

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

The General Meeting started at 10h15

In Attendance: 34 Full Members were present or represented

Absent: Bosnia & Herzegovina, Iceland, Luxembourg, Sweden

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

1.1. Welcome

Jimmie called the meeting to order, welcoming the members and thanking them for such a smooth voting process at the last GA meeting and for their patience today during the Tombola ticket distribution process – which is the reason for the late start of the meeting.

1.2. Farewell to members

Jimmie then told the members that we needed to say farewell to the following members: Martina Kacic (3rd ANR **Croatia** – not present), Berit Thorsø Nielsen (ANR **Denmark** – not present), Tinatin Mzrelua (NR **Georgia** – not present), Ekaterine Mrelashvili (ANR **Georgia** – not present), Eva Kerekiné (NR **Hungary** – not present), Anna Maciejewska (2nd ANR **Poland** – not present), Jelena Gajdosova (NR **Slovakia** – not present), Christina Rodriguez Lago (ANR **Spain** – not present), Eny Lopez (2nd ANR **Spain** – not present), Regula Giroud (ANR **Switzerland** – not present), Nurhan Yildiz (2nd ANR **Turkey** – not present), Oleksandra Liashko (NR **Ukraine** – not present), Teresa Harp (ANR **USA** – not present). As none of the above women were present at the meeting, Jimmie asked each of their delegations if they could send them their Farewell Certificates, wishing them the best of luck in all of their future endeavors from us, which their delegations' representatives graciously agreed to do.

1.3. Welcome to new members

Jimmie welcomed the following new members, Mira Zunic (ANR **Croatia**), Tea Karchava (NR **Croatia**), Mariana Mkurnali (ANR **Georgia**), Sabine Pia Rohrmann (ANR **Germany** – former 2nd ANR – not present), Anette Rustenbach (2nd ANR **Germany**), Inga Dilane (NR **Latvia**), Patrick Fautsch (NR **Luxembourg**), Lenuta Iacobescu (ANR **Romania**), Markéta Kolláriková (ANR **Slovakia**), Lívía Tornyaiová (2nd ANR **Slovakia**), Carmen Romeo (ANR **Spain**), Marta Fanjul (2nd ANR **Spain**), Habibe Kizilkaya (2nd ANR **Turkey**). A motion was made and seconded to approve these new members. The resulting vote was unanimous.

1.4. Approval of the Minutes – 10 September 2013

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

2. Charity Vote Result – Sabrina Janssens / Julija Vjejic (Charity Co-Coordinator) / coordinator@natocharitybazaar.org

Jimmie explained to the members that dependent upon the amount of money raised at the 2013 Bazaar not every charity on the lists will necessarily be able to be funded. In 2012 we donated € 188.000 to 26 charity applicants. We hope to raise at least that much this year.

2.1. Belgian Charity Vote Result

In Sabrina's absence Jimmie explained the result of the voting on the Belgian charity projects. The results are as follows:

1. Brothers of Charity – Effata – Belgium/Romania - € 9.940
2. Ten Desselaeer - € 10.000
3. Solidarité Santé et Développement – Belgium/Togo, Africa - € 9.800
4. Voedselbank West-Vlaanderen € 10.000
5. Les Samariatins - € 4.000
6. Autrement-Dinant - € 10.000

Total amount needed for total funding € 53.740

2.2. International Charity Vote Result

Julija explained the result of the voting on the International charity projects, pointing out that for the first time EVER, the point ranking system registered a tie – twice. Therefore, it was the Board's responsibility to decide the rank of each of the four (4) projects. This was achieved by flipping a coin, which resulted in the current ranking of projects number 6 and 7 and projects number 12 and 13. The results are as follows:

1. Childhood Cancer Fund Rugute – Lithuania - € 6.400
2. Supporting Fund of Liepaja Regional Hospital – Latvia - € 8.580
3. Estonian Autism Society – Estonia - € 7.000
4. Civic Association Club of Hope – Slovakia - € 8.826
5. Sina Nitra – Slovakia - € 7.100
6. Gauss Institute – the former Yugoslav Republic of Macedonia¹ - € 8.000
7. Csanyert Foundation – Hungary - € 3.980
8. Asociatia Romano-Germana Alsterdorf – Romania - € 9.720
9. Improvement of Hospital Equipment – Hungary - € 7.100
10. Rana Pece Diakonie Stodulky – Czech Republic - € 6.000
11. Aspres Petaloudes – Greece - € 10.000
12. Udruzenje Zena "MOST" Visegrad – Bosnia and Herzegovina - € 7.342
13. Afghan Appeal Fund – Afghanistan - € 8.333

¹ Turkey recognizes the Republic of Macedonia with its constitutional name

14. Foundation Zante Family Crisis Centre – Latvia - € 4.783
 15. Friends of Paradis des Indiens, Inc. – USA (Haiti) - € 7.400
 16. Educational Foundation of Sister Wanda Garczynska – Poland - € 8.000
 17. The Planet of the Little Prince – Romania - € 4.710
- Total amount needed for total funding € 123.274**

2.3. Funds Distribution Vote

Jimmie explained to the members that we will strive to distribute the money we raise in ranking order with 35% going to Belgian charity projects and 65% going to International Charity projects. However, if we raise the same amount of money this year as last year, we can anticipate a unique situation – as 35% of 188.000 = € 65.800. As the total amount requested by the Belgian charity applicants is € 53.740, we can experience a situation where all of the Belgian charity projects can be covered completely, while still not reaching the voted upon 35% of total funds raised. Therefore, the members were asked to vote on the following:

- If all of the Belgian charity projects have been fully funded within the limit (€ 10.000) set by our General Assembly, the remaining amount is to be transferred to the International charity projects, despite the fact that doing so means that Belgium, in fact, will receive less than the 35% voted upon by the General Assembly.

A motion was made and seconded to approve the above proposal. The result of the vote was 33 for, 0 against, 1 in absentia (Canada). Canada explained that their vote in absentia was because they had had no warning of the vote, and therefore, no time to consider all aspects of the anticipated situation. Jimmie apologized on behalf of the Board for not having informed the members of the pending vote, and promised it will not happen again. The motion was passed.

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.

She also suggested that any members, who do not receive our mails, make sure to add us in their contacts, as some e-mail providers have been known to rate our e-mails as SPAM, as the mails are sent out to a very large group of people. Should you still have problems receiving our mails, please contact Linda or Jette, and we do our best to correct the situation.

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, paper plates, napkins, plastic forks and spoons, and to label all baked goods with an emphasis on allergy-related ingredients. She urged everyone to please remember to label any serving utensils or platters, so that they can be returned to their rightful owner. The members have received an e-mail listing everything they need to know, and should they have any questions, please contact Linda.

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

4.1. Tombola Ticket Sales

All participating nations have signed for and received their Tombola tickets. Each country received the same number of tickets this year, as they received last year. Carla assured the members that should they need more tickets at any time, simply contact her or one of her assistants.

She then went through the Tombola ticket sales instructions, which can be found in the “Members Only” section of our web-site. When you come, you will be met by Carla and/or one or more of her assistants. You will receive a bag containing an instruction sheet, a laminated sales dates sheet, a Tombola prize list (updated weekly), one Belgian briefing book, one International briefing book, a list of our Sponsors and extra Tombola tickets (should you need them). The bag and its contents are to be returned to Carla or one of her assistants after your sales time. However should one of your customers wish to keep a copy of one or both of the briefing books, let him/her. We have more available.

There are three (3) time slots each Monday – Thursday (10h – 12h, 12h – 14h and 14h – 16h), and two (2) time slots on Fridays (10h – 12h and 12h – 14h). The members were urged to please stop actively selling and begin packing/cleaning up 10 – 15 minutes before your time is up to allow the next nation time to set up.

There are still some empty time slots, so should your nation wish to have more than the one drawn, please contact Carla, and she will do her best to accommodate your wishes.

At the Tombola ticket sales, you are free to decorate your table with table cloths, country flags, etc. You may offer prizes for buying large amounts of tickets, provide entertainment (Carla suggested Flamenco dancers), and you may bring baked goods or drinks. However, please be aware that you may only give away baked goods and/or small drinks. You may NOT sell any type of food or beverage at all, as we do not want to “compete” with the sales of the NATO cafeteria. Remember to leave the area clean for the next group – vacuum and wipe down the table.

We will provide the table and chairs, an event poster and a list of Tombola prizes.

Carla once again reminded 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.

The dates for the sales are: October **1 – 4, 7 – 11, 14 – 18, 21 – 25**, as well as November **4 – 8, 11 and 12**. Please **REMEMBER**, 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.

4.2 Tombola Prize List

Carla has received prize lists from Canada, Czech Republic, Denmark, Italy, Slovakia, The Netherlands, Portugal, Slovakia, Switzerland, the former Yugoslav Republic of Macedonia² and the United States. It is *important* that she receive a picture and a description of each prize, as well as the name of the donating person/organization *as soon as possible*. Please send this information via e-mail to either Jette or Carla. We are aware that it can be difficult for some nations, 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 attracts customers. A copy of the Tombola Prize List can be found and accessed in the “Members Only” section of our web-site. Remember to fill in the form, rename it - including your country in the file name. Send a mail to Carla or Jette with the prize list as well as one or two pictures or your donation attached.

5. General Bazaar Instructions – Jette Holm Kristensen (Bazaar Coordinator) / coordinator@natocharitybazaar.org

5.1. Participation Questionnaire

In Jette’s absence, Linda explained that we now have 34 national stands, 21 International Restaurant stands and 3 nations who have not responded (Iceland, Luxembourg and Sweden).

5.2. Bazaar Set-up

Set-up will begin on Saturday, November 16th at 8h00 and end at 16h30. The actual Bazaar begins on Sunday, November 17th at 9h00 and will be over by 16h30. Linda then showed a DRAFT of the 2013 Floor Plan. Each nation will receive the same number of tables used last year. If you need more tables, simply ask. Be aware that some tables will need to be assembled, so REMEMBER to bring adjustable wrenches or socket wrenches – size 13, 14 and 17, as you will need these to assemble the tables. Although we will try to limit these tables to stands located in the NATO cafeteria (UK, Italy, Turkey Greece and Hungary), that may not be possible.

Linda then informed the members that they may decorate their stands as they wish. However, the following NATO rules may NOT be broken:

- No nails, tacks or glue on the walls
- No staples or other damaging materials on the tables
- Only lightweight objects may be suspended from the ceiling
- NO candles

We will provide tables, chairs, nation name plates and access to electricity (if requested only). You must provide power cords/extension cords, decorations for the tables and surrounding area, tools to put up your decorations, notice boards and a vacuum cleaner to clean up the floor.

The NATO Fire Marshall will be walking around on both Saturday and Sunday of the Bazaar. If he sees anything suspicious or dangerous, you will be required to change it – NO EXCEPTIONS.

5.3. Entertainment

Jette’s husband, Peder Holm, is in charge of entertainment. Should you know of anyone who would like to sing, dance or perform at the Bazaar, please send a mail to Peder at entertainment@natocharitybazaar.org.

5.4. Thanking NATO Staff

Each year several people in NATO’s staff work throughout the Bazaar for us – at no cost to us. Therefore, in order to show our appreciation, we provide them with color-coded Food Vouchers – one for Saturday and one for Sunday. With the voucher, the NATO staff is each day entitled to one main dish, one dessert and one drink of their choice.

We also ask that each member nation provide us with one bottle of wine or spirits (preferably - but not necessarily – from their own country). After the Bazaar we place a specially designed label on these bottles thanking the staff for their assistance during the Bazaar. The deadline for handing in the bottle of wine or spirits is *October 22nd* at the General Assembly meeting.

6. Sponsors – Dionysia Leolei (Sponsorship / Events Coordinator) / sponsor@natocharitybazaar.org

Dionysia informed the members that she had a meeting today with a perspective Gold Sponsor. As of today, the following sponsors are confirmed:

Platinum – NATO Staff Centre SA/NV

Gold – Aramark, Bis-Rent, AC Brussels SA (Volvo)

Silver – Damasec

Blue – Baldi, Courtyard by Marriott Hotel, Brussels, Concordia

7. Treasurer’s Report – Alessandra Foresti (Treasurer) / treasurer@natocharitybazar.org

In Alessandra’s absence her Assistant, Biljana, informed the members that at this time we have collected €10.004,03 from our two Bake Sales (€3.503,03), Outdoor Life for Charity (€251) and Sponsors (€6.250) and have spent €223,51 for administrative expenses. On the whole, we have a positive balance of € 9.780,52.

At the moment, the total amount in our NCB account is €23.318,00.

8. International Restaurant 2013 – Christina Arvanitaki (Coordinator) / restaurant@natocharitybazaar.org

The following 21 nations are participating in the International Restaurant this year: Azerbaijan, Belgium, Bosnia and Herzegovina, Croatia, Czech Republic, Denmark, Estonia, Finland, Germany, Greece, Hungary, Italy, Latvia, Lithuania, Netherlands, Norway, Portugal, Slovakia, Spain, Turkey and United Kingdom.

Christina showed a DRAFT of the Floor Plan for the 2013 Restaurant, pointing out a few changes from last year, including the addition of Azerbaijan in the “serving” area, and Belgium on the left-hand wall as you enter from the main hall.

² Turkey recognizes the Republic of Macedonia with its constitutional name

Christina explained how to access the International Restaurant Guidelines 2013, as well as the **International Restaurant Coordinator Contact Forms**, the **Facility/Equipment Request Form** and the **Cooking Utensils Form** in the “Members Only” section of our web-site. All forms **MUST** be filled out and turned in to Christina **no later than October 8th, 2013**. Each nation participating in the International Restaurant **MUST** volunteer two (2) Coordinators. These Coordinators **MUST** attend the two (2) International Restaurant Coordinators meetings held on October 15th, 10h30 – 11h30 in the Grand Chalet, Staff Centre and on November 14th, with the NATO Chef 15h30 – 17h00 in the NATO Self Service Restaurant. Christina emphasized that **if a nation’s Restaurant Coordinator does not participate in the two (2) above meetings, the nation will NOT be allowed to participate in the International Restaurant.**

Christina also informed the Board that she is looking for teenagers who would be interested in helping during Saturday and Sunday. Their primary job will be cleaning tables and keeping the table areas looking nice, as well as emptying the trash. If you know any teenagers who would be interested, please contact Christina immediately.

9. Invitations & Lists – Richard Vaught (Guest Coordinator) / guest-coordinator@natocharitybazaar.org

In Richard’s absence, Linda went through the Invitations and Lists, explaining that we have three (3) forms of guest-lists: a VIP (Ambassador) list, a guest list and a helpers’ list. These lists are for ***anyone who does not already have access to NATO***.

The **Ambassador (VIP) List** is for Ambassadors (i.e. from the EU), their family members and their drivers **ONLY** (whomever is in the car with them). Linda emphasized that anyone and everyone accompanying the Ambassador in his vehicle **MUST** be on the list. Requests for VIP passes must be submitted **no later than Friday, October 18th**.

The **Guest List** is for family members, friends or neighbors who do not already have a Family Card or access to NATO. (People who work at SHAPE already have access to NATO.) Your guests may accompany you in your vehicle. However they will have to get out of the vehicle at the main gate, show their passport going through security and then will be allowed to get back in your car to accompany you to your parking space. Each nation is allowed six (6) guests. However, not all nations need six (6) guest passes, so if you need more than the six (6) guest passes allotted, please ask and Richard will do his best to accommodate you. (Be aware that there is a limit to how many people may be on NATO premises at any given time, and if we reach that number, no one else will be allowed a pass.) The deadline for submitting this form is **no later than Monday, October 28th**. If you wish to receive your guest passes by the October 22nd GA meeting, you **must** submit this list **no later than October 18th**. Otherwise the passes will be distributed at the November 12th GA meeting.

The **Helpers List** is for those who will be helping you - including entertainers (max. 12 per nation) on Saturday and/or Sunday. When applying for access for helpers, you **must** include their name, date of birth, nationality, vehicle type and license plate number. These guests are to gain access to NATO via the Z-entrance if they come by car. If they come by foot, they can gain access to NATO through the main gate. The deadline for submitting this form is **no later than Monday, October 28th**. If you wish to receive your helper passes by the October 22nd GA meeting, you **must** submit this list **no later than October 18th**. Otherwise the passes will be distributed at the November 12th GA meeting.

The **Deliveries List** is for people who will make deliveries on Saturday or Sunday. Access for these people is **only** through the Z-gate. When applying for access for deliveries, you **must** include their name, date of birth, nationality, vehicle type and license plate number. The deadline for submission of this list is **Wednesday, November 6th**.

All of the above lists can be accessed in the “Members Only” section of our web-site.

10. Fundraising Ideas – Karen Kiærskou (NR Denmark)

10.1. Outdoor-Life for Charity

In Karen’s 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 October 8th. We have already raised € 251, and she hopes everyone will participate so that we can raise even more money for charity.

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

Jimmie then thanked all of the members for their patience during the Tombola ticket delivery process, and she apologized for the meeting running slightly late.

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

- **October 8th / October 22nd** - Key focus “VIP & Visitor Passes”
- **November 12th** - Key focus “Final Instructions & After Sales Schedule”

The General Meeting was adjourned at 12h15

This document is the original and authentic text.

In the event of litigation, the English version of these minutes shall prevail.
Brussels, 28 September 2013

President
Vice President
Treasurer
Full Members