

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

The General Meeting started at 10h10

In Attendance: 33 Full Members were present or represented

Absent: Artist's Corner, Iceland, Luxembourg, NIC, Romania, Sweden

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

1.1. Welcome

Jimmie called the meeting to order, welcoming the members back from summer vacation, while introducing herself to the new members. She then went through the agenda.

1.2. Farewell to members

Jimmie then told the members that we needed to say farewell to the following member: Madeleine Hüber-Jaberg (NR **Switzerland** – not present). The work Madeleine has done for the Bazaar and her nation has been greatly appreciated, and we will send her certificate to her, wishing her the best of luck in all of her future endeavors.

1.3. Welcome to new members

Jimmie welcomed the following new members, Francine Pilon (ANR Canada), Barb Bennett (2nd ANR Canada – not present), Ludmka Nováková (Assistant Czech Republic), Elis Körvek (NR Estonia), Mari Vaarala (ANR Finland), Marika Suni (2nd ANR Finland – not present), Gladys Grondin (Assistant France), Alexandra Giannoupoulou-Manola (NR Greece), Orsi Pikacs (NR Hungary), Jona Castelein (NR The Netherlands – former 2nd ANR), Ingrid van Hegelsom (ANR The Netherlands), Slavica Mojskovic´ (NR Serbia), Liviá Tornyaiová (2nd ANR Slovakia), Sabina Dimitrov Preložnik (2nd ANR Slovenia), Nathalie Wohlhauser (NR Switzerland), Barbara Ammann (ANR Switzerland), Mine Güler (NR Turkey), Emine Özgür (ANR Turkey), Nataliia Kostenko (ANR Ukraine), Teresa Christenson (ANR United States). A motion was made and seconded to approve these new members. The resulting vote was unanimous.

1.4. Approval of the Minutes – 25 June 2013

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

1.5. Welcome to New Board Members

Jimmie then introduced three (3) new Board members: Maja Vecić (Assistant Tombola Coordinator – Croatia), Hanne Bendiksen (Assistant Restaurant Coordinator – Norway), Rebecca (Beckie) Metelko (Assistant Tombola / Assistant Restaurant Coordinator - USA). She thanked these ladies for their interest and support in working on the NCB Board.

2. Bazaar Update – Jette Holm Kristensen (Vice President/Web-designer/Bazaar Coordinator) / coordinator@natocharitybazaar.org

Jette showed the members the new 2013 Bazaar poster. She handed out an A3 size to each of them, which they will be able to put up at their delegations or wherever else is allowed in and outside of NATO. She also told them that she had several smaller (A5) ones which they could distribute to everyone at their delegations.

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 showed an example of how to fill it out and asked the members to please remember to inform her well 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 as soon as possible, to ensure that everyone receives all of the material that we send out to our members.

3.2. Bake Sale

Linda informed the members that our next Bake Sale will be held on September 26th. This is the final Bake Sale to be held this year. She explained to the new members how the Bake Sale works, and welcomed any and all help – for as little or as long as possible. She explained that we accept sweet or savory dishes, but that we need them delivered no later than 09h30. She reminded the members to bring small flags for their baked goods, as well as paper plates, napkins plastic forks and spoons. She urged everyone to please remember to label any serving utensils or platters, so that they can be returned to their rightful owner. She assured the members that they will be receiving an e-mail when we get closer to the date listing everything they need to know to make this a successful Bake Sale.

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

4.1. Tombola Ticket Sales

The Tombola ticket sales lottery was held at the beginning of the meeting. Carla reminded the nations that if they would like to exchange their time slot/date, that they should do so among themselves, and then to be sure to inform her of the change at the above e-mail address. The Tombola Team will make a list of all of the ticket sales dates and times, which will be available in the "Members Only" section of our web-site as soon as possible. Carla assured the members that there are always some empty date/time slots, so should your nation wish to have more than the one drawn at the meeting, please contact her, and she will do her best to accommodate your wishes.

4.2. Tombola Overview

Carla then explained the Tombola and the Tombola ticket sales to the members, reminding them that all member nations sell tickets. She showed them an example of this year's Tombola ticket, which now has a watermark specifying "NCB 2013". This should eliminate any chance of someone presenting last year's ticket at this year's Bazaar. Jette explained that the Graphics Department at NATO has already printed 10,000

tickets, which they have also stapled together for us in bunches of ten (10). This saves the Board several hours worth of work – just one of the MANY things Graphics has done for us at NO cost!! The tickets will be distributed at the September 24th GA-meeting, and each country will receive the same number of tickets this year, as they received last year. Should any nation sell all of their tickets, they simply need to ask us for more. The price of the tickets is €2.50 each. Winners will be drawn at the Tombola during the Bazaar, and will receive an “sms”.

4.3. 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 a picture and a description of each prize, as well as the name of the donating person/organization *no later than Tuesday, September 24th*. Please send this information via e-mail to either Jette or Carla. We are aware that it can be difficult for some nations to have both of their prizes ready by that date, but it is imperative that we have as many prizes as possible when we begin selling Tombola tickets, as Carla uses the description and picture to make the prize list booklet, which she would like to have ready in time to be on display during the Tombola ticket sales, which start on October 1st. A copy of the Tombola Prize List can be found and accessed in the “Members Only” section of our web-site. Jette explained that she will be updating the booklet once or twice a week, until all prizes have been received.

Carla informed the members that because of the Chief of Defense Meeting held on October 22nd – 23rd, Tombola ticket sales will be held either in the **Press Hall (the green dates)** – the same place as the Bake sales are held, or in the corner of the **NATO cafeteria (the red dates)** - right next to the entrance to the self-serve restaurant, where Hungary had their national stand last year. If your nation is selling tickets in the NATO cafeteria, please be aware that 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, as we do not want to “compete” with their sales.

The dates for the sales are: October **1 – 4, 7 – 11, 14 – 18, 21 – 25**, as well as November **4 – 8, 11 and 12**. Jette explained to the members that on the dates of the Chief of Defense meeting the 22nd and 23rd of October, 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.

5. Charity Selection and Vote – Sabrina Janssens and Julija Vejic’ (Charity Coordinators) / charity@natocharitybazaar.org

5.1. Charity Selection and Voting Process

Jimmie explained to the members that all of the charities were pre-selected by the Board on the basis of the criteria voted upon by our members, and she stressed that it is not the Board’s responsibility to determine the validity of the request for funds, as that is the responsibility of the members. The charity committees have worked very long and very hard to ensure that the pre-briefing books were ready in time for our members to vote on their funding priorities at this meeting. An explanation of the voting process (*Overview for voting process*) was distributed along with the pre-briefing books – before the meeting – and can be found in the “Members Only” section of our web-site.

Jimmie told the members that the voting ballots were in their meeting folders and that the country name on each page of the ballot was solely for the use of the Board – to ensure that all nations present had voted and returned the ballot after the meeting. She then explained how to vote, and urged the members to vote as the charities are presented.

5.2. Belgian Charity Vote

In Sabrina’s absence, Julija went through the six (6) pre-selected Belgian projects, including the amount requested and the amount proposed by the Board. After each explanation of a project, the members were given a few minutes to vote.

5.3. International Charity Applications

Julija then went through the 17 pre-selected International projects, including the amount requested and the amount proposed by the Board. After each explanation of a project, the members were given a few minutes to vote. At the end of this process, all of the voting ballots were gathered, and the members will receive the results of all votes at the next GA meeting on September 24th.

6. Fundraising Ideas – Karen Kiærskou

6.1. Outdoor-Life for Charity

Karen Kiærskou’s (NR of Denmark) 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 24th. We have already raised € 115, and she gave Alessandra what has been raised during the summer to be deposited in our account. She encouraged everyone to participate so that we can raise even more money for charity.

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

Jimmie then thanked all of the members for their participation in the charity voting process and assured them that the Board would be working after the meeting to count all of the votes and ensure that the result of the voting could be revealed at the next GA meeting on September 24th.

Although the information below was not covered at the meeting, it is considered important to include in these minutes for the benefit of all of the new members.

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

- **September 24th** – Key focus “Tombola Ticket Sales”
– Key focus “Bazaar Instructions & Call for Entertainment”
- **October 8th** – Key focus “VIP & Visitor Passes”
- **October 22nd** – Key focus “VIP & Visitor Passes” (will be changed due the Chief of Defense meeting at NATO)
- **November 12th** – Key focus “Final Instructions & After Sales Schedule”

Treasurer's News

The status on total income from Sponsors, Bake Sales and Out Door Life was sent by email to all the Members before the General Assembly Meeting and is being sent along with these minutes.

The General Meeting was adjourned at 11h40

This document is the original and authentic text.

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

Brussels, 11 September 2013

President

Vice President

Treasurer

Full Members