

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

The General Meeting started at 10h05

In Attendance: 34 (35) Full Members were present or represented

Absent: Iceland, Luxembourg, Montenegro, Sweden

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

1.1. Welcome

Jimmie called the meeting to order, welcoming the members. She showed them the 2013 tri-fold, which has been printed in a limited number.

1.2. Farewell to members

She then told the members that we needed to say farewell to the following Board member: Maja Vejic (Assistant Tombola Coordinator). She presented Maja with a Farewell Certificate, wishing her the best of luck with her continued studies in Croatia and in all of her future endeavors.

1.3. Welcome to new members

Jimmie then informed the members of the request for Kazakhstan to become a member of the NATO Charity Bazaar ASBL, and to participate in the 2013 Bazaar, hoping that everyone had read the e-mail sent out to them about this vote. A motion was made and seconded to approve Kazakhstan as a new member nation. The resulting vote was unanimous. Jimmie then informed the members that the NCB has set a new record in membership. We are now 39 nations strong!

She then informed the members that the printing department would immediately print 2.500 tri-folds with Kazakhstan added as a member nation. Jimmie then called Gulistan Khamzayeva up to be formally welcomed by the General Assembly.

1.4. Approval of the Minutes – 24 September 2013

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

2. Treasurer's Report – Alessandra Foresti (Treasurer) / treasurer@natocharitybazar.org

In Alessandra's absence Jimmie informed the members that at this time we have collected €12.478 in our NCB account.

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

3.1. Membership

Linda thanked the members for helping her keep our membership database up-to-date. She quickly 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 will do our best to correct the situation.

3.2. Bake Sale

Linda announced that our final 2013 Bake Sale held on September 26th raised €2.454! Added to the amounts raised at the previous two (2) Bake Sales, we have managed to raise a total of €5.970 – enough money to fund one whole project! Thank you to all.

She then told the members who were not able to be at the Bake Sale of a unique and touching experience. Three (3) young Czech Republic boy scouts and their troop leader drove all night from the Czech Republic to experience and HELP sell at our Bake Sale. These young boys then loaded up one or two large plastic trays full of various baked goods and went out into the main hall at NATO to sell them. After about two (2) hours of doing this, they returned with a plastic plate FULL of money, which they formally presented to me!!

To top it all off, the Czech Republic MILREP then came down and presented each of the boys and their troop leader with a coin, shaking each of their hands. It was an extremely moving and beautiful little "ceremony", and the whole NCB Board would like to thank the Czech Republic for their amazing show of support for our Bake Sale and the commitment to our endeavors to raise money.

4. Donation Ceremony – Jette Holm Kristensen (Vice President) / vicepresident@natocharitybazaar.org

Jette reminded the members that the Donation Ceremony will be held in the Banquet Room of the NATO Staff Centre on 27 January, 2014. Only the National Representative and the Assistant National Representative may attend, as there is a limited amount of space. She encouraged everyone to mark their calendars already now to avoid any conflict of activities, as this ceremony is the culmination of the 2013 NATO Charity Bazaar.

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

5.1. Tombola Prize List

Carla urged the following countries to please turn in their prizes complete with pictures as soon as possible: **Artists' Corner, Bosnia and Herzegovina, Bulgaria, Georgia, Germany, (Iceland), (Luxembourg), NIC, Norway, Romania, Serbia and (Sweden)**. 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 her or to Jette. The description and picture are used to make the prize list booklet, which attracts customers.

A copy of the Tombola Prize List can be accessed in the “Members Only” section of our web-site. Fill in the form, save it to your computer (remember to rename it - including your country in the file name), and send a mail to Carla or Jette with the prize list as well as one or two pictures of your donation attached.

5.2. Tombola Ticket Sales

Carla informed the members that Tombola ticket sales have already begun. The nations who have been selling tickets have done very well.

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.

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 and you may bring baked goods or drinks. However, please be aware that if you are selling tickets in the NATO Cafeteria, you may only give away baked goods and/or small drinks. You may NOT sell any type of food or beverage at all that can be bought in the Cafeteria, as we do not want to “compete” with their sales. It is also a very good idea to have your prize on display, if possible, as this also attracts customers.

We provide four tables, chairs, an A3 event poster, as well as a list of Tombola prizes (updated weekly), a list of the charity projects we are supporting in 2013 (one page per charity) and a list of our sponsors to display during your ticket sales.

When your “shift” is over, please remember to leave the area clean for the next group – vacuum and wipe down the table. You do not need to bring your own broom or vacuum cleaner, as we can borrow from NATO. Please stop selling tickets about 5 – 10 minutes before your shift is over to allow the next country time to set up.

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). An updated ticket sales schedule is always available in the “Members Only” section of our web-site. There are still some empty time slots, so should your nation wish to have more, please contact Carla, and she will do her best to accommodate your wishes.

Carla once again reminded the members that because of the Chief of Defense Meeting held on October 22nd – 23rd, Tombola ticket sales this year 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 **9 – 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.

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

6.1. Floor Plan

Jette showed a draft copy of the 2013 NCB Floor Plan, explaining that France and Azerbaijan have agreed to smaller national stands located in the Salon des Ambassadeurs (the room directly behind the NATO cafeteria), and Kazakhstan will have their stand in the at the end of the Press Hall (between Portugal and Romania). She assured the members that there was room for everyone, but that we are completely filled up! She also pointed out the NCB Info Desk, which will be located directly outside of the door to the Luns Theatre, and which will be shared with - and manned at all times by - the NIC.

6.2. Bazaar Set-up

- Table Set-up

Jette explained to the members that she has an overview of how many and which type of tables each country used last year to set up their national stand. We will do our best to ensure that each nation receives the same number of tables again this year, but there are NO guarantees, as we are bound by the space provided. She appealed on behalf of the NATO staff that we do NOT remove the tables from the room in which they are found, **nor do we remove any tables from our “neighbor”!!!** If you need more/fewer tables, simply let us know.

There are three different table sizes: 120 x 60, 160 x 60 and 160 x 80. Please be aware that some tables will need to be assembled, so **REMEMBER** to bring socket wrenches – size 13, 14 and 17, as you may 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. The only thing for certain is, that the tables in the Press Hall area are all size 120 x 60 except for the tables for the USA stand, which are 160 x 80.

- Decorating Your National Stand

Jette then informed the members that they may decorate their stands as elaborately and festively 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 (nation name plates), which are attached using specially designed magnets – both of which are provided by us.
- **NO** materials may be attached to the walls or to the ceiling. (You may attach posters and such to window areas, provided you clean the windows completely afterwards.)
- **DO NOT** cover the NATO TV's unless they are completely disconnected from the electricity!! If you are in doubt, please ask.
- **NO** live (burning) candles

Use only freestanding frames or shelving, and please make sure that your stand/displays are sturdy and safely within your “space”. We do not want anything to fall or accidentally be knocked down, thereby potentially destroying everything you’ve worked for to sell this year.

The NATO Fire Marshall will be walking around on both Saturday (along with Jette) and Sunday of the Bazaar. If he sees anything which is not allowed or which is potentially dangerous, you will be required to change it – **NO EXCEPTIONS**.

We will provide tables, chairs, nation name plates and access to electricity (if requested only – the Electricity Request sheet for national stands was circulated during the meeting). **You** must provide power cords / extension cords, decorations for the tables and surrounding area, free standing frames from which to hang decorations, notice boards, tools for setting up and displaying your decorations, etc.

- Saturday Agenda

- 8:00h – Set-up of national stands
- 9:00h–11:00h – Handing in Tombola Prizes in the Luns Theatre
- 11:00h – Opening Ceremony rehearsal (at the scene area in the NATO Cafeteria)
- 12:00h – Walk through with Fire/Facilities
- 14:00h – Closing of the International Restaurant area
- 16:00h – Closing of the whole Bazaar area

When you arrive on Saturday your area will already have tables, chairs, two (2) name plates to be displayed prominently, two (2) white garbage bags, the “Clean-Up Check List” already filled in with the number of tables with which you were provided last year, a Floor Plan in A4 format as well as several Tri-folds, which you may give to your customers.

- Sunday Agenda

- 8:00h – Opening of the Bazaar area for ***Set-up only***
- 9:15h – Photo session in the Cafeteria area (All NR’s and ANR’s must be in place ***no later than 9:10h***)
- 9:45h – Opening Ceremony on the stage in the Cafeteria (speeches and roll call)
- 10:00h – Bazaar Officially Opened to the Public
- 10:15h – Patrons’ preview International Restaurant
- 10:45h – Patrons’ preview National Stands
- 13:00h – Tombola Ticket Sales end
- 14:00h – Tombola begins
- 16:00h – Return of signs and flags to the Information Desk
- 16:30h – Closing of the Bazaar

6.3. Entertainment

We are looking for entertainment. Jette’s husband, Peder Holm, is the Stage Manager, and he is working on the entertainment schedule. The Swiss MILREP has graciously agreed to provide us with the sound system again this year. If 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.

6.4. 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. When presented with a Food Voucher, the vendor is asked to please check the appropriate box on the back of the voucher and return it to the staff member. This addition to the voucher should eliminate any reuse of the vouchers.

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 will 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.

7. 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 asked the participating members to please let her know ***as soon as possible*** if they will be selling on Saturday during set-up.

Christina explained that the ***following nations have not yet sent her the required forms*** (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): ***Azerbaijan, Belgium, Bosnia and Herzegovina, Croatia, Denmark, Estonia, Germany, Norway, Portugal and United Kingdom***. As today was the deadline for these forms to be filled out and turned in to Christina, the above-mentioned nations must send them to her as soon as possible, but ***no later than October 15th***. 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) meetings, the nation will NOT be allowed to participate in the International Restaurant***.

Christina showed a DRAFT of the Floor Plan for the 2013 Restaurant, pointing out a few changes from last year, (the addition of Azerbaijan in the “serving” area, Croatia moving to the left-hand side of Turkey, Italy taking the salad bar on the left-hand side of the self-service area and Belgium on the left-hand wall as you enter from the main hall. Belgium informed the Board that they have been told that the placement of their stand against the left-hand wall of the eating area will probably cause a security hazard, as it is too close to the eating tables. They are awaiting a reply as to another suggested location.

Christina also informed the members 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 of any teenagers who would be interested, please contact Christina immediately.

She then informed the members that it is not certain that you will receive all of the utensils and equipment you have requested, as supplies are limited. She also reminded all that *knives cannot be provide by the restaurant*, so please bring your own.

- **Bazaar Set-up in International Restaurant on Saturday, November 16th**

- 8h00 - Set-up begins
 - Decorating the tables in the dining area
 - Placing your nation's name plate (NATO staff will already have done this for you, so no ladders will be required)
 - Checking helper and deliver passes
 - Checking electricity outlets
- 14h00 – Restaurant area closes

Don't forget to clean up, so that everything is ready for the Bazaar on Sunday, and to shop, eat and enjoy the day!

Christina then reminded all of the members that for security reasons **NO CHILDREN UNDER THE AGE OF 16 ARE ALLOWED IN THE KITCHEN AREA – NO EXCEPTIONS!!!**

- **Bazaar Set-up in International Restaurant on Sunday, November 17th**

- 8h00 - Set-up begins
 - Portugal and Italy prepare the table and serve coffee to our Patrons and Sponsors (before the Opening Ceremony).
- 10h15 – VIP preview of the International Restaurant
- 15h00 – International Restaurant closes and clean-up begins (sometime hereafter Les Samaritans will come to pick up leftovers)
- 16h00 – The area is left clean and flags are to be returned to the Information Desk
- 16h30 – Les Samaritans comes to pick up leftovers and the Bazaar is closed

Be sure to leave everything clean and ready for business as usual on Monday.

Christina then reminded the members that the Final International Restaurant Coordination Meeting, at which all Coordinators will be shown around the area by the NATO Chef, will be held on November 14th at 15:30h.

8. Invitations & Lists – Beckie Metelko (Guest Coordinator) / guest-coordinator@natocharitybazaar.org

Beckie 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'/Deliveries list. These lists are for *anyone who does not already have access to NATO*. Jimmie assured the members that we will have a more concise explanation at the next meeting.

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). Beckie emphasized that anyone and everyone accompanying the Ambassador **in his vehicle MUST** be on the list, and that each nation can receive six (6) VIP passes (one VIP pass per vehicle). 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 into your car to accompany you to your parking space. Each nation is allowed six (6) Guest passes. However, not all nations need six (6) Guest passes, so if you need more than the six (6) Guest passes allotted, please ask and Beckie will do her 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 Friday, 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 on Saturday and/or Sunday (max. 12 per nation) - including entertainers. 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 list is **no later than Friday, November 1st**. Should you wish to receive your Helper passes by the October 22nd GA meeting, you **must** submit this list **no later than Friday, 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 **no later than Friday, November 1st**. Should you wish to receive your Delivery passes by the October 22nd GA meeting, you **must** submit this list **no later than Friday, October 18th**. Otherwise the passes will be distributed at the November 12th GA meeting.

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

9. Charity Selections – Sabrina Janssens / Julija Vejic' (Charity Co-Coordinators) / coordinator@natocharitybazaar.org

Julija went through the common reasons that applications for funding were deemed to be ineligible:

- Not meeting the criteria voted upon by our members
 - Missing or incomplete documentation (proof)
 - Missing signatures
 - Using out-of-date "Funding and Application Guidelines Form", which is considerably different from the 2013 version
 - Time pressure (most of the applications were not received before the last day)
- The proposed projects were for something which the NCB does NOT support (stated clearly on the first page of the "Funding Application and Guidelines Form")
- The completion dates for the project were in 2013 – not 2014

Julija then appealed to all of our members to make sure that any applying organization uses our checklist – which is the final page of the “Funding Application and Guidelines Form” – and follows it exactly. It is the exact same checklist that the Charity Committee uses to determine whether or not an applying organization’s project can be eligible for pre-selection.

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

Dionysia informed the members that the following are the sponsors of the 2013 Bazaar:

- Platinum – NATO Staff Centre SA/NV (no cash but services worth a lot of money, without which we could not do as well as we do)
- Gold – Aramark (no cash but services worth a lot of money, without which we could not do as well as we do), Bis-Rent, AC Brussels SA (Volvo), ING, Salon Laurent Patrick
- Silver – Damasec
- Blue – Concordia Insurance, Salon Baldi de Coiffure, Brussels Marriott Hotel (no cash, but valuable Tombola prize)

Dionysia told the members that ING will be open again during the bazaar, and that they have already ordered lots of their “famous” bags, which they will be handing out to everyone. She encouraged all to be sure to get a bag, and then proceed to fill it up.

She also informed the members that Salon Laurent Patrick will be donating a prize for the Tombola, and that they will have offers for make-overs as well as small gift bags to give away.

She reminded the members to spread the word about our sponsors! They are invaluable to us, and we have to let people know what great businesses they are. Also, our Platinum Sponsor and our five (5) Gold Sponsors will be attending the Bazaar, and she encourages each and every one of us to visit them and let them know how grateful we are for their invaluable support.

11. Fundraising Ideas – Karen Kiaerskou (NR Denmark)

11.1. 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.

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

Jimmie reminded the members that Anne Mette Rasmussen’s Christmas Charity Ball will be held at the Staff Centre on December 14th at 19h30. She saw some of our members at the Charity Ball in June, at which a lady won a car in the Tombola! Tickets to the event cost €50 per person, and provide you with great entertainment and food. She encouraged as many members as possible to attend, keeping in mind that since Mrs. Rasmussen has been our Patron she has donated €4.000 each year of the money she raises at these events. Supporting her event is like supporting ourselves.

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

- **October 22nd** - **Key focus: Tombola Sales and VIP & Visitor Passes**
- **November 12th** - **Key focus: Final Instructions and After Sales Schedule (+ Jimmie has a surprise)**

The General Meeting was adjourned at 12h10

This document is the original and authentic text.

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

Brussels, 12 October 2013

President
Vice President
Treasurer
Full Members