

# General Assembly Meeting

## 10h - 12h

## 23 October 2012

**Annual BAZAAR Annuel**



**NATO Charity Bazaar**  
www.natocharitybazaar.org —ASBL—

**SUNDAY - DIMANCHE**  
18 NOV. 2012 • 10.30 - 16.30

**NATO CAFETERIA DE L'OTAN**  
Boulevard Léopold III - Brussels 1110 Bruxelles

Au profit d'œuvres caritatives Belges et Internationales  
Proceeds in aid of Belgian and International Charities



**OUVERT** à tous les membres détenteurs d'un laissez-passer OTAN et Shape. • **OPEN** to NATO and Shape id holders



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ASBL: 874.358.592 | Avenue Du Maréchal 20B - 1180 Uccle - Belgium



# Agenda

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- **Welcome** by Susanne Christtreu
- **Welcome and Farewells to Members**
  - **VOTE: Approval of minutes**
- **Membership** by Linda Aziz Skou
- **Bazaar Update** by Jette Holm Kristensen
- **Tombola Update** by Rebecca Verdoes

## **Coffee Break (15 minutes)**

- **Restaurant Update** by Venüs Kardal
- **Invitation Lists and Passes** by Katia Abinader
- **Sponsorship Update** by Susanne Christtreu
- **Treasurer Update** by Alessandra Bertozzi
- **Fundraising** by Susanne Christtreu & Karen Kiærskou
- **Any other Business and Closing** by Susanne Christtreu

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# Welcome

Susanne Christtreu - President

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- **Welcome**
- **Approval of minutes**

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# Welcome to new Members

Susanne Christtreu - President

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- **Marica Nedic - 3rd ANR for Bosnia & Herzegovina**
- **Gabriela Slodickova – 2nd ANR for Slovakia**
- **Sabrina Janssens - 2nd ANR for Belgium**
- **Kristine Grasmann - 3rd ANR for Latvia**
- **Rachel Doucet-Wells (3rd ANR for Canada)**

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# Membership Database

Linda Aziz Skou – Secretary / Membership

## MEMBER INFO FORM

PLEASE PRINT CLEARLY

NATION:			Date: 22 October, 2012		
National Representative (NR)		Assistant National Representative (ANR)		2 <sup>nd</sup> Assistant National Representative (2 <sup>nd</sup> ANR)	NCB Board Member
First Name:			Surname:		
Address:					
Home Telephone:			GSM:		
E-mail:					
Name of spouse:					
Rank or title:					
Position:					
MILREP / Delegation / Division:					
Room Number (if known):			Office Telephone (if known):		
Have you been officially welcomed at a NCB General Assembly Meeting?	Yes	No			
Are you leaving Brussels within the next 6 months?	Yes	No	If yes, when? (dd-mm-yyyy)		

[secretary@natocharitybazaar.org](mailto:secretary@natocharitybazaar.org)

**Return:**

The completed form is returned to our Secretary, Linda A. Skou by mail [secretary@natocharitybazaar.org](mailto:secretary@natocharitybazaar.org)



# Membership Database

Linda Aziz Skou – Secretary / Membership

| English | French | « Members Only »

*nato*



## 2012 Material for Distribution

### Forms

- [Participation Questionnaire - 2012](#)
- [Fund Application Form - 2012](#)
- [Membership Contact Form - 2012 \(New version\)](#)
- [Tombola Prize List Form - 2012](#)
- [Belgian Charity Visit Form - 2012](#)



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# Donation Ceremony

Jette Holm Kristensen – Vice-president

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## KINDLY REMINDER

### 28 January 2013

## NATO Staff Center, Banquet Room

**Who may attend:**

National Rep. & Assistant National Rep.



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# Bazaar Update

Jette Holm Kristensen - Bazaar Coordinator

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- **FINAL 2012 Floorplan**
- **National Stands**
  - Electricity (request sheet circulating)
- **Entertainment**
- **Thank you NATO Staff**
- **Bazaar After Sale**

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## National Stands 2012 ELECTRICITY REQUEST

Country	Electrical Outlet/ Prise Electrique		Member Signature
Artist Corner	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Belgium	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Bosnia & Herzegovina	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Bulgaria	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Canada	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Croatia	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Czech Republic	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Denmark	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Estonia	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Finland	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
France	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
The Former Yugoslav Republic of Macedonia	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Georgia	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Germany	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Greece	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Hungary	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Italy	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Latvia	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Lithuania	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Montenegro	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

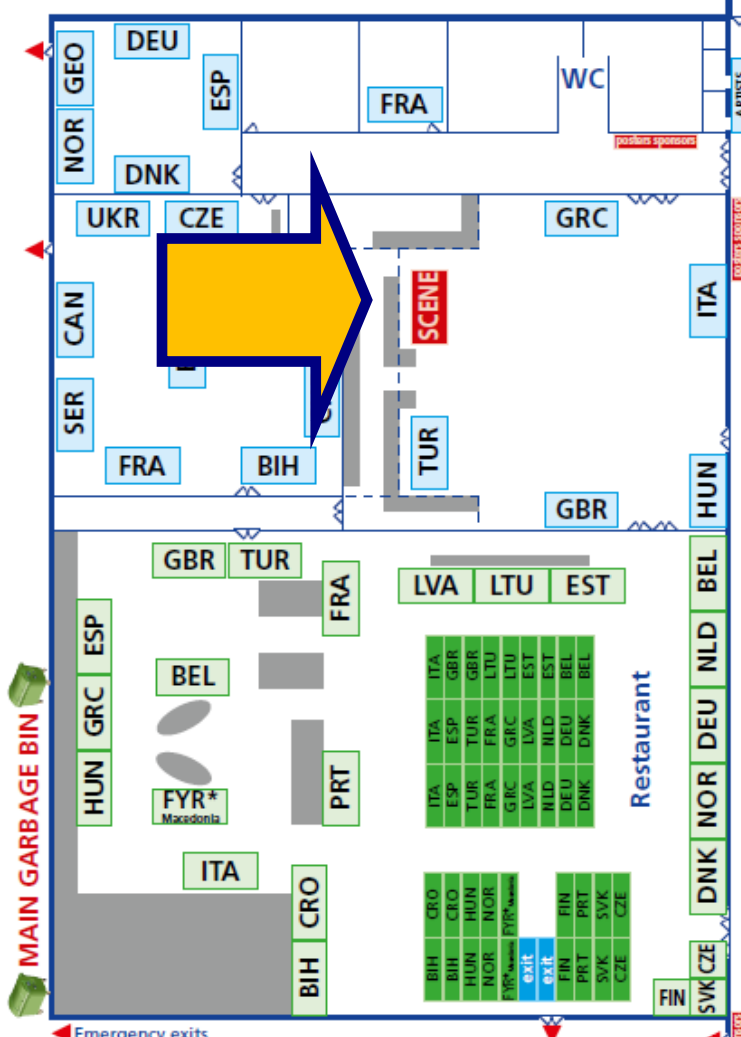
REQUEST SHEET CIRCULATING





# NATO Charity Bazaar

# Floor Plan 2012



**Saturday**

- 11:00h Opening Ceremony rehearsal

**Sunday**

- 9:15h Group photo
- 9:45h Opening Ceremony

**Areas of Responsibility**

Bazaar & Tombola: Jette Holm Kristensen & Rebecca Verdoes

International Restaurant: Venūs Kardal

\* Turkey recognises the Republic of Macedonia with its constitutional name.

# Entertainment

**THANK YOU** for your assistance in finding entertainment for the NATO Charity Bazaar 😊

- **Academy Dancers**
- **Latvian Folk Dance Group**
- **Greek Dancers**
- **Belly Dancer**
- **Violinist (11 year old girl)**
  
- **Stage Manager: Peder G. Holm**

**We are looking for music or dance groups from your country to perform at the bazaar.**

**Send Jette an e-mail at:**

**[coordinator@natocharitybazaar.org](mailto:coordinator@natocharitybazaar.org)**





# Thanking NATO Staff

**#1**



**Sign on the back for:  
1 x Food (main dish),  
1 x Dessert, 1 x Drink**

**#2**

**Thank You Gift**

1 Bottle per Nation

**DUE: TODAY**



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# Bazaar After Sale

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## Sign Up at 6 November meeting

**Dates:** Nov 21 - 25 | Monday - Friday

**Time:** 10h00 - 14h00

**Participants:** 3 nations per day

**Location:** Press Hall (ING Bank area)

**Each nation gets 1 table**

**Everyone needs to be self sufficient**

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# International Restaurant 2012

Venüs Kardal- Restaurant Coordinator



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# Nations Participating in 2012 International Bazaar Restaurant

Venüs Kardal - Restaurant Coordinator

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- |                           |                    |
|---------------------------|--------------------|
| 1. Belgium                | 12. Hungary        |
| 2. Bosnia and Herzegovina | 13. Italy          |
| 3. Croatia                | 14. Latvia         |
| 4. Czech Republic         | 15. Lithuania      |
| 5. Denmark                | 16. Netherlands    |
| 6. Estonia                | 17. Norway         |
| 7. Finland                | 18. Portugal       |
| 8. France                 | 19. Slovakia       |
| 9. FYROM*                 | 20. Spain          |
| 10. Germany               | 21. Turkey         |
| 11. Greece                | 22. United Kingdom |

\*Turkey recognizes The Republic of Macedonia with it's constitutional name



# International Restaurant 2012

Venüs Kardal- Restaurant Coordinator

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## Nations selling out Saturday

- |                         |                    |
|-------------------------|--------------------|
| 1. Belgium              | 9. Greece          |
| 2. Bosnia & Herzegovina | 10. Italy          |
| 3. Czech Republic       | 11. Latvia         |
| 4. Denmark              | 12. Lithuania      |
| 5. Estonia              | 13. Portugal       |
| 6. Finland              | 14. Slovakia       |
| 7. FYROM*               | 15. Turkey         |
| 8. Germany              | 16. United Kingdom |

\*Turkey recognizes The Republic of Macedonia with it's constitutional name

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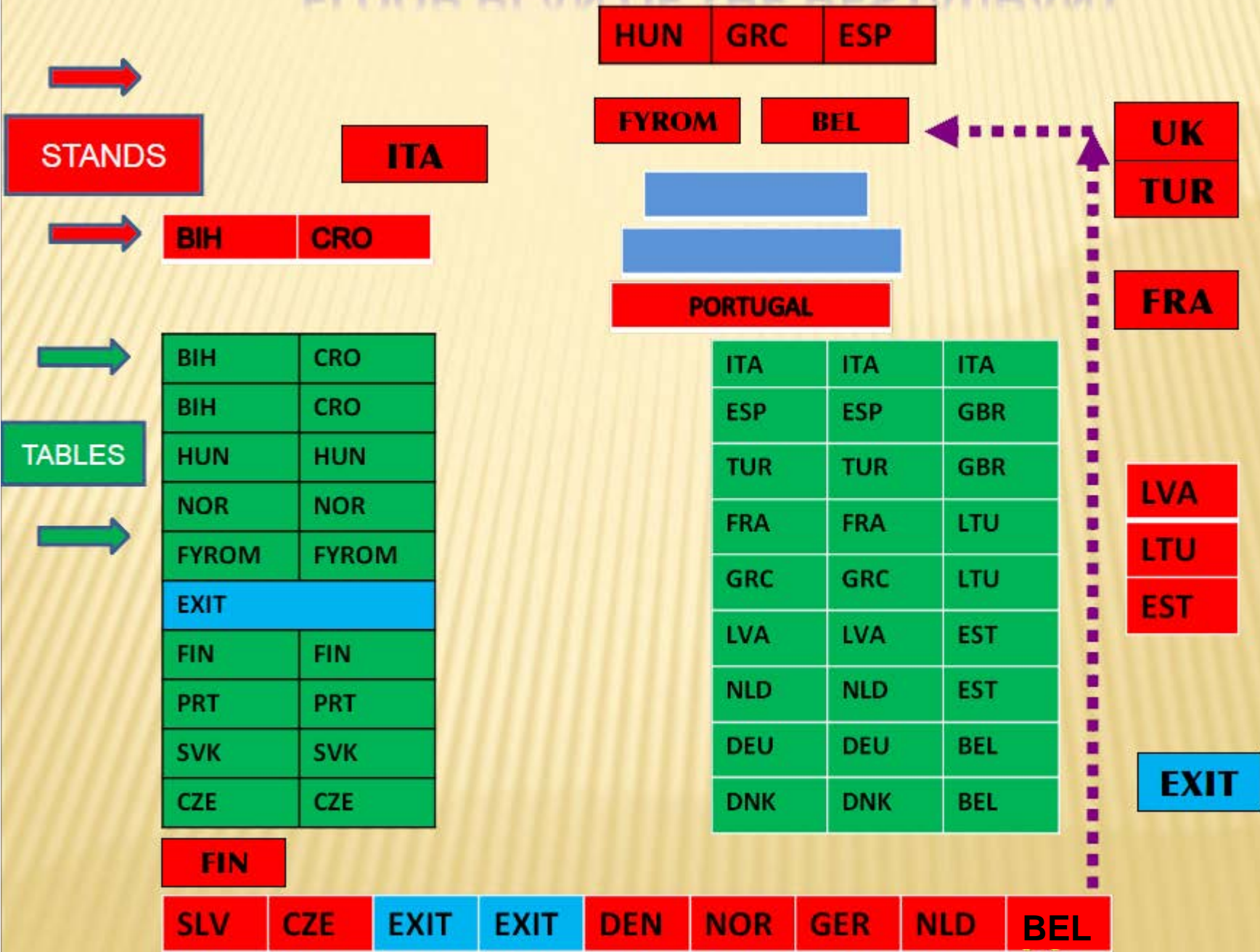
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# FLOOR PLAN OF THE RESTAURANT



# BAZAAR SETUP IN RESTAURANT ON SATURDAY

- **Set Up:** Begins at 8:00h
- Decorating the Tables in the Dining Area
- Placing your nation's Name Plate
- Checking Helper and Delivery Passes
- Checking Electricity Outlets
- 16 nations selling food and drink on Saturday
- Don't forget to clean up!
- Shop, eat and enjoy the day!
- **Closing on Saturday:** 14:00h

**Be sure you leave everything  
clean and ready for **Sunday** 😊**

# BAZAAR SETUP IN RESTAURANT ON SUNDAY

- **Set Up:** Begins at 8:00h
- VIP Visit: Patrons preview of International Restaurant at 10.15h
- Enjoy the day and have fun
- Clean the area and return flags to the info desk at 16:00h
- **Closing on Sunday:** 16:30h

**Be sure you leave everything clean and ready for business as usual on **Monday****



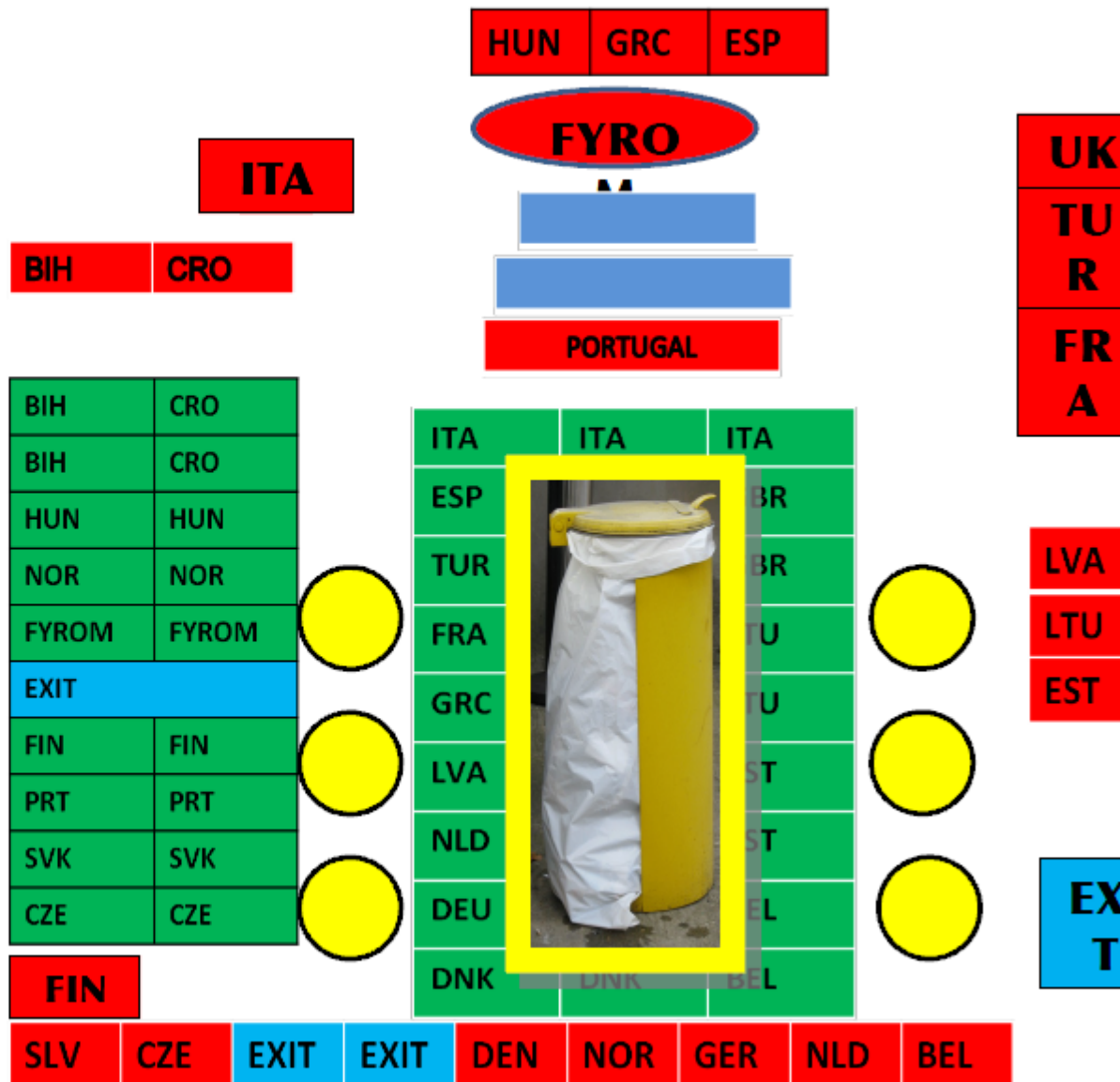
# GARBAGE MANAGEMENT

## CLEAN UP:

*We are responsible of the garbage bins closest to our stands.*

*Empty yellow inside garbage pails hourly, replace the white bag with the new one.*

*Put garbage in appropriate bins behind kitchen.*





Throw your garbage into this huge garbage container

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# FINAL INTERNATIONAL RESTAURANT COORDINATION MEETING



**15<sup>th</sup> November 2012 at 10.00h NATO Self  
Service Restaurant with Chef**



# International Restaurant 2012

Venüs Kardal- Restaurant Coordinator

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*Questions*



# Coffee Break

## 15 min

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# Tombola Update

Rebecca Verdoes - Tombola Coordinator

- **Latest Update**
  - Prize Lists – Submitting Prize List
  - Tickets Sales Dates
  - Ticket Sales Schedule
  - Ticket Sales Instructions
  - Prize List Book
  - Ticket Sales Ideas
  - Clean Up Info



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# Prize List

**PLEASE submit your list of prizes if you have not already done so**

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2012 Tombola Prize List as of 3-Oct-12

Page 2 of 11

NATION	TOMBOLA PRIZES	DONATED BY	PHOTOS
Belgium	1 night stay for 2, incl. breakfast @ Sheraton Brussels Hotel	Sheraton Brussels	
Belgium	1 ergonomic office chair	Giroflex	 
Bosnia and Herzegovina	Three nights with breakfast in the Hotel Octagon in Sarajevo for two persons (value 250 Euros)		
Bosnia and Herzegovina	Handmade wooden serving tray with traditional products from Bosnia and Herzegovina (value 130 Euros).		
Canada	Pastel painting , Acadian Theme, by artist Claire Chevarie	Galerie Chevarie and The Canadian Delegation	
Canada	Basket of Canadian foods, drinks and crafts	Members of the Canadian Delegation	





# Submitting Prize List

- **DUE NOW:** tombola@natocharitybazaar.org
- **TEMPLATE:** Use file in **Members Only** area: Forms → Tombola Prize List Form - 2012
- **NAMING FILE:** Rename file with your country in file name: “USA-Tombola Prize List”

## Lack Prize List from:

- Georgia
- Iceland
- Latvia
- Luxembourg
- Montenegro
- Poland
- Serbia
- Sweden

<b>NATO Charity Bazaar 2012 Tombola Prize List</b> <small>[as of Monday, 24 September 2012]</small>			
NATION	TOMBOLA PRIZES	DONATED BY	PHOTOS
Netherlands	Voucher: entrance 5 pers. National Park Hoge Veluwe en Kröller-Muller Museum (van Gogh paintings). Book and map of National Park + Surprise	De Hoge Veluwe	
Netherlands	Voucher: entrance 5 pers. National Park Hoge Veluwe en Kröller-Muller Museum (van Gogh paintings). Book and map of National Park + Surprise	De Hoge Veluwe	
Romania	A set of 6 crystal glasses for whiskey	MoD	
Romania	A set of 3 Traditional Romanian Hand Design plate	MoD	



# Tombola Ticket Sales

Rebecca Verdoes - Tombola Coordinator

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## Sales dates:

- **October: 23, 24, 25, 30, 31**
- **November: 5, 6, 7, 12, 13, 14**

## Location:

In front of the ING Bank (Press Hall) – same place as Bake Sales.

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NATO CHARITY BAZAAR - Tombola Ticket Sales  
as of 02 October 2012

OCTOBER – OCTOBRE   OCTOBER – OCTOBRE   OCTOBER – OCTOBRE					
	0830-1000	1000-1130	1130-1300	1300-1430	1430-1600
TUES. 02 Oct	Montenegro	Montenegro	Bosnia	Bosnia	Bosnia
WED. 03 Oct	0830-11h30 USA		11h30-14h30 Slovenia		
TUES. 16 Oct	Poland	Romania	Turkey	Portugal	Latvia
WED. 17 Oct	0830-11h30 Bulgaria		11h30-14h30 Serbia		
TUES. 23 Oct	Germany	Germany	Hungary	Turkey	Ukraine
WED. 24 Oct	0830-11h30 Norway		11h30-14h30 Slovakia		
THURS. 25 Oct	Spain	The Netherland	Macedonia	Maced	
TUES. 30 Oct		Latvia	Latvia	US	
WED. 31 Oct	0830-11h30 NIC		11h30-14h30 Greece		

# Ticket Sales Schedule

Updated schedule  
always available in  
'Members Only' area  
on NCB Website

NATO CHARITY BAZAAR - Tombola Ticket Sales  
as of 02 October 2012

NOVEMBER – NOVEMBRE   NOVEMBER – NOVEMBRE   NOVEMBER - NOVEMBRE					
	0830-1000	1000-1130	1130-1300	1300-1430	1430-1600
MON. 5 Nov	UK	Ukraine	Hungary	Spain	Spain
TUES. 6 Nov	Italy	Croatia	France	France	Finland
WED. 7 Nov	0830-11h30 Czech Republic		11h30-14h30 Serbia		
MON. 12 Nov	Lithuania	Estonia		Portugal	Canada
TUES. 13 Nov		UK	UK	Austria	Romania
WED. 14 Nov	0830-11h30		11h30-14h30 Belgium		

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# Tombola Ticket Sales

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- **Decorate the table**
  - Table cloths, country flags, etc.
- **Bring baked goods or drinks**
- **NATO Charity Bazaar will provide**
  - Table & Chairs
  - List of Tombola Prizes
  - List of Sponsors incl. logos
  - List of 2012 Charities



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# Prize List & Charity Books

You will have 2 copies of the each Book to display during Ticket Sales

## Contains:

- Prize List (updated weekly)
- List of 2012 Sponsors
- Charities we are supporting (one page per charity)



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# Ticket Sales Ideas

- Prizes for buying large amounts of tickets
- Homemade Collage featuring pictures of charities



**Hungary is selling**



**Bulgaria is selling**

# Clean Up After Your Ticket Sales



- Be sure to leave the area clean for the next group: vacuum or sweep the floor and wipe down the tables.

– BRING:

- Broom
- Vacuum



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# Invitations & Lists

Katia Abinader - [charity@natocharitybazaar.org](mailto:charity@natocharitybazaar.org)

## List of Ambassadors attending the Bazaar 2012

Please provide information on any **Ambassadors** coming to the Bazaar (by e-mail only) to:  
 Katia Abinader: [charity@natocharitybazaar.org](mailto:charity@natocharitybazaar.org)  
 Susanne Christtrea: [president@natocharitybazaar.org](mailto:president@natocharitybazaar.org)

If you want to receive your **VIP INVITATIONS** by the **October 23<sup>rd</sup> General Meeting** to [charity@natocharitybazaar.org](mailto:charity@natocharitybazaar.org)  
 The FINAL deadline for **VIP INVITATIONS** is **Monday 29<sup>th</sup> October 2012**.

Nation: \_\_\_\_\_

Title	Surname	First name	Nationality

*Please note that Ambassador to NATO do not need to be listed in the above form*

For more information please contact:

Katia Abinader, at 02-707-5448  
 Susanne Christtrea: [president@natocharitybazaar.org](mailto:president@natocharitybazaar.org)

## List Helpers - Bazaar 2012

Please provide the names of the people (maximum 12 per nation) who will be helping you on Saturday and/or Sunday, please fill the form below and send it back (by e-mail only) to [charity@natocharitybazaar.org](mailto:charity@natocharitybazaar.org)

**Helpers Cards have to be shown to the Security Guards at the entrance.**

If you want to receive your **HELPER CARDS** by the **October 23<sup>rd</sup> General Meeting**, submit this list no later than **19 October** to [charity@natocharitybazaar.org](mailto:charity@natocharitybazaar.org)  
 The FINAL deadline for **HELPER CARDS** is **Monday 29<sup>th</sup> October 2012**

**Please note that access will be given to Helpers through gate Z if they come by car, or through the main gate for pedestrians.**

Nation: \_\_\_\_\_

	Title	Surname	First name	Date of Birth	Nationality	Vehicle type	Plate number
1.							
2.							
3.							
4.							
8.							
9.							
10.							
11.							
12.							

For more information please contact:  
 Katia Abinader, Access Coordinator at 02 707 5448



# Invitations & Passes

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## Visitor Lists

- VIP
- Guest

DUE: ***FRIDAY 19 OCTOBER***

## Additional Passes

- Helpers
- Musicians
- Deliveries

DUE: ***FRIDAY 2 November***

**DEADLINES:** For receiving your invitations (passes) at today's meeting, deadline for submitting lists to Katia was Friday 19 October. Otherwise, invitations distributed at 6 Nov. Meeting.

Lists available online in **Members Only** area



# Sponsor Update

Susanne Christtreu - President

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# In house donations

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- IS Graphics Design and Printing Section  
(Tombola tickets, Tri-fold, Posters etc.)
- IMS Repro
- NATO Staff

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# Sponsorship Status

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- Amount of money donated by sponsors: 9.750 €
- Amount of goods donated to tombola by sponsors 2.199 €
- In-kind donation from sponsors: 16.500 €
- **Total value of sponsors: 28.449 €**

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# Treasurer's Report

Alessandra Foresti Bertozzi - Treasurer

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- Treasurer update
- Transfer of funds into the NCB account

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# Treasurer Update

Alessandra Bertozzi - Treasurer

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## TOTAL INCOME 2012

- Sponsor	9.750 €
- Bake Sales	7.432 €
- Kids Days	678 €
- Out door life	231 €
- Donation	51 €



**18.142 EUROS**

On 21 October 2012

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# Transfer of founds

Alessandra Foresti Bertozzi - Treasurer

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Keep in mind

**3 STEPS TO  
SUCCESS**

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[www.natocharitybazaar.org](http://www.natocharitybazaar.org)

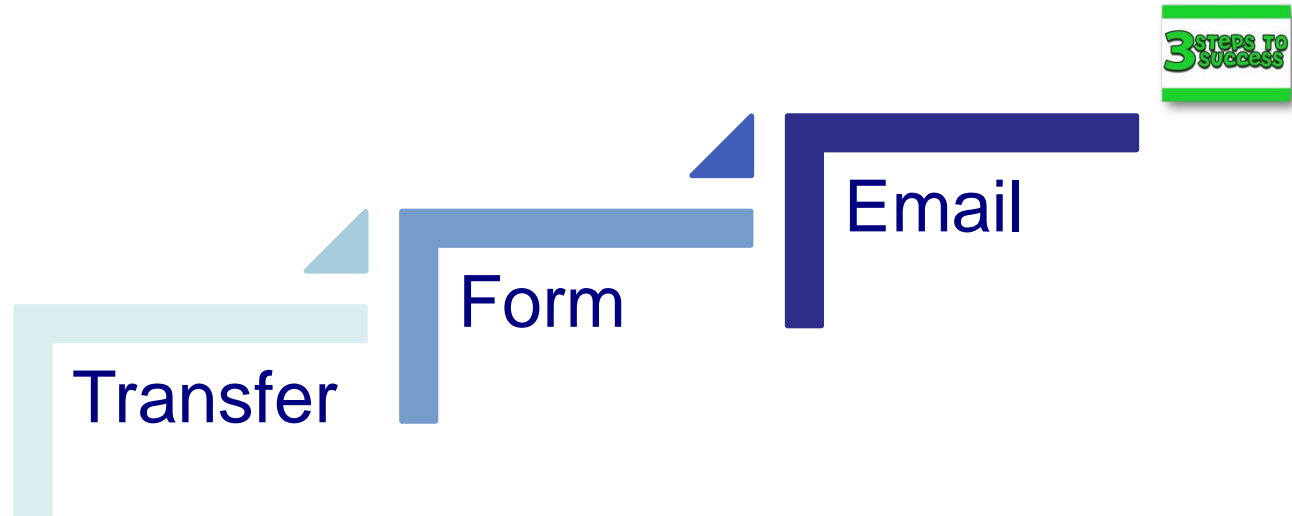
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# Transfer of founds

Alessandra Foresti Bertozzi - Treasurer

Keep in mind : 3 steps to success



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# Transfer of funds

Alessandra Foresti Bertozzi - Treasurer

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**I M P O R T A N T**

- BMP BELGIO: **IBAN** BE69 6434 0149 2878 - **BIC**  
BMPBBEBB

- Include in the communication section of your transfer the message:

**Contribution to the 2012 NCB + “Nation’s Name”.**

- Any transfer should be completed by: **Tuesday, 4 Dec. 2012**

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# Treasurer's Report

Alessandra Foresti Bertozzi - Treasurer

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If you have any questions regarding this  
**“Transfer of funds”**,  
please don't hesitate to contact the Treasurer  
Alessandra Foresti, via e-mail at  
**[treasurer@natocharitybazaar.org](mailto:treasurer@natocharitybazaar.org)**



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# Fundraising Ideas

Susanne Christtreu - President

1. **Out-Door-Life for Charity**  
with Karen Kiærskou
2. **Discover Gyrokinesis**  
with Elena Ienco
3. **Fundraising Event - Fashion Seminar**  
with Dionysia Leonlei



## GYROKINESIS

Discover Gyrokinesis  
with Elena Ienco

**Starting from 21 September**

**Fridays at NATO Staff Centre 12:30 - 13:30**

**Info & reservations: [eienco@libero.it](mailto:eienco@libero.it) 0447 213 339**

**Advance booking recommended**

**25,00 €** each class  
**20,00 €** each class with a 3 session card  
**19,00 €** each class with a 10 session card

**First try out lesson free!**

**What is gyrokinesis?**  
Gyrokinesis training consists in a series of circular and fluid movements that exercise the entire body through muscular, skeletal and cardiovascular stimulation.

**Core benefits:**

- Strengthens and stretches muscles
- Improves flexibility, coordination and balance
- Enhances joint mobility and articulation
- Alleviates body pain and facilitates movement
- Increases circulation of blood, lymphatic fluids and energy
- Strengthens the nervous system
- Complements/ supplements physical therapy and other rehabilitative body work
- Helps preventing osteoporosis
- Helps slowing the aging process through mental and physical stimulation and regeneration

All proceeds in aid of peaceful Charities  
NATO Charity Bazaar

NATO Staff Centre  
SPIRIT OF COOPERATION

## 8. 11. 2012

### Fashion for Charity

Donna Karan  
Mauri



# Closing

Susanne Christtreu - President

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## Upcoming Meetings

- **6 November** (Last Meeting before Bazaar)
  - Key Focus: Final Instructions & After sales schedule
- **15 November**
  - Final Restaurant Meeting with Chef (Kitchen)
- **28 January 2013**
  - Donation Ceremony - (NATO Staff Centre Banquet Room)

**Please return voting cards and folders**

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