

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

The General Meeting started at 10h10

In Attendance: 35 Full Members were present or represented

Absent: Iceland, Luxembourg, The Netherlands, Sweden

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

Jimmie called the meeting to order, welcoming the members and going through the agenda.

1.1. Farewell to members

There were no farewells at this meeting.

1.2. Welcome to new members

Jimmie welcomed the following new members, Epp Väli (2nd ANR Estonia – not present) and Sabine Oberneyer (NR Germany). A motion was made and seconded to approve these new members. The resulting vote was unanimous.

1.3. Correction of the Approved Minutes – 24 September 2013

A mistake was discovered in the minutes of the General Assembly meeting on September 24, 2013. Under point 1.3 Tea Karchava was listed as NR Croatia, when in fact she is NR Georgia - our sincerest apologies to Tea for this error. A motion was made and seconded to approve the correction of this error. The resulting vote was unanimous. The corrected minutes will be placed on the web-site as soon as possible.

1.4. Approval of the Minutes – 08 October 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

Alessandra informed the members that as of October 20th we have a total of €12,478 in the bank - €6,250 from our sponsors, €5,957 from our three (3) bake sales, €251 from the "Outdoor Life" initiative and a €20 bank premium. We still lack the payment of €1,500 from ING, which we will receive at the end of this month, bringing our total amount from our sponsors to €7,750 and our overall total to €13,978.

Alessandra sent each member nation the "Financial Accounting Form" as well as the instructions on filling out the form, which can also be found in the "Members Only" section of our web-site. She explained the Bazaar funds transfer instructions in a simple three-step manner:

- **Transfer the funds** either by bank transfer from your bank, an online account transfer or by depositing the cash directly at the Banca Monte Paschi Belgio at NATO HQ Staff Center (IBAN BE69 6434 0149 2878 or BIC BMPBBEBB). **Remember** to include the message "Contribution to the 2013 NCB + (Name of your nation)" in the communication section of your transfer.
- **Complete the accounting form.**
- **Send a scanned copy of your bank transfer transaction receipt and the "2013 Financial Accounting Form"** in an e-mail to her at the above e-mail address. **(All transfers must be completed no later than Thursday, December 5th, 2013 – as the deadline for Alessandra and the Board is December 15th).**

Should you have any questions, please do not hesitate to contact Alessandra at the above e-mail.

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

Linda thanked the members for helping her keep our membership data up-to-date. She reminded them that the membership information form can be found under "Forms" on the "Members Only" section of our web-site, and showed an example of how to fill it out. She appealed to 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 (postmaster@natocharitybazaar.org) to their contacts, as some e-mail providers have been known to rate our e-mails as SPAM, because the mails are sent out to a very large group of people. If you have done this and you still have problems receiving our mails, please contact Jette, and she will do her best to correct the situation.

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

4.1. Tombola Ticket Sales

Although this point was not included in the agenda, as a reminder, the following information is included in these minutes. 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 NATO self-service restaurant, where Hungary had their national stand last year. The remaining dates for the sales are: October **23 – 25**, as well as November **4 – 8, 11 and 12**.

Tombola Prize List

Carla still lacks some prizes. 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 in the prize list booklet when selling Tombola tickets, as it attracts customers. A copy of the Tombola Prize List is updated weekly and can be found and accessed in the "Members Only" section of our web-site. Remember to fill in the form, rename it - including the name of your country in the file name. Send an e-mail to Carla or Jette with the prize list as well as one or two pictures of your donation attached.

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

5.1. 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, as well as pictures. Any additions will be accompanied by the word “new”. She also reminded the members that we have over 90 members on our Facebook page. She will upload pictures from the Tombola ticket sales as well as from the prize list here, and she posts all of our events here.

5.2. The Electricity Request Form

The Electricity Request Form was circulated during the meeting for the FINAL TIME. If you have not made a request, we cannot promise that you will have access to electricity at your national or international restaurant stand.

5.3. Floor Plan

Jette showed the Final 2013 Floor Plan, explaining the few changes: Kazakhstan will be placed between Portugal and the Former Yugoslav Republic of Macedonia¹ (at the end of the Press Hall), while Azerbaijan, France and Austria will be along the back curtain in the NATO Restaurant. We are fully aware that the areas are becoming “tight”, however we have to be as flexible as possible, as there is no more space!

NCB Info Table - Jette then showed the location of the NCB Info Table, which will be manned by the NIC (Gaby and/or Anne Mie) as well as Board members. If you need anything, you can ask at the Info Table. Jette is also in the process of making a “phone information card”, which include ALL key contact numbers during the Bazaar weekend. They will be handed out at each national and restaurant stand. This card will contain the GSM numbers of Jimmie, Jette, Alessandra, Linda, Christina and Carla, as well as the NATO HQ emergency number. On Sunday, Jette’s GSM will be at the Info Table from 09h45 – 14h00, as she in her capacity of Vice-President will be accompanying our Patrons and VIPs as they tour the Bazaar.

Jette then pointed out the location of the Luns Theatre, where Tombola Prizes must be turned in between 09h00 and 11h00 on Saturday, and the stage at which we will hold an Opening Ceremony rehearsal at 11h00 – also on **Saturday**. On **Sunday** at 09h15 there will be a photo session in front of the stage in the cafeteria - **all NR’s and ANR’s must be in place no later than 09h10**. At 09h45 the Opening Ceremony will begin.

5.4. Entertainment

Jette informed the members that so far we have confirmed entertainment from three (3) nations, Portugal, Ukraine and Greece, but we would really like more. So if you know of anyone who would like to perform at the Bazaar, please send Peder Holm an e-mail at entertainment@natocharitybazaar.org.

5.5. Thanking NATO Staff and Restaurant Helpers

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. The voucher entitles the holder to one main dish, one dessert and one drink of his/her choice. When presented, the nation is to write on the back of the voucher either **1 meal – (nation)** or **1 dessert (nation)** or **1 drink (nation)**, before returning the voucher to the staff member, thereby eliminating any chance of multiple users per voucher. The nations are responsible for writing the text on the back of each voucher before returning the voucher to the NATO staff member. This year, the voucher for Saturday will be yellow and the one for Sunday will be purple.

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, and then Jette and Jimmie distribute them to the NATO staff. She thanked the nations for bringing wine or spirits to the meeting today. However, we still lack from a few member nations. Please send your contribution to either Jette or Linda at their offices in NATO ***as soon as possible!*** Jette is in room number H-207 and her extension is 5367. Linda is in B-350, and her extension is 6104.

5.6. After Sales

Jette explained about the After Sales which give each nation one more opportunity to sell their goods. The After Sales will be held 18 – 22 November (the week following the Bazaar) from 10h00 – 14h00 in the Press Hall area. Five nations will have the opportunity to sell each day (except for Tuesday, as there will be a small exhibition on that day - however, three nations will be able to hold After Sales on Tuesday). At the November 12th GA meeting Jette will bring an After Sale Schedule Form which each nation wishing to hold After Sales can sign. At the After Sales we will provide each nation with two (2) - three (3) tables and a few chairs. Otherwise the nations must be self-sufficient!

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

6.1. Participation

The following 15 nations are participating in the International Restaurant on Saturday: Belgium, Bosnia and Herzegovina, Czech Republic, Denmark, Estonia, Germany, Greece, Italy, Latvia, Lithuania, The Netherlands, Portugal, Slovakia, Turkey and the United Kingdom.

The following 21 nations are participating in the International Restaurant on Sunday: 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.

6.2. Table Plan

Christina showed the final Table Plan for the 2013 Restaurant, pointing out that there are NO seating requirements. It makes no difference what country our customers are from, or what type of food they choose to eat at the International Restaurant, they may sit where they would like.

6.3. Dealing with Trash

Christina then went through several slides concerning “Dealing with Trash” to ensure that the members are aware of the importance of keeping ALL areas clean and presentable before, during and after the Bazaar. There will be yellow trash receptacles placed throughout the bazaar area

¹ Turkey recognizes the Republic of Macedonia with its constitutional name.

(six (6) in the International Restaurant). Each national and restaurant stand will receive two (2) white trash bags. More white trash bags can be found at the Info Desk. It is everyone's responsibility to empty the trash receptacles closest to their national stands by throwing all paper and cardboard boxes in the **BLUE** containers and ALL other trash (including plastic) in the **RED** containers. These will be located behind the restaurant and outside of the Press Hall entrance on both Saturday and Sunday, as well as *outside the main hall exit towards the Staff Centre on Sunday only*.

Please remember that when emptying the trash, break down ALL cardboard boxes, so that they do not take up too much space. And remember to place **ALL TRASH INSIDE THE** appropriate **CONTAINER** – not outside of it!!!

Also, if you notice any spills on the floor, please clean them up immediately, as the floor becomes very slippery and dangerous for us and our guests!

Christina also informed the members that she is looking for teenagers who would be interested in helping in the kitchen/restaurant during Saturday and Sunday - 16 years old or older in the kitchen, 12 years old or older in the restaurant area. Their primary job will be cleaning tables and keeping the table areas looking nice, as well as emptying the trash and ensuring that serving trays are clean. These young people have to have access to the NATO site, and they will receive food vouchers for the days they help. We will also design a Certificate of Appreciation signed by Jimmie and Christina for each of the helpers. Jette will send the request for help out to the nations this week. If you know any teenagers who would be interested, please contact Christina immediately. We need about eight to ten teenage helpers.

6.4. Final International Restaurant Coordinator Meeting

The final International Restaurant Coordinator Meeting will be held at **15h30** on November 14th in the NATO Self-Service Restaurant with the Chef. The time of this meeting has been changed, as the area has to be closed at the time of the meeting. If your nation is not preparing any food during the Bazaar, your International Restaurant Coordinators do not have to attend this meeting.

NO CHILDREN UNDER AGE 16 IN THE KITCHEN AREA

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

Beekie 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*, and are available on the "Members Only" section of our web-site. Children under the age of 12 do NOT need a pass but must be accompanied by a person with a valid pass.

The Ambassador (VIP) List is for Ambassadors (i.e. from the EU), their drivers and their *close* family members (parents, husband, wife, children – no aunts, uncles, cousins – they will need Guest passes) **ONLY** (whomever is in the car with them). Beekie emphasized that everyone accompanying the Ambassador in his vehicle **MUST** be on the list. Although the deadline for requests for VIP passes has passed, should you need one, please submit your request to Beekie as soon as possible.

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 - on foot only, NOT in a vehicle.) 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 submit an extra guest list form* to Beekie, and she will do her best to accommodate you after the October 28th deadline. (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. Those passes will be distributed on November 5th from 13h30 – 16h00 in the NATO Cafeteria.

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. The passes will be distributed at the November 12th GA meeting.

There was a question as to how the spouse to a "NATO employee parking sticker holder" can bring his/her vehicle into the NATO parking area on both Saturday and on Sunday. Beekie will talk to Security and find out what the best procedure will be.

The Deliveries List is for people who will make deliveries on Saturday or Sunday, or for Musicians/Entertainers on Sunday. Access for these people is only through the Z-gate. When applying for access for deliveries, you **must** include each person's name, date of birth, nationality, vehicle type and license plate number, stating whether the delivery will take place on Saturday or on Sunday. The deadline for submission of this list is Friday, November 8th.

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

Dionysia informed the members that all of the Sponsors listed below have been confirmed, the agreements have been signed and the money (if any) has been received – except for ING Bank – that money will be deposited by the end of this month.

Platinum – NATO Staff Centre SA/NV

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

Silver – Damasec

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

She urged all of our members to please visit our Platinum and Gold sponsors' stands in the hallway off of the Press Hall and to spread the word about them. We could not do as well as we do at the Bazaar without all of our sponsors' help! At the General Assembly meeting she will have a breakdown of how much money the services provided by The NATO Staff Centre, Aramark, the Swiss MILREP and the NATO in house services represent.

9. Fundraising Ideas – Karen Kiærskou (NR Denmark)

9.1. Outdoor-Life for Charity

Karen 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. Bring your contribution to the final GA meeting on November 12th. We have already raised €251 plus what is in the jar today, and she hopes everyone will participate so that we can raise even more money for charity.

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

Jimmie shared a Thank You letter we received from the Croatian SRCE-Organization, which received a donation from us last year, to help us all remember that we DO make a difference with the work we do each year!!! This organization also puts out a magazine, in which they have promised to mention us.

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! There are only 150 tickets available at a cost of €50 per person, and the evening will provide you with great food and entertainment. She encouraged as many members as possible to attend the Christmas Charity Ball, 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 following key dates for upcoming events as follows:

- **November 12th** - **FINAL GENERAL ASSEMBLY MEETING - Key focus “Final Instructions & After Sales Schedule” and a surprise from Jimmie**
- **November 14th** - **15h30 - FINAL Restaurant Coordinators’ Meeting with the Chef in the NATO Self-Service Restaurant**
- **January 27th** - **Donation Ceremony at the NATO Staff Centre Banquet Room for NR’s and ANR’s only**

The General Meeting was adjourned at 11h50

This document is the original and authentic text.

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

Brussels, 25 October 2013

President
Vice President
Treasurer
Full Members