

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

The General Meeting started at 10h05

In Attendance: 28 Full Members were present or represented

Absent: Artist's Corner, France, Georgia, Iceland, Luxembourg, The Netherlands, Poland, Slovenia, Sweden, Turkey

**1. Welcome – Jimmie Bradshaw (President) / [president@natocharitybazaar.org](mailto:president@natocharitybazaar.org)**

**1.1. Welcome**

Jimmie called the meeting to order, introduced herself to the new members and went through the agenda.

**1.2. Farewell to members**

Jimmie called the following members up, to wish them farewell: Mirela Srdic (ANR **Bosnia and Herzegovina** – not present), Caroline Wood (ANR **Canada**), Helen Veidebaum (NR **Estonia** – not present), Kadri Raudkivi (ANR **Estonia**), Ele Enno (2<sup>nd</sup> ANR **Estonia** – not present), Maarit Mattinen (NR **Finland**), Tuija Eloranta (2<sup>nd</sup> ANR **Finland**), Marta-Luise Simon (NR **Germany** – not present), Sabine Ehle (ANR **Germany** – not present), Ela Mocanu (ANR **Romania**), Liviu Anitza (2<sup>nd</sup> ANR **Romania**), Natasa Petrovic (ANR **Serbia** – not present) and Nadezda Jurgova (ANR + 2011 & 2012 Assistant Tombola Coordinator **Slovakia** – not present). Jimmie thanked each of these ladies for their support and hard work, and wished each of them the best of luck in all of their future endeavors.

**1.3. Welcome to new members**

Jimmie welcomed the following new members, Anna Liisa Rannikko (NR **Finland**), CPT Josh McCreton (NR **United Kingdom**) and Emma Notman (ANR **United Kingdom**). A motion was made and seconded to approve these new members. The resulting vote was unanimous.

**1.4. Approval of the Minutes – 30 April 2013**

A motion was made and seconded to approve the above General Assembly (GA) minutes. The resulting vote was unanimous.

**1.5. Approval of the Minutes – 28 May 2013**

A motion was made and seconded to approve the above General Assembly (GA) minutes. The resulting vote was unanimous.

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

**2.1. Participation Questionnaire**

Jette showed the list of the 32 nations who have turned in their Participation Questionnaires. The seven (7) members who have not yet turned in their Participation Questionnaire in are: Artist Corner, Georgia, Iceland, Luxembourg, the Netherlands, Spain, Sweden and Turkey. She urged these members/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 as soon as possible. The slides containing instructions as to how to fill out the form are in the "Members Only" part of our web-site.

Jette emphasized that all members of the NCB are required to participate in the Tombola, whether they choose to participate in any other part of the Bazaar or not.

As soon as she receives the final seven questionnaires, she will begin working on the floor plan for the 2013 Bazaar. Until then, her hands are tied as to requests for national stand and/or international restaurant placement.

**2.2. Key Dates**

Jette reminded the members that the 2013 Bazaar will be held on Sunday, November 17<sup>th</sup>, that After Sales will be held on November 18<sup>th</sup> -22<sup>nd</sup> and that the Donation Ceremony will be held on January 27<sup>th</sup>, 2014.

**2.3. 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 informed the members that we now have 82 members on our Facebook page, and she informed them that the group photo has been 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](mailto: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 thanked all of the nations for helping her keep our membership up-to-date. She asked the members to please remember to inform her at least two working days in advance of our GA meetings 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 we made €1.421 at the Bake Sale on June 19<sup>th</sup>, bringing our total for 2013 to €3.503. She explained that although the amount was 30% lower than the result in February, she still feels that it was an enormous success. This is based on the fact that we were forced to change the original date, our new date was a Wednesday, which is often a less active date at NATO and we were "hidden" from view from the main hallway in NATO by an exposition. Despite these challenges, we still managed to sell for €1.421. She thanked all of the nations for their amazing support in providing baked goods to sell as well as their enthusiasm in helping to sell.

She then informed the members that our next Bake Sale will be held on September 26<sup>th</sup>.

#### 4. Charity Update – Sabrina Janssens & Julija Vejic' (Charity Coordinators) / [coordinator@natocharitybazaar.org](mailto:coordinator@natocharitybazaar.org)

##### 4.1. Belgian Charity Applications

Sabrina explained that she has received a total of eleven (11) Belgian charity applications, out of which six (6) are eligible. She explained that we are over halfway through the visits. She apologized for the confusion around the visit dates. Being new, receiving conflicting advice from all sides, last minute changes in the visit dates by the organizations to be visited as well as new leadership at two of the organizations to be visited did not help her situation, and she promised that she will do things differently next year. She will be sending a questionnaire out to the members who accompanied her on the visits, and she asks that they fill it in and send it back to her. She will use this information and her experience to improve next year's visits. She then stated that she has invested a lot of time and effort throughout this process and has found the work to be very demanding and very rewarding, and she is looking forward to continuing next year.

She then asked the members to please e-mail the completed 2013 Belgian Charity Visit forms to her **no later than June 30<sup>th</sup>** at the above address. If you have any questions, please feel free to contact her. The completed forms – as well as additional information concerning each organization - will be posted on our web-site **after** the voting in September.

Sabrina stressed that **in order for the vote in September to be valid**, the members **MUST NOT** talk to anyone about their Belgian Charity visits outside of their own visit group or the Board, and that **the name of the project MUST be kept secret**.

The charity vote will take place at the September 10<sup>th</sup> GA meeting. On or before September 1<sup>st</sup> the members will receive an e-mail containing the Pre-Briefing Booklet in pdf-format, listing the project summaries and breakdowns from all eligible charity applicants, as well as target and number of beneficiaries, total project cost and amount proposed by the Board.

The final Briefing Book including the name, the country and one or more pictures of the applying charity organization/project will only be available on our web-site **AFTER** the charity vote. She will try to get this ready in time for the Tombola ticket sales.

##### 4.2. International Charity Applications

Julija explained that we have received 33 International charity applications, out of which five (5) projects have had to be rejected due to the "two applications per country" rule – a rule which she now believes should be reviewed with an aim toward abolishing it in 2014. A total of 28 projects were reviewed for eligibility and 17 have been deemed eligible. The reasons for ineligibility include incomplete applications, government affiliations and the size of the applying organization. She informed the members that she is now working on the Pre-Briefing Booklet.

#### 5. Tombola Update – Carla Bucalossi Quatrini (Tombola Coordinator) / [tombola@natocharitybazaar.org](mailto:tombola@natocharitybazaar.org)

##### 5.1. Tombola Overview

Carla explained the Tombola and the Tombola ticket sales to the members, reminding them that all member nations sell tickets. The price of the tickets is €2.50 each, and the winners will be drawn at the Tombola during the Bazaar. She then informed the members that she is working on selling tickets outside of NATO, among other places at the European Schools and at SHAPE.

##### 5.2. Tombola Prizes

Carla then reminded the members that each nation is to provide at least two (2) prizes worth at least €100 each. It is **important** that she receive pictures, a description and the name of the person/organization that donated the prize **no later than Tuesday, September 10<sup>th</sup>**. Send this information via e-mail to Jette or to Carla. Carla will then do her best to have the prize list booklet ready in time for the Tombola ticket sales.

##### 5.3. Tombola Ticket Sales

The Tombola ticket sales lottery was scheduled to be held at a newly scheduled GA meeting on September 24<sup>th</sup>. However, at the members' request, the Board agreed to try to hold the lottery at the September 10<sup>th</sup> meeting, provided the members agreed that doing so could mean that that meeting will last a bit longer than the normally allotted two (2) hours. The members agreed to this stipulation.

Carla then reminded the members that each nation will sign for the tickets needed. You will be provided with the same number of tickets as you requested last year. If more tickets are needed, you simply contact either Jette or Linda at NATO, and they will make sure that you get as many as you need.

Sales will be held either in the Press Hall – the same place as the Bake sales are held – or in the corner of the NATO cafeteria (right next to the entrance to the self-serve restaurant – where Hungary had their national stand last year). You may give away cookies or pieces of cakes and small drinks, but you may NOT sell any type of food or beverage from the cafeteria area.

The dates for the sales are: October 1 – 4, 7, 11, 14 – 18, 21 – 25 (from the cafeteria), 30 and 31 as well as November 4 – 8, 11 and 12. Jette explained to the members that NATO is hosting a Chief of Defense meeting on the 16<sup>th</sup> and 17<sup>th</sup> of October, which means that on those dates, **NO ONE** will be allowed access to NATO unless they have either a NATO pass or a family card – **NO EXCEPTIONS**. Should your nation have ticket sales on one of those dates, you will have to take this into consideration. **After the meeting, it was announced that the Chief of Defense meeting would be held on October 9<sup>th</sup> and 10<sup>th</sup>, which means that the Press Hall is not available to us during the week of 7 – 11 October.** It also means that we have to find another place from which to sell Tombola tickets on the dates from 7 - 14 OCT, but Jette assured everyone that we WILL arrange an alternative.

At this point, Jimmie held a small example of the Tombola. Each member nation had been given a Tombola ticket before the start of the meeting. Four numbers were drawn and each winner received a bottle of wine. Jimmie used this example to explain the value of sending the photographs of the prizes early. The excitement created by being able to see what one can win can help to sell more tickets! At the same time Jimmie informed the members that due to personnel reductions Graphics can no longer take on the printing of national tombola tickets. She stressed that should the members decide to hold national tombolas, they will have to buy their tickets themselves at any store which sells such things – such as Arva.

#### 6. International Restaurant Update – Christina Arvanitaki (Restaurant Coordinator) / [restaurant@natocharitybazaar.org](mailto:restaurant@natocharitybazaar.org)

Christina informed the nations that each nation participating in the 2013 International Restaurant is expected to appoint a Restaurant Coordinator as well as an Assistant Restaurant Coordinator. She will schedule three (3) meetings at which these representatives will meet with her and

Jette to discuss the responsibilities of these Coordinators during the Bazaar. More information will be forthcoming at the September 24<sup>th</sup> GA meeting.

**7. Sponsorship Update – Dionysia Leolei (Sponsorship) / [sponsor@natocharitybazaar.org](mailto:sponsor@natocharitybazaar.org)**

Dionysia informed the members that we have two (2) new Gold sponsors, ING Bank and A+ Projects. However, she is working on getting ING Bank to become a platinum sponsor. She will have more information on this at the September 10<sup>th</sup> GA meeting.

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

Alessandra informed the members that at this time we have a total of €3.590 in our account from our two bake sales and Karen Kiærskou's "Outdoor Life", but nothing from our sponsors as of yet. She should have more news at the September 10<sup>th</sup> GA meeting. As always 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](mailto:events@natocharitybazaar.org) & Karen Kiærskou**

**9.1. Outdoor-Life for Charity**

In Karen Kiærskou's (NR of Denmark) absence, Jimmie explained the "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. You can bring your contribution to the GA meetings – the next GA meeting being September 10<sup>th</sup>. She then gave Alessandra another €20 which has been raised.

**9.2. Fundraising Events**

Dionysia informed the members that she has a few ideas for raising money. She is trying to find something to sell with our logo on it, such as a Teddy Bear or a military doll (where a child can place the picture of his/her deployed parent where the "face" of the doll would normally be, to help keep the parent's image with the child during his/her deployment away from home). She also is working on an idea she calls "Lunch Box Day", in which nations donate one-dish lunchboxes (such as Moussaka from Greece or Lasagne from Italy) to be sold in the same manner as we sell sweets and savories at our Bake Sales. If anyone is interested, please contact her. She also encouraged all members to contact her, if they have any other ideas or suggestions for fundraising events.

Jimmie reminded the members 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](mailto:president@natocharitybazaar.org)**

Jimmie apologized for the misunderstanding which led to the cancellation of Mrs. Rasmussen's Zumba Class on June 21<sup>st</sup>. The misunderstanding was that one had to sign up for the class in advance, a detail of which several were unaware, and the class was cancelled due to an insufficient number of participants. She promised that such a misunderstanding will not happen again. She then thanked all of the members who attended Mrs. Rasmussen's Summer Charity Ball on June 22<sup>nd</sup>.

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

- **September 10<sup>th</sup>** - Key focus "Charity Vote" – Jimmie complimented the professional manner in which the Charity Coordinators and their Assistants have tackled their job. They have worked very hard and put in very long hours, and she wanted the members to be aware of this.
- **September 24<sup>th</sup>** – Key focus "Tombola Ticket Sales Lottery" (see the first paragraph under point 5.3.) If you agree with holding the lottery at the September 10<sup>th</sup> GA meeting, please send Jette an e-mail as soon as possible.
  - Key focus "Bazaar Instructions & Call for Entertainment"
- **October 8<sup>th</sup>** - Key focus "VIP & Visitor Passes"
- **October 22<sup>nd</sup>** - Key focus "VIP & Visitor Passes"
- **November 12<sup>th</sup>** - Key focus "Final Instructions & After Sales Schedule"

The General Meeting was adjourned at 11h30

This document is the original and authentic text.

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

Brussels, 29 June 2013

President  
Vice President  
Treasurer  
Full Members