

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

The General Meeting started at 10h00

In Attendance: 34 Full Members were present or represented

Absent: Iceland, Luxembourg, Sweden

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

Susanne welcomed the members to the last meeting before the Bazaar. She impressed upon them, that there should not be too much stress but instead we should remember to have fun! Our next General Assembly Meeting will be in March of 2013. However, in the meantime she would like our members to consider volunteering to be on the NCB Board for next year's Bazaar. We need Coordinators and Assistants on the International Charity Committee, the International Restaurant and the Tombola. We also need help with Sponsors as well as with Bazaar Coordination. There is work to be done to continue this fantastic group, so please consider serving with us on this wonderful Board.

Susanne then explained, that although the General Assembly will not be meeting until March, the Board will continue working on such things as revising our Statutes, our Internal Regulations and the Application and Guidelines Forms. We will be sending e-mails to our members requesting their comments, and she encouraged them to reply in a timely manner.

**1.1. Welcome to new members**

Susanne welcomed Sabrina Janssens (2<sup>nd</sup> ANR Belgium – not present at the previous meeting). A vote by the General Assembly to confirm Sabrina as a new member was unanimous.

**1.2. Farewell to members**

Nicolette Ferrier (President of the NIC) was presented with a Farewell Certificate and thanked for all of her hard work and dedication to the Bazaar through many years. Simone Watts (NR Portugal) was also thanked for all of her hard work and dedication to the Bazaar through many years. She will be receiving a certificate as soon as possible.

**1.3. Approval of minutes – 09 OCT 2012 and 23 OCT 2012**

A motion was made and seconded to approve the minutes of the GA meeting held on 09 October 2012. A vote by the General Assembly resulted in the unanimous approval of said minutes.

A motion was made and seconded to approve the minutes of the GA meeting held on 23 October 2012. A vote by the General Assembly resulted in the unanimous approval of said minutes.

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

**2.1. Final Bazaar Instructions – Jette and Linda**

Jette went through the "Final Instructions and Time Tables" for the Bazaar, which will be placed on the web-site as well as e-mailed to the members. She explained that we were trying to get small cards made with key telephone numbers on them, but unfortunately, IMS Supply will not be able to make them for us. However, page 3 of the "2012 - Final Instructions and Schedule of Events-FINAL" has all of the numbers. Jette encouraged all to key especially her GSM number into their own phones, as she is the main "Point of Contact" for anything during the Bazaar. Other key numbers include the GSM numbers of the Tombola Team (Rebecca and Stephanie), Vënus Kardal (International Restaurant) and Susanne.

**2.2. She went through the time schedules for both Saturday and Sunday, emphasizing the following:**

- **SATURDAY:**
  - 09h00 – 11h00:** "Handing in of Tombola Prizes and ALL tickets (sold and unsold) at Luns Theater;
  - 11h00:** Opening Ceremony Rehearsal;
  - 14h00:** Closing of the Restaurant area
- **SUNDAY:**
  - 09h15:** Photo session in front of the scene in the Café area (All NR's and ANR's in place on time)
  - 09h45:** Opening Ceremony in front of the scene in the Café area
  - 14h00:** Tombola starts
  - 16h00:** Return of signs and flags to the Information Desk

**2.3. Linda reminded the members that**

- No commercial vendors are allowed to participate as part of a nation's stall.
- All proceeds must be transferred to the NATO Charity Bazaar ASBL bank account (less legitimate overhead costs).
- The final authority for all aspects of the Bazaar is Susanne.

Jette reminded the members that

- No material may be attached in any way to the NATO walls or ceilings, except the official name plate of the nation.
- Upon arrival on Saturday each nation's area will have tables and chairs, name plates, 2 white garbage bags and the "Clean Up Check List", which must be signed by a Board member *before* the nation may leave the area on Sunday.
- Each nation should bring their own extension cord, broom and dustpan, tape, pens, string, a small ladder, a rubbish container for your stand and a vacuum.

**2.4. Jette informed the members that we have confirmed entertainment from nine (9) nations. She thanked the members for their help in this endeavor. She showed a DRAFT of the entertainment schedule, and reminded everyone involved to remember to send in the "Entertainment Info**

Sheet” to the Stage Manager, (her husband, Peder G. Holm) no later than November 14<sup>th</sup>, to discuss audio needs as well as possible practice times on Saturday.

- 2.5. Jette then went through several slides concerning “Dealing with Trash” to ensure that the members are aware of the importance of keeping ALL areas clean and presentable before, during and after the Bazaar by throwing all paper and cardboard boxes in the BLUE containers and ALL other trash (including plastic) in the RED containers. These will be located behind the restaurant and outside of the Press Hall entrance on both Saturday and Sunday, and outside the main hall exit towards the Staff Centre on Sunday only.

She also explained that we are each responsible for the yellow garbage bins closest to our stands, whether the national stands or those in the restaurant. Should you need more white garbage bags, you can get them at the Info Desk.

She reminded the members that - unless they are permanent tables for the room - ALL tables need to be folded and placed in the trolleys supplied, or disassembled and stacked on the pallets supplied. All chairs must be folded and placed in the trolleys supplied.

Jette also encouraged all of the members to share ALL of the information received during the meetings with their own national team members.

- 2.6. 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 a few nations. Please send your contribution to either Jette or Linda AS SOON AS POSSIBLE 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.

- 2.7. Susanne then went through the Sunday schedule for her, Jette and our Patrons, explaining that she, Mrs. Rasmussen, General Knud Bartels and Ms. Elisa Harris will be holding speeches during the Opening Ceremony before the Roll Call of the participating nations and the ribbon cutting to officially open the Bazaar. The actual procedure was explained, and members were encouraged to simply ask the photographer should they wish a picture with our Patrons at their national stands.
- 2.8. Jette then explained about the After Sales, which will be held 19 – 21 NOV and 26 NOV 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. The members wishing to participate in After Sales were asked to sign the sheet provided, after which the Board will hold a lottery to determine the time and date for each nation to hold their After Sales. Each nation will receive one (1) table, and all must be self-sufficient!

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

Rebecca went through the final instructions for the Tombola which included the following:

- Ticket Sales have gone very well, and are scheduled to continue through Wednesday, 14 NOV
- You may turn in all sold AND unsold tickets after the final Restaurant Meeting on 15 NOV from 11h30 – 15h00 in the Press Hall, OR on Saturday between 09h00 – 11h00 at the stage area of the Luns Theater. Remember to bring the “Accountability Sheet” – NO MONEY
- Prizes are to be wrapped (preferably in cellophane) and brought to the back wall of the Luns Theater on Saturday between 09h00 – 11h00. They will be available for viewing beginning Saturday afternoon.
- On Sunday, Tombola tickets can be bought at the Info Desk from 09h00 – 12h00.
- The Tombola starts at 14h00 and ends at 16h00
- Winning ticket numbers will be displayed on the big screen and against the side wall of the Luns Theater. Winners will be sent an SMS if they have provided us with a GSM number. On Monday a list of winners and their ticket numbers will be circulated throughout NATO via MINERVA, just as a jumbo poster will be placed outside of the Café area. Jette will place an A4 sized copy of the poster on the web-site.
- Rebecca encouraged the nations to send one or more representatives to draw the winning tickets for their prizes. Prizes will be drawn in alphabetical order of the donating nation’s name.
- Prizes will be available for pick-up during the Bazaar and during the After Sales

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

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

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. 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. These nations may begin loading their food in the refrigerators and on the shelves marked with their nation’s flag on Friday, between 16h30 – 18h00. You will be provided with tables and chairs labeled with you nation’s flag, your nation’s name plate, two (2) white garbage bags and the “Clean up Check List”. 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. Remember to keep your area clean and inviting at all times on both Saturday and Sunday. RE-MEMBER – NO SMALL CHILDREN IN THE KITCHEN AREA AT ALL!!! The International Restaurant closes on Saturday at 14h00.

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

On Sunday set-up begins at 08h00. This year Portugal will supply the coffee and Canada and Greece will provide a small selection of sweets for the gathering of Patrons and Sponsors before the official opening of the Bazaar. After the Opening Ceremony, the Patrons will preview the International Restaurant at 10h15 and they wish to visit each nation's area separately.

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.

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

5.1. Katia reminded the members once again of the following:

- VIP (blue) – Ambassadors along with any guests in their vehicle will be allowed to park within the gates of NATO.
- Guests (yellow) – 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) – will be allowed in through the Z gate if they arrive by car or the main gate if they arrive on foot.
- Katia handed out all of the passes. She informed the members that she still had a few passes available, but **after November 9<sup>th</sup> no more invitations will be provided.**

5.2. Should you be expecting any deliveries to be made on either Saturday, November 17<sup>th</sup>, or Sunday, November 18<sup>th</sup>, they must enter through the Z gate, located passed the Staff Center entrance towards Zaventem. A map is available in the “Members Only” section of our web-site.

## 6. Donation Ceremony – Susanne Christtreu (President) / [president@natocharitybazaar.org](mailto:president@natocharitybazaar.org)

Susanne reminded the NR's and ANR's to mark the date of the Donation Ceremony (**28 January 2013, 09h30 – 12h30**), ensuring them that invitations will be sent out soon.

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

Alessandra informed the members that as of 05 NOV we have a total of €18.142 in the bank from our sponsors and fund-raising events.

Alessandra 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 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 or call her on her GSM - 0488-416-595.

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

8.1. Karen Kiærskou (NR of Denmark) thanked the members for the over €400 in donations from the “Out-Door-Life for Charity”. She thanked the members for their support in this project and hopes that we can make even more next year.

8.2. 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. Tickets cost normally €20, but if you would like to buy your ticket today, you will get a discount of €2.

8.3. Martina Hogg informed the members that the USA will be holding a pre-sale on 13 NOV at the US Mission from 08h00 – 15h00. They will be selling jewelry, blankets, food items and recipes from the Southwestern part of the USA.

8.4. Susanne expressed her approval of pre-sales stating that they can reach people that don't otherwise attend the Bazaar. She encouraged members to consider holding pre-sales next year. Italy informed the members that they will be holding pre-sales for food items next week (12-16 NOV) at the Italian MILREP meeting room.

8.5. Susanne encouraged the members to attend the Winter Charity Ball hosted by Mrs. Rasmussen on 15 DEC at 19h30 at the Staff Centre.

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

Susanne then encouraged the members to use the Bazaar to also make new friends and build new relations AND have FUN!

Important dates still to remember:

- 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 12h00

This document is the original and authentic text.  
In the event of litigation, the English version of these minutes shall prevail.  
Brussels, 8 November 2012

President, Vice President  
Treasurer, Full Members