

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

The General Meeting started at 10h00

In Attendance: 32 Full Members were present or represented

Absent: Georgia, Iceland, Luxembourg, Sweden and United States

1. Agenda – Susanne Christtreu (President) / president@natocharitybazaar.org

Susanne welcomed the members to the next to the last meeting before the Bazaar. Before getting into the agenda items, she asked them to begin thinking already now about volunteering to be on the NCB Board for next year's Bazaar. We need more help on both Charity Committees, the International Restaurant and the Tombola. Please consider serving with us on this wonderful Board.

1.1. Welcome to new members

Susanne welcomed the following new members: Sabrina Janssens (2nd ANR **Belgium** – not present at the meeting), Marica Nedic (3rd ANR **Bosnia and Herzegovina**), Rachel Doucet-Wells (3rd ANR **Canada**) and Gabriela Slodickova (2nd ANR **Slovakia**). A vote by the General Assembly to confirm these new members was unanimous.

1.2. Approval of minutes – 09 October 2012

As the minutes of the last GA meeting held on 09 October 2012 were not sent out until yesterday (October 22, 2012), it was decided that we will not approve them until the next meeting (06 November 2012).

2. Membership Update – Linda Aziz Skou (Secretary/Membership/Bake Sales)/secretary@natocharitybazaar.org

Linda 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. She pointed out the three (3) changes which have been made to the form, and then explained how to fill it in, save it to their computer and finally attach it to an e-mail addressed to her. Remember to put the name of your nation in the subject line of the e-mail!

She also stressed the importance of informing 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.

3. Donation Ceremony – Jette Holm Kristensen (Vice-President) / vice-president@natocharitybazaar.org

Jette reminded the NR's and ANR's to mark the date of the Donation Ceremony (**28 January 2013 starting at 10h00**), ensuring them that invitations will be sent out soon.

4. Bazaar Update – Jette Holm Kristensen (VP / Bazaar Coordinator / Web Designer) / coordinator@natocharitybazaar.org

4.1. Jette showed the new Floor Plan, explaining the few changes: Georgia has switched places with Montenegro, while Serbia and Ukraine will be in the Salon d'Ambassadeur. She showed the location of the NCB Info Table, which will be manned by the NIC as well as Board members.

Tombola Prizes must be handed in at the Luns Theater between 09h00 and 11h00 on Saturday. At 11h00 we will hold an Opening Ceremony rehearsal.

On Sunday at 09h15 there will be a photo session in front of the scene in the café - **All NR's and ANR's must be in place no later than 09h10.** At 09h45 the Opening Ceremony will begin.

4.2. The Electricity Request Form was again circulated, to ensure that all nations wishing electricity at their national stands will receive it.

4.3. Jette informed the members that so far we have confirmed entertainment from five (5) nations and that there are probably two (2) more acts coming. She thanked the members for their help in this endeavor. However, we can always use more, so if you know of anyone who would like to perform at the Bazaar, please send Jette an e-mail at the above e-mail address.

She also informed the members that her husband, Peder G. Holm, has graciously agreed to be the Stage Manager, and he will be sending information out to our performers soon. She then told the members that the NATO Multi-Media Department will supply us with speakers, CD-player and microphones. However, should you need anything else, you must either bring your own or contact Jette as soon as possible.

4.4. Jette reminded the members 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 before returning the voucher to the NATO staff member.

She then thanked the nations for bringing one (1) bottle of wine or spirits to the meeting today. However, we still lack from several nations. You are welcome to send your contribution to either Jette or Linda at their offices in NATO. Jette is in room number H-208 and her extension is 5367. Linda is in B-350, and her extension is 6104. **REMEMBER that 06 NOV 2012 is the absolute final deadline!!**

4.5. Jette then explained about the After Sales, which will be held 21 – 25 NOV (the week following the Bazaar) from 10h00 – 14h00. After Sales give each nation one more opportunity to sell their goods. Three nations will be selling each day in the Press Hall area. We will hold a lottery to determine the time and date for each nation to hold their After Sales at the 06 NOV meeting. Each nation will receive one (1) table, and all must be self-sufficient!

5. International Restaurant Update – Venus Kardal (Restaurant Coordinator) / 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. As an exception this year only, Belgium has been allowed to have two locations in the International Restaurant – one in the kitchen area and one at their regular location. What they will use their kitchen location for is a surprise! The location of some of the national tables has been changed according to requests. An updated copy of the International Restaurant Floor Plan has been placed in the “Members Only” section of the website.

Sixteen nations will be selling on Saturday. However, should your nation decide to sell on Saturday, send Venus an e-mail as soon as possible. If your nation is selling on Saturday, you may begin loading your food in the refrigerators and on the shelves on Friday, between 16h00 – 18h00. On Saturday, set-up begins at 08h00, which includes decorating your tables in the dining area, placing your nation’s name plate (ONLY official country name plates may be hung from the ceilings), 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.

On Sunday set-up begins at 08h00. The Patrons will preview the International Restaurant at 10h15. Last year, Turkey supplied the refreshments for the pre-Bazaar coffee attended by our Patrons and our Sponsors. This year Portugal will supply the coffee and Canada and Greece will provide a small selection of sweets.

Venus then explained about the placement of garbage bins and tray trolleys inside the International Restaurant as well as outside. Each nation is responsible for the garbage bins closest to their tables, and all nations are responsible for keeping garbage bins and the tray trolleys emptied.

The final Restaurant Coordination meeting will be held in the NATO Restaurant along with the Chef on November 15th starting at 10h00. She emphasized that, as always, the NR’s are not to attend these meetings – only their appointed Restaurant Coordinators and Assistants.

The International Restaurant will close on Sunday at 16h00, leaving the nations ½ hour to clean up. Venus reminded the participating nations each of them is responsible for any piece of equipment or any utensil borrowed from NATO. 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. She also reminded the members to bring their own cleaning supplies, vacuum, broom, etc, as the whole area must be ready for business as usual on Monday.

Any leftover food can be donated to Les Samaritaines, a not for profit organization which provides food for the homeless in Brussels. They will bring their own containers and take any leftovers we wish to donate. Please consider doing this, as it is for a very good cause.

6. Tombola Update – Rebecca Verdoes (Tombola Coordinator) / tombola@natocharitybazaar.org

Stephanie informed the group that Rebecca was, unfortunately, ill and could not attend the meeting. She sends her apologies.

Stephanie encouraged Georgia, Iceland, Latvia, Luxembourg, Montenegro, Poland, Serbia and Sweden to submit their list of prizes as soon as possible, along with a digital photo of each prize if at all possible. (If you will not be participating in the Tombola, please inform the Tombola Team at the above e-mail address as soon as 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.

Twelve countries have held ticket sales, and they have done really well so far. Coming sales dates are: 24, 25, 30 and 31, as well as November 5, 6, 7, 12, 13 and 14. Nations 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 at the above e-mail address. Ticket Sales take place in front of the ING Bank (Press Hall). An NCB Board member will be available during the ticket sales to 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 18th, before the start of the actual Tombola.

Stephanie 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 is updated often and can be printed off the web-site. However, should you wish a copy of it printed out for you, just send an e-mail to the Tombola Team at the address above.

She then stressed how important it is that each nation leave their 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. And please begin cleaning up five (5) minutes before the next nation is to begin so as not to use their Tombola Ticket selling time for you to clean up.

7. Invitation Lists and Passes – Katia Abinader / charity@natocharitybazaar.org

7.1. Katia once again explained the 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 (there is a mistake on the Guest List form stating “children under 18”). 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 29th, 2012.

- If you would like to receive your invitations at the **November 6th meeting**, you must submit the completed lists by **November 2nd**.
- **After November 9th no more invitations will be provided.**

7.2. Should you be expecting any deliveries to be made on either Saturday, November 17th, or Sunday, November 18th, **you must submit a completed Delivery List in Word-format only to Katia at the above e-mail address no later than Wednesday, November 7th, 2012.** Please note that although the Helpers/Delivery list appears to have room for twelve names, there are three lines missing (numbers 5, 6 and 7)!

8. Sponsorship Update – Susanne Christtreu (President / Sponsorship) / president@natocharitybazaar.org

Susanne explained that we have four (4) types of sponsorship – Blue (€500), Silver (€1.000), Gold (€1.500) and Platinum (€2.000 or more).

The NATO Staff Center is our only Platinum sponsor at this time, providing services for over €4.500.

Our Gold sponsors are: DomoXim (rent of unfurnished houses) and Brussels Business Flats (rent of furnished houses) - The two of them share a Gold Sponsorship, ACB Volvo, Carlson Wagonlit Travel Agency, Allianz and ING. Aramark (a true Platinum sponsor) wishes to be listed as a Gold sponsor.

Our Silver sponsors include: Brussels Capital Concierge (Business Consultants) (the owner of which (Carlos) donated the bicycle, which is one of our most sought after prizes) and Forax.

Our Blue Sponsors are Baldi, Banca Monte Paschi Belgio, Concordia Insurance Brokers, Chacalli – who has donated boxes of liquor for the Tombola and the Courtyard Marriott Hotel, which has donated two weekend stays in Heidelberg and Cologne respectively.

Susanne then explained to our members about our so-called “in-house donations”, which do so much work for us that it is unbelievable. IS Graphics Design and Printing Section does more than €7.000 worth of work for us (such as Tombola tickets, Tri-fold, Posters, Pull-ups, etc). IMS Repro also helps, as does the whole NATO staff.

She impressed upon the members that without these services being donated, we would have to pay for them out of the money raised at the Bazaar each year (in excess of . Therefore, spread the word about our wonderful sponsors to everyone.

9. Treasurer Update – Alessandra Foresti (Treasurer) / treasurer@natocharitybazaar.org

Alessandra informed the members that as of 21 OCT we have a total of €18.142 in the bank from our sponsors, €9.750 from sponsors, €7.432 from our three (3) bake sales, €78 from the sale of tickets for Kids’ Days, €231 from the “Outdoor Life” initiative and a €1 donation. Last year at this time we had about €19.500 – a €1.400 difference. However, we have not yet received any donation from our Patrons, and therefore, we are hoping the end result will be several hundred euros over last year’s result.

The members should have received the “Financial Accounting Form” as well as the instructions on filling out the form – Alessandra has sent them to each of our members. She then explained the Bazaar funds transfer instructions in a simple three-step manner (**All transfers must be completed no later than Tuesday, December 4th, 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 2012 NCB + (Name of your nation)” 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.
- Should you have any questions, please do not hesitate to contact Alessandra at the above e-mail.

10. Fundraising Update – Susanne Christtreu (President / Sponsorship) / president@natocharitybazaar.org

10.1. Karen Kiarskou (NR of Denmark) thanked the members for the €231 in donations from the “Out-Door-Life for Charity” which she has received so far. There are still a little over three weeks to go before the Bazaar, so please keep exercising. You may bring your contributions to the next meeting in November.

10.2. “Discover Gyrokinesis” classes with Elena Ienco – Susanne asked the members to consider inviting Elena to one of the meetings after the Bazaar where she could hold a class free of charge directly after the meeting. She assured everyone that it’s easy and wouldn’t require having to change clothes or anything.

10.3. Dionysia Leolei (NR for Greece) will be holding a Fashion morning on November 8th from 10h30 – 12h30 at the Staff Center Chalet. So far there are not enough participants to cover the costs of holding the morning. However, she hopes that that will change. Tickets cost normally €20, but if you would like to buy your ticket today, you will get a discount of €2. Each ticket has a number printed on it, and the ticket holder is automatically entered into a lottery for a consultation worth more than €100. All proceeds from the event go directly to the NCB. Posters for the event will be on the website. You are also welcome to bring a friend, just remember that they must be signed in at the security gate.

11. Closing – Susanne Christtreu (President / Sponsorship) / 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:

- November 6th (Final Instructions & After Sales Schedule)
- November 15th (Final Restaurant Meeting in the NATO Restaurant Kitchen with the Chef)
- January 28th (Donation Ceremony for NR’s and ANR’s in the NATO Staff Centre Banquet Room)

The General Meeting was adjourned at 12h00