

"NATO Charity Bazaar" ASBL
Avenue Victor Gilsoul 1, 1200 Woluwé-Saint-Lambert
No: 874.358.592
General Meeting
28 May 2013

The General Meeting started at 10h05

In Attendance: 27 Full Members were present or represented

Absent: Artist's Corner, Bulgaria, Georgia, Hungary, Iceland, Luxembourg, The Netherlands, Spain, Sweden, Turkey

1. Welcome – Jimmie Bradshaw (President) / president@natocharitybazaar.org

1.1. New Member Nation

Jimmie called the meeting to order, and informed all that she has received approval from the Private Office of Azerbaijan joining the NCB. A motion by the members was made and seconded to approve Azerbaijan's membership. The resulting vote was unanimous. Zhala Ibrahimova (ANR **Azerbaijan**) was introduced to the members. Zhala thanked the members for their support on behalf of herself and the NR, Mrs. Elnara Mahmudova, who was, unfortunately, unable to attend this meeting, but will attend the June 25th meeting.

1.2. Approval of the Minutes – 30 April 2013

Approval of the above General Assembly (GA) meeting minutes is postponed until the June 25th GA meeting.

1.3. Welcome to new members

Jimmie welcomed the following new members, Zhala Ibrahimova (ANR **Azerbaijan**), Irena Kruntoradova (ANR **Czech Republic**). A motion was made and seconded to approve these new members. The resulting vote was unanimous.

Jimmie then welcomed the following three (3) new Board members: Marilena Pernisco and Monica Papadia (not present), both from Italy and Linda Bucena, Acting NR Latvia. Marilena is an Assistant to the Events and Sponsor Coordinator, Monica is an Assistant to the International Restaurant Coordinator and Linda is an Assistant to the International Charity Coordinator. A motion was made and seconded to approve these new Board members. The resulting vote was unanimous.

1.4. Farewell to members

Jimmie called the following members up, to wish them farewell: Drahomíra Protivínská (ANR **Czech Republic**), Christine Heimferte (ANR **France**), Laila Coldevin (NR **Norway**), Corita Trabucho (2nd ANR **Portugal** – not present), Irena Cesar Bijol (2nd ANR **Slovenia** – not present). Jimmie thanked all of these ladies for their support and hard work, and wished all of them the best of luck in their future endeavors.

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

2.1. Preliminary Instructions

Following a short introduction, Jette went through the Preliminary Instructions for preparing for the Bazaar. She encouraged all of the members to read these instructions carefully. They can be found in the "Members Only" section of our web-site and contain suggestions for organizing the national teams, for getting Sponsors and more. In the same area the members can find help in composing letters to potential sponsors as well as our 2012 Tri-fold, which can be included in a letter requesting sponsorship. The 2013 Tri-fold will be ready in September, after the members have voted upon the eligible charities to support.

2.2. Participation Questionnaire

She then showed the list of the 15 nations who have turned in their Participation Questionnaires. She urged the remaining nations to please go to the "Members Only" section of our web-site to download the questionnaire, which can then be filled out electronically, saved and attached to an e-mail to her – or can be printed, filled in by hand and turned in at the June 25th GA meeting – which is the deadline for turning in the completed form. The slides containing instructions as to how to fill out the form are in the "Members Only" part of our web-site.

2.3. Key Dates

Jette reminded the members that the 2013 Bazaar will be held on Sunday, November 17th, that After Sales will be held on November 18th -22nd and that the Donation Ceremony will be held on January 27th, 2014. We have received confirmation that Mrs. Anne Mette Rasmussen will attend both the Bazaar and the Donation Ceremony.

2.4. Entertainment

Jette asked all of the members to begin thinking about music or dance groups from their country who might be interested in performing at the Bazaar. Each performance should last about 15 minutes. Rehearsal of all performances will be held on Saturday, November 16th. Jette's husband, Peder Holm, is the Stage Manager, and he will manage all entertainment at the Bazaar. Therefore, he asks that all mails concerning entertainment be sent to him at entertainment@natocharitybazaar.org. All messages should include "Entertainment" in the subject of the e-mail.

2.5. Web Site Reminder

Jette went through a short tutorial as to how to maneuver around our web-site, explaining how to access the "Members Only" section. She explained that all necessary forms and documents can be found there, and any additions will be accompanied by the word "new". She also reminded the members that we have a Facebook page, and that the group photo will be placed on Facebook, on our web-site and in our 2013 Tri-fold.

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

3.1. Membership

Linda explained that the membership information form can be found under "Forms" on the "Members Only" section of our web-site. She explained how to fill it out and urged all of the nations to please help her keep our membership up-to-date. She also explained that it is NOT necessary to fill out a membership information sheet at each meeting if there are no changes in the information. However, she implored the

members to remember to inform her in advance of the planned departure of any members of their GA team, as well as to make sure that any new members submit to her all of the requested membership information.

3.2. Bake Sale

Linda informed the members that the Bake Sale planned for June 6th has been postponed. The new date is **Wednesday, June 19th**. She then asked the members to remember to deliver their baked goods no later than 08hrs30; to provide a short description which includes the name of the item and any ingredients that are commonly considered to be allergenic, such as nuts, and to place small country flags on their baked goods. She also asked people to please bring some sturdy paper or plastic plates (large and/or small), as well as plastic forks or spoons and serving/cutting utensils. She reminded everyone to label all serving utensils and plates or dishes with name, country and telephone number. Finally she reminded everyone that any plates/dishes/pans/serving and cutting utensils which are not picked up by 13hrs30 will be brought to the next GA meeting UNWASHED!!! She is looking forward to everyone's support, and she hopes that the date change does not cause too much inconvenience.

4. Charity Update – Sabrina Janssens & Julija Vejić (Charity Coordinators) / coordinator@natocharitybazaar.org

4.1. International Charity Applications

Julija explained that we have received about 33 International charity applications, out of which five (5) projects will have to be rejected due to the “two applications per country” rule. This leaves a total of 28 possible projects for voting upon, provided they are deemed eligible. Julija then went through the criteria agreed upon by the members necessary for a charity applicant to be considered eligible, and the check list which is attached to every single application – a check list which she and her assistants use when going through each and every application. She will have more information at the June 25th GA meeting, at which time she and her team expect to have a clear picture as to the number of eligible projects.

4.2. Belgian Charity Applications

Sabrina explained that she has received a total of ten (10) Belgian charity applications, out of which six (6) are eligible. The final result of the lottery held before the meeting will be posted on the web-site within a few days. Sabrina explained that the result of the lottery depicts which project the corresponding nations are to visit. She will make the appointment with each charity organization and then contact the appropriate nations. Sabrina will accompany all of the nations on their visits and Jimmie will accompany them on as many as possible.

Sabrina explained that during the visits, the members are to fill out the “2013 Belgian Charity Visit Form”. After the visit, scan the form in and e-mail it to charity@natocharitybazaar.org. You can also fill it in on line. If you do not e-mail the form, you can turn it in no later than June 25th at the GA meeting. The completed visit forms will be posted in the “Members Only” section of web-site AFTER the vote in September. **REMEMBER - the name of the project MUST be kept secret in order for the vote in September to be valid.**

5. Tombola Update – Carla Bucalossi Quatrini (Tombola Coordinator) / tombola@natocharitybazaar.org

Carla informed the members that it is not too early to begin thinking about the two prizes to be donated by each nation to the Tombola. Each prize must be worth at least €100. She also reminded the members to remember to mark the Participation Questionnaire as to whether they are participating in the Tombola – even if they aren't participating in any other part of the Bazaar.

6. International Restaurant Update – Christina Arvanitaki (Restaurant Coordinator) / restaurant@natocharitybazaar.org

Christina told the members that she has already received two (2) requests from Belgium and Italy, respectively, concerning their spots in the International Restaurant. She explained that although it is much too early to reply, all nations are welcome to send their requests to her at the above e-mail address. All other necessary information concerning the International Restaurant will be forthcoming at future meetings.

7. Sponsorship Update – Dionysia Leolei (Sponsorship) / sponsor@natocharitybazaar.org

Dionysia informed the members that Marilena Pernisco has agreed to become her assistant, for which she is very happy. She also informed the members that we have received three (3) vouchers from Hotel Marriott for a total value of about €1.200 for our Tombola. At this point in time we have positive confirmation from six (6) sponsors. There is no money in our account as of yet, as it takes longer to receive a signed agreement.

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

Alessandra introduced herself to the new members. She explained that so far we have €2.082 in our account from our first bake sale, but nothing from our sponsors as of yet. She should have more news at the June 25th GA meeting. She stressed that the synergy on each national team is important for each team's success - support each other! She then encouraged the members to contact either her or her assistant, Biljana, should they have any “treasury” related questions.

9. Fundraising Ideas – Dionysia Leolei (Events) / events@natocharitybazaar.org & Karen Kiærskou

Karen Kiærskou (NR of Denmark) explained her “Outdoor-Activities” fundraising idea, where each of us as well as our friends, family and countrymen create a small “piggy bank” in which we deposit a small amount (any coin from €2, €1, 50 cents, 20 cents or even 10 cents) every time we or members of our family leave the house for the purpose of exercising – whether it be for a walk/jog/run in the forest, soccer or tennis practice, bike riding, swimming, dancing, yoga or even walking the dog. By the time we reach December, we will all have saved a substantial amount, which can go to the Bazaar!

Dionysia encouraged all members to contact her, if they have any ideas or suggestions for fundraising events.

Jimmie stressed that in order to carry out fundraising events we need people to volunteer to serve as assistants!

11. Any Other Business & Closing – Jimmie Bradshaw (President) / president@natocharitybazaar.org

Jimmie reminded the members that Mrs. Rasmussen is hosting a Zumba Class on June 21st at 12h30 and her Summer Charity Ball is being held on June 22nd at 19h30. Both events take place at the NATO Staff Centre, and you can find more information on our web-site under Events. Jimmie encouraged our members to join her in supporting these events.

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

- June 25th
- September 10th
- October 8th
- October 22nd
- November 12th

The General Meeting was adjourned at 11h25

This document is the original and authentic text.

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

Brussels, 2 June 2013

President

Vice President

Treasurer

Full Members