General Meeting

10h - 12h 5 June 2012





Agenda

- Welcome by Susanne Christtreu
- Welcome and Farewells to Members
 - VOTE: Approval of minutes
- Bazaar Update by Jette Holm Kristensen
- Membership & Bake Sale by Linda Aziz Skou

Coffee Break (15 minutes)

- Charity Update by Katia Abinader & Maryse
- Tombola Update by Rebecca Verdoes
- Restaurant Update by Venüs Kardal
- Sponsorship Update by Susanne Christtreu
- Treasurer Update by Alessandra Bertozzi
- Fundraising by Susanne Christtreu & Karen Kiærskou
- Any other Business and Closing by Susanne Christtreu





Welcome

Susanne Christtreu - President

- Welcome
- Welcome and Farewell
- Approval of minutes



Farewell to Members

Susanne Christtreu - President

- Anne Siri Jacobsen 3rd ANR Norway
- Jana Mynarikova ANR Czech Republic
- Laurence Wosolsobe NR Austria
- Yordanka Stoyanova ANR Bulgaria
- Monique Duran ANR Holland
- Mercedes Mompó NR Spain
- Arancha Montesino 2ANR Spain
- Roslyn Gallagher NR USA
- Diana Willers ANR USA
- Libby Rouleau NR Canada
- Bohumila Balounova NR Czech Republic
- Outi Kopra ANR Finland
- Lidija Jovanoska 2nd ANR FYROM
- Joanna Antczak NR Poland
- Monika Konkol 2nd ANR Poland

Judit A. F. Karalyos - ANR Hungary

Erika Harasztosi - NR Hungary



Charity Update

Maryse Van Bussel & Katia Abinader Charity Committee

- Application status for Belgian and International charity
- Charity Visits Agenda + Visit Form
- Explanation of Belgian and International Charity selection process
- Explanation of the Charity Selection Vote at September General Meeting 11th



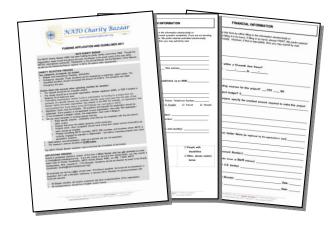


Charity Funding Applications

Maryse Van Bussel & Katia Abinader

Belgian Charities

8 Applications



International Charities

34 Applications representing **17** Countries



Charity Visits Agenda

Maryse Van Bussel

Charity	Nations	Visit date
Project 1	Finland, Switzerland, NIC, Greece	18 th June
Project 2	Croatia, Canada, Romania, Georgia	25 th June
Project 3	Latvia, Czech Republic, Hungary, Portugal, Slovakia	15 th June
Project 4	Poland, Spain, FYROM, Slovenia	26 th June
Project 5	Serbia, Netherlands, Ukraine, France, Belgium	6 th June
Project 6	Bosnia and Herzegovina, UK, Austria, Estonia	14 th June
Project 7	Germany, Norway, Italy, Turkey, USA	19 th June
Project 8	Montenegro, Denmark, Lithuania, Bulgaria	26 th June





Charity Visits 1/2

Maryse Van Bussel



2012 BELGIAN CHARITY VISIT FORM

All visits must be completed by the end of June 2012

INSTRUCTIONS: Please contact your assigned charity and set up a date and time for a visit that works for your team. When you have a meeting scheduled, send an email to charity@natocharitybazaar.org. A board member will try to join you on your visit. During the visit, fill out the form below. Please submit the completed form to charity@natocharitybazaar.org ASAP. All form are due by the end of June 2012.

Date of	Vis	sit:				
		Conducting Visit (Names				
Membe	er C	ontact Info: Telephone_			Email:	
Name o	of O	rganization Visiting:				
Focus	of P	Project:				
		Health		Women		People with
		Environment		Children		disabilities
		Education		Seniors		
	lf n	of one of the above, ple	ase explain			



Charity Visits 2/2

Maryse Van Bussel

you think the project can be completed within a 12-month time frame? If NO, please explain: IENTS: (Please comment on your impressions of the charity and the project seekin
IFNTS: (Please comment on your impressions of the charity and the project seekin
IFNTS: (Please comment on your impressions of the charity and the project seeking
and negative. If you need more space, feel free to attach additional sheets of



Conducting a Charity Visit

Maryse Van Bussel

- Fill out the Belgian Charity Visit Form during the visit
- After the visit, email the completed form to the Charity Committee at <u>charity@natocharitybazaar.org</u>
- All visit should be completed by 30 June 2012
- The completed visit forms will be posted on our website and send by mail by
 1 September 2012 as additional information about the charities





Charity Funding Applications

Katia Abinader

FUNDING APPLICATION AND GUIDELINES 2012

NATO CHARITY BAZAAR

The NATO Charity Bazaar (NCB) ASBL has been holding its yearly charity event since 1968. Although we raise funds throughout the year, the annual NCB Bazaar is the social event of the year within NATO's international community. Participants in the annual Bazaar are the member nations of NATO as well as the Partner-for-Peace (PfP) nations. In 2011, 36 nations were represented.

CHARITY SELECTION PROCESS

- Two categories of projects are funded:
 - Belgian charities (35% of proceeds) and International Charities (65% of proceeds).
 - Emergency requests: These donations are for exceptional or extremely urgent cases. The requested donation should not exceed the amount of €2.000. The donations are made throughout the year.

Factors taken into account when selecting charities for donation:

- We only consider the funding of requests from organizations which:
 - are non-profit (ASBL or VZW if located in Belgium), non-governmental organizations which have been officially registered as such for at least one year
 - are small, independent organizations (those which are NOT a branch of a large parent organization) with a maximum income of €300.000 per year
 - exist (or are based) in a NATO country, a NATO PfP country or a country where NATO is currently engaged (i.e. Afghanistan)
 - have NOT received funds from the NCB for at least two complete calendar years (for example, an organization that has benefited from funds raised at the 2011 Bazaar is not eligible to apply again before 2014).
- Application forms must be complete. All questions and requests for explanation MUST be addressed.
 FAILURE TO DO SO WILL RESULT IN DISQUALIFICATION OF THE APPLICATION.
- To be considered a Belgian charity applicant, the organization must exist (or be based) in Belgium.





Charity Funding Applications

Katia Abinader

- We fund projects which:
 - are small, specific projects which will be completed during the donation year (2013).
 - cover the widest spectrum of the community, and when completed have a long term impact and are
 of benefit to as many people as possible,
 - primarily benefit NATO countries, NATO PfP countries, and countries where NATO is currently engaged (for example in Afghanistan). However, we do not exclude projects from other geographic locations.
- We do NOT donate funds for the following expenses:
 - salaries for the daily staff nor daily running costs of the applying organization
 - publishing fees for advertisement purposes, nor for media related fees (web design, radio/TV advertising, radio/TV programs)
 - transportation modes (bicycle, scooter, motorcycle, car, bus, train, boat, airplane)
 - transportation costs (including gasoline, tickets and the hiring or leasing of transportation)
- The maximum amount donated is <u>€10.000</u> (euros), however we always strive to give the smallest amount required to make the project viable.
- The NATO Charity Bazaar members vote on the final list of charities to be funded + amounts to be donated.

APPLICATION PROCESS

- Submit a completed electronic version of this form (rename the file to include the name of your organization) in Word format only (no pdf versions) by e-mail ONLY to charity@natocharitybazaar.org.
- REMEMBER: Rename the application file to include the name of your organization
- The subject line of the email MUST include the name of the applying organization.
- Direct any questions by e-mail to charity@natocharitybazaar.org, Attn: the Charity Coordinator.
- Proposals are due by <u>1 MAY</u> of each year. If funding is awarded, the funds will be transferred in December 2012 with a Donation Ceremony in January 2013.
- Receipts for goods purchased with funds are required.
- All Belgian charities will receive a personal visit from a representative of the NCB.
- All correspondence must be in English or French unless otherwise stipulated.
- Failure to provide ALL of the information requested will result in the disqualification of the application.



Charity selection process

Maryse Van Bussel

- Applications are received before midnight on the 1 May
- On General Meeting in May and June the number of charities received is announced
- Belgian charity lottery and visits are conducted
- Charity vote will take place on the GM 11 September
- Bazaar
- Donation Ceremony





Charity Vote

Katia Abinader

- The vote will take place at the September 11th General Meeting
- On September 1st or before you will receive a spread sheet with Mission, Summaries, Total Project Cost and Amount Recommended of all the charities. This will be a pdf file that will arrive via email.
- Name, country and a picture will ONLY be available on our website until AFTER the charity vote.





Coffee Break 15 min





Bazaar Update

Jette Holm Kristensen - Bazaar Coordinator

- Participation Questionnaire
- Key Date Reminder
- Web Site Reminder / Updates
- Group Picture for the Tri-fold

« Members Only » Section of Web Site





Participation Questionnaire - 2012

Na	rtion:	
Na Int do the po car	STRUCTIONS: tions are invited to participate in one or all of the following events: International Tombols emational Restaurant, and National Stands. All nations participating in the Bazaar are exp nate prizes and sell raftle tickets to the Tombola. Please go through this questionnaire and events your nation would like to participate in by ticking YES or No. If you wish stytone your decision until a future date, please indicate the approximate date for your deci nfill out this questionnaire and bring it to the 8 May or 5 June meetings or email it to ordinator@natocharitybazaar.org	ected to l indicate to
1.	My country wishes to participate in the 2012 Bazaar.	☐ YES ☐ NO
	If no, please explain.	
2.	My country wishes to participate with a National Stand.	□ YES
	If you cannot commit to a National Stand at this time, when might we receive final community.	nitment?
3.	My country wishes to participate in the International Restaurant. (If you tick YES, a form will be handed out at the September General Meeting for you to indicate what you would like to sell: hot or cold dishes, drinks, snacks, etc.).	□ YES
	If you cannot commit at this time, when might we receive final commitment? Date:	
4.	My country wishes to participate \underline{only} in the International Tombola.	☐ YES
	RETURN: This questionnaire is due at the 8 May or 5 June General Meetings.	
	QUESTIONS: If you have any questions, please contact Jette Holm Kristensen (coordinator@natocharitybazaar.org) or Rebecca Verdoes	

(tombolacoordinator@natocharitybazaar.org) 2012 Bazaar Coordinators

Final Due Date TODAY

Participation Questionnaire Needed from the Following Nations = 12 Green ones means received = 27

Luxembourg

Artist Corner Austria **Belgium Bosnia and Herzegovina** Bulgaria Canada Croatia **Czech Republic Denmark Estonia Finland** France Georgia Germany Greece Hungary **Iceland Italy**

Latvia

Lithuania

Montenegro The Netherlands NATO International Club **Norway Poland Portugal** Romania Serbia Slovakia Slovenia **Spain** Sweden **Switzerland** The Former Yugoslav Republic of Macedonia **Turkey** Ukraine **United Kingdom United States**



Key Dates 2012

- Bazaar: Sunday, November 18th
- After Sales: November 19-23





Web Site Reminder

Jette Holm Kristensen - Web Designer

www.natocharitybazaar.org





User Name: members **Password:** members

User Name: membre **Password:** membre



Web Site Updates

Jette Holm Kristensen - Web Designer

www.natocharitybazaar.org

2012 Material for Distribution

Here are electronic versions of all material distributed at the General Meetings. To download a file, double click on the name of the

Organization Info	
Invitations	Agendas
5 June 2012 (New) 8 May 2012	5 June 2012 (New) 8 May 2012
17 April 2012	17 April 2012
20 March 2012	20 March 2012
PowerPoint	Minutes
8 May 2012 (New)	17 April 2012
17 April 2012	20 March 2012
20 March 2012	□ 10 January 2012
10 January 2012	9 November 2011
Forms	Meeting Material
Participation Questionnaire	DRAFT Internal Regulations for Vote
Membership Contact Form	
Tombola Prize List Form (New)	
Charities	
2012 Application	
Charity Visits	



Web Site Updates

Jette Holm Kristensen - Web Designer

NATO Charity Bazaar on Facebook





Group Picture for Tri-fold

Jette Holm Kristensen - Bazaar Coordinator





Membership Database

Linda Aziz Skou – Secretary / Membership

PLEASE PRINT CLEARLY

NATION: Date: (dd-mm-yyyy)							
National		ant Natio		2 nd Assistant National	Board		
Representative Representative (2 nd ANR) Member (NR)							
First Name: Surname:							
Address:							
Home Telephone: E-mail: Name of spouse: Rank or title: GSM: GSM: The spouse of s							
E-mail:							
Name of spouse:							
Rank or title: SeCretary							
Position:							
MILREP / Delegation / Division:							
Room Number (if known): Office Telephone (if known):							
Is this your first meet	ting?	Yes	No				
Are you leaving Brus	I			If yes, when?			
within the next 6 mo	nths?	Yes	No	(dd-mm-yyyy)			



Membership Database

Linda Aziz Skou – Secretary / Membership

2012 Material for Distribution

Here are electronic versions of all material distribute document and choose "Save" when the download m

Organization Info

Invitations

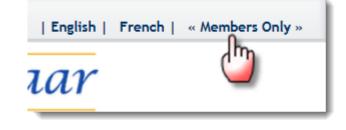
- 8 May 2012 (New)
- **17 April 2012**
- 20 March 2012

PowerPoint

- **17 April 2012**
- 20 March 2012
- 10 January 2012

Forms

- Participation Questionnaire
- Membership Contact Form







Bake Sale 7 June 27 September

Raised 2687,28 €







Bake Sale 2012

Linda Aziz Skou – Secretary / Membership

- Remember
- A short description of the ingredients (example: Vanilla cake with cinnamon sugar and walnut topping)
- Small country flags to place on your baked goods
- Name, country and telephone number of the person to pick up the serving plate
- Serving plate pick-up NO LATER THAN 14:00 hrs.





Tombola Update

Rebecca Verdoes - Tombola Coordinator

- Latest Update
 - Tombola Overview
 - Tombola Prizes
 - Ticket Sales
 - Tombola Tickets Sales Dates
 - Pictures of the gifts for the screen
 - SMS service for prize winners





Tombola Overview

Rebecca Verdoes - Tombola Coordinator

- Tombola a giant raffle
- Tickets price: 2.5 euros
- Prizes all nations supply at least two prizes with a 100 euro value each
- Ticket Sales All nations sell tickets
- Winners The winners are drawn at the Bazaar





Tombola Prizes

Rebecca Verdoes - Tombola Coordinator

- 2 prizes per nation
- 100 Euro value per prize
- Provide list of prizes by 11 September meeting
- Find the Prize list Form on the website
 - > Members Only > Forms





Tombola Prize List

NATO Charity Bazaar 2012 Tombola Prize List

[Write Your Nation Here]

[as of Monday, 04 June 2012]

INSTRUCTIONS:

- Fill in the form following the example: Nation, prize description, and who donated the prize.
- 2. Rename the file beginning with the name of your country. For example: >FranceTombolaPrizeList.doc<
- 3. Email your prize list to tombola@natocharitybazaar.org

NATION	TOMBOLA PRIZES	DONATED BY



Ticket Sales

Rebecca Verdoes - Tombola Coordinator

- You sell as many tickets as you can
- We arrange use of the Press Corridor in front of the ING Bank at NATO HQ for ticket sales

OCTOBER - OCTOBRE OCTOBER - OCTOBRE OCTOBER - OCTOBRE							
	0830-1000	1000-1130	1130-1300	1300-1430	1430-1600		
MON. 10 Oct	Croatia	Slovakia	Hungary	Finland			
TUES. 11 Oct	Montenegro	The Netherlands	Romania	Italy	Spain		
WED. 12 Oct	0830-11h30	USA	11h30-14h30 CZE	10			
FRI. 14 Oct		Bosnia & Herzegovena	exami	The Former Yugoslav Republic of Macedonia	USA		
MON. 17 Oct	Canada	Canada	Estonia	Bosnia & Herzegovena	Slovakia		
TUES. 18 Oct	Jus	Latvia	Latvia	Portugal			
WED. 19 Oct	0830-11h30	Turkey	11h30-14h30 Turkey				
THURS. 20 Oct	Montenegro	The Netherland	U.K.	Poland	Latvia		
FRI. 21 Oct		Canada	Canada				
Mon. 31 Oct	0830-11h30	Hungary	11h30-14h30 Belgiu	ım			



2012 Tombola Ticket Sales Dates

Rebecca Verdoes - Tombola Coordinator

- October: (evt. 2, 3, 4) 9, 10, 11, 16, 17, 18, 23, 24, 25, 30, 31
- November: 6, 7, 8, 13, 14, 15

> STILL NOT CONFIRMED <





Restaurant Update

Venüs Kardal - Restaurant Coordinator

Latest Update





Confirmed Sponsors for 2012

Susanne Christtreu President / Sponsorship

PLATINUM

NATO Staff Centre

GOLD

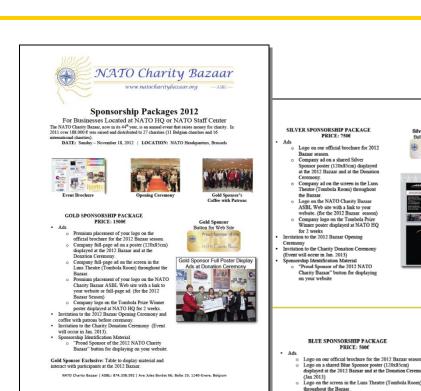
- Aramark
- DomoXim/Brussels Business Flats
- Carlson Wagonlit Travel
- AC Brussels SA (Volvo)
- Allianz Worldwide Care

SILVER

- Forax
- Brussels Capital Concierge

BLUE

- Baldi
- Concordia
- Banca Monte Paschi
- Chacalli
- Courtyard by Marriott Hotel, Brussels



Logo on the NATO Charity Bazaar ASBL Web site with a link to your website. (for the 2012 Bazaar season)

NATO Charity Bazaar | ASBL: 874.358.592 | Ave Jules Bordet 66, Bolte 10, 1140-Evere, Belgiun



Treasurer Update

Alessandra Bertozzi - Treasurer

SPONSORS' CONTRIBUTION 2012

7.750 EUROS

On 03 June 2012



- Forax NV
- Baldi Salon de Coiffure NATO
- CWT Belgium SPRL/bvba
- A.C. Brussels s.a. (Volvo)
- Do-it Consult bvba (DomoXim)
- Banca Monte Paschi

New Entry!

- ING Bank



Fundraising Ideas

Susanne Christtreu - President

- 1. Kids Days Status
- 2. Out-Door-Life for Charity

In order to do these events, we need people to **volunteer** to serve as **coordinators** ©





Closing

Susanne Christtreu - President

Any other business



Please return voting cards and folders



Closing

Susanne Christtreu - President

General Meeting Dates 2012

- 11 September
 - Key Focus: Charity Vote
- 25 September
 - Key Focus: Tombola Ticket sales lottery, Bazaar Instructions & Call for Entertainment
- 9 October & 23 October
 - Key Focus: VIP & Visitor Passes
- 6 November
 - Key Focus: Final Instructions & After sales schedule

Please return voting cards and folders