and utensils if at all possible, as the amount the NATO kitchen has is limited. She stressed that knives **will not** be provided by the restaurant. Each participating nation is responsible for any piece of equipment or any utensil borrowed from the Restaurant. It is IMPERATIVE that all borrowed items be returned in good, clean condition. You will be responsible for replacing any damaged equipment or utensils that your nation has borrowed.

Venus encouraged all **nations wishing to sell on Saturday to sign the Saturday Selling Sheet and return it to her as soon as possible!**

She explained that **the 2<sup>nd</sup> meeting with the appointed Restaurant Coordinators and their Assistants will be held on October 16<sup>th</sup> at the Chalet from 12h00 – 13h00.** The final meeting will be held in the Restaurant along with the Chef of the restaurant on November 15<sup>th</sup> starting at 10h00. She emphasized that the NR's are not to attend these meetings – only their appointed Restaurant Coordinators and Assistants.

On Saturday, set-up begins at 08h00, which includes decorating your tables in the dining area, placing your nation's name plate, checking your helper and delivery passes and checking electricity outlets. You must also have two (2) designated area/table cleaners to ensure that your area is

clean and inviting at all times on both Saturday and Sunday. REMEMBER – NO SMALL CHILDREN IN THE KITCHEN AREA AT ALL!!!  
The International Restaurant closes on Saturday at 14h00.

**Sunday, November 18<sup>th</sup>:**

08h00 - Set-up begins

10h00 - The Bazaar officially opens.

10h15 - Patrons visit the International Restaurant

16h00 – International Restaurant closes - The area must be cleaned and flags and name plates returned to the Info table

16h30 – The Samaritans will come and take any leftover food. They have their own containers.

16h30 – Bazaar over

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

**8.1.** Katia once again 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. Children 12 years old and over must have a family card or receive a guest pass. 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.**

**8.2.** 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.**

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

Due to time constraints this subject was not addressed.

**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 10h30 – 12h30 at the Staff Center Chalet. Space is limited, so do not delay in getting your ticket. Tickets cost normally €20, however, if you would like to buy your ticket today, you will get a discount of €3. All proceeds from the event go directly to the NCB. Posters for the event will be on the website.

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

REMEMBER to turn in your Prize List and your request for Electricity, as well as to sign the Saturday selling sheet and turn it in to Venus!

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

- October 16<sup>th</sup> (International Restaurant Meeting)
- October 23<sup>rd</sup> (VIP and Visitor Passes, Bazaar Instructions)
- November 6<sup>th</sup> (Final Instructions & After Sales Schedule)
- November 15<sup>th</sup> (Final Restaurant Meeting in the NATO Restaurant Kitchen with the Chef)
- January 28<sup>th</sup> (Donation Ceremony for NR’s and ANR’s in the NATO Staff Centre Banquet Room)

The General Meeting was adjourned at 12h05

This document is the original and authentic text.

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

Brussels, 14 October 2012

President, Vice President  
Treasurer, Full Members