

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

The General Meeting started at 10h00

In Attendance: 36 Full Members were present or represented

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

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

Jimmie called the meeting to order, welcoming the members to the final General Assembly (GA) meeting before the bazaar. All members had been handed a noise-maker upon entering the meeting, and Jimmie instructed them to use them throughout the meeting to demonstrate their enthusiasm, which they all did – enthusiastically. Jimmie then reminded everyone that this is the largest *social* event of the year at NATO HQ - not a *political* event – and she hopes all will act accordingly and enjoy it.

1.1. Welcome to new members

Jimmie welcomed the following new members, Ludmila Nováková (2nd ANR **Czech Republic**) and Leida Nimps (ANR **Estonia**). A motion was made and seconded to approve these new members. The resulting vote was unanimous.

1.2. Farewell to members

Jimmie then presented a Farewell Certificate to Hana Sklenářová (2nd ANR **Czech Republic** – not present), and the members of the Czech Republic will ensure that Hana receives the Certificate.

1.3. Approval of the Minutes – 22 October 2013

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

2. Final Bazaar Instructions – Jette Holm Kristensen (Bazaar Coordinator) / coordinator@natocharitybazaar.org

2.1. Final Instructions/Reminders

Jette encouraged the members to read the Final Instructions and Reminders carefully, which are in the "Members Only" section of our web-site.

2.2. Key Contact Numbers – Bazaar 2013

Jette showed the members the Phone Card she has had made with all of the pertinent telephone numbers. Each national stand and International Restaurant stand will receive this card, which contains the GSM numbers of Jimmie, Jette, Linda, Alessandra, Beckie, Christina and Carla, as well as the NATO HQ emergency numbers. She suggested that each member key these phone numbers into their own phones, so that they can get ahold of the appropriate person during the Bazaar.

2.3. Rules and Reminders

Linda reminded the members that

- No commercial vendors are allowed to participate as part of a nation's stall, unless ALL proceeds from the sale of their goods goes uncut to the NCB.
- All proceeds (less legitimate overhead costs) must be transferred to the NATO Charity Bazaar ASBL bank account.
- The final authority for all aspects of the Bazaar is Jimmie Bradshaw as President of the NCB.

Jette reminded the members that

- Only a freestanding frame or shelving is allowed. She encouraged the members to *please remember* that it is very, very crowded this year, and it is necessary for all to ensure that your national stand remains within the space provided!!
- No material may be attached in any way to the NATO walls or ceilings, except the official name plate of the nation.
- Upon arrival on Saturday each nation's area will have the same number of tables and chairs as last year unless other arrangements have been made, name plates, 2 white garbage bags and the "**Clean Up Check List**", which **must be signed by a Board member before the nation may leave the area on Sunday**.
- Each nation should bring their own extension cord(s), broom and dustpan, tape, pens, string, a small ladder, a rubbish container for your stand and a vacuum.

2.4. 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'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.

2.5. Electricity Requests

Jette showed an overview of all of the nations who have requested electricity. Only France and Poland have not requested electricity. She asks that everyone check on Saturday that the electricity provided works, as it will be much easier on that date to fix things. The electrician will be in the Luns theatre during some of the time to ensure that all is in perfect working order for the Tombola.

2.6. Handing in of Tombola Tickets / Prizes

ALL Tombola ticket stubs, as well as unsold tickets and the numbers of possible lost tickets – are to be turned in at the front of the Luns Theatre along with the accountability sheet. **EVERY SINGLE TICKET FOR WHICH YOU SIGNED MUST BE ACCOUNTED FOR!!!**

All Tombola prizes *are to be handed in between 9h00 – 11h00 at the **BACK** of the Luns Theatre*.

2.7. Saturday / Sunday Timetables

Saturday

08h00 - Set-up of National Stands starts with volunteers from each nation

09h00 - 11h00 - Handing in of Tombola Prizes and ALL tickets at Luns Theatre

11h00 - Opening Ceremony Rehearsal (in the cafeteria area at the stage)

12h00 - Walk through with Fire/Facilities

14h00 - Closing of the Restaurant area (*don't forget to clean up everything so it looks beautiful for Sunday*)

16h30 - Closing of the whole Bazaar area (*don't forget to clean up everything so it looks beautiful for Sunday*)

- Upon arrival on Saturday, each nation's area will have the same number of tables and chairs as last year unless other arrangements have been made, name plates (*This is the ONLY item that may be hung from the ceiling*), 2 white garbage bags and the "Clean Up Check List", which **must be signed by a Board member before the nation may leave the area on Sunday.**

Sunday

08h00 - Opening of the Bazaar area for **SETUP ONLY**

09h15 - Photo session in the Cafeteria area – *All National and Assistant National Representatives in place no later than 9:10h*

09h45 - Opening Ceremony on the Podium in the Cafeteria

10h00 - Bazaar Officially Opens to Public

10h15 - Patrons preview of International Restaurant.

11h00 - Patrons preview of National Stands

13h00 - Tombola Ticket sales at the Info Desk ends

14h00 - Tombola starts.

16h00 - Return of signs and flags to the information desk

16h30 - Closing of the Bazaar

2.8. Entertainment

The following is a list of the entertainment during the 2013 Bazaar:

09h45 – 10h15 OPENING CEREMONY

10h45 – 11h00 Ukraine, One singer and two violinists

11h15 – 11h30 Estonia Folklore Dancers - *Euroviisud*

11h30 – 11h45 Estonian & Belgian Folklore Musicians - *EstBel*

11h55 – 12h25 Bulgarian Dancers

12h35 – 12h45 Kazakhstan Dancers

13h00 – 13h15 Greek Dancing Team from Greek School Brussels

13h25 – 13h50 Slovenian Music presented by Belgian Accordion player

14h00 – 14h15 Finish Gold Panner, *Jukka Kela*

14h30 – 14h45 Italian singer, *Domenico Iaia*

15h00 – 15h15 *Rufus' Band* from Portugal

15h30 – 16h00 Estonian Band – *Beautiful Fathers*

2.9. 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 *I meal – (nation)* or *I dessert (nation)* or *I 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.

She then thanked the nations for bringing one (1) bottle of wine or spirits to the meeting today. However, we still lack from a couple of nations. Please send your contribution to either Jette or Linda AS SOON AS POSSIBLE at their offices in NATO. Jette is in room number H-208 and her extension is 5367. Linda is in B-350 and her extension is 6104.

2.10. Trash

Jette 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 (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!!!

She also explained that we are each responsible for the yellow garbage bins closest to our stands, whether the national stands or those in the restaurant. Should you need more white garbage bags, you can get them at the Info Desk.

2.11. Clean-Up

She reminded the members that - unless they are permanent tables for the room - ALL tables need to be folded and placed in the trolleys supplied, or disassembled and stacked on the pallets supplied. All chairs must be folded and placed in the trolleys supplied.

She also reminded the members that the "Clean-Up Check List" **must be signed by a Board member before the nation may leave the area on Sunday**

She then encouraged all members to share ALL of the information received during the meetings with their own national team members.

2.12. Opening Ceremony

Jimmie then went through the Sunday schedule for her, Jette and our Patrons, explaining that she, Mrs. Rasmussen, General Knud Bartels, Lady Jan Harper and Ms. Katy Schmidt will be holding speeches during the Opening Ceremony before the Roll Call of the participating nations and the ribbon cutting to officially open the Bazaar. The actual procedure was explained, and members were encouraged to simply ask the photographer should they wish a picture with our Patrons at their national stands.

2.13. 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 (set-up 9h30 / clean up 14h30) 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 After Sales we will provide each nation with two (2) - three (3) tables and a few chairs. Otherwise the nations must be self-sufficient! The nations were asked to sign-up for After Sales on the After Sale Schedule Form. The result is:

- Monday, Nov. 18 – Belgium, Italy, Poland, Spain
- Tuesday, Nov. 19 – Greece, Italy (room for one (1) more country)
- Wednesday, Nov. 20 – Greece, Latvia, USA (room for two (2) more countries)
- Thursday, Nov. 21 – Azerbaijan, Estonia, Hungary, Portugal (room for one (1) more country)
- Friday, Nov. 22 – Lithuania (room for four (4) more countries)

The nations are allowed to sell any leftover goods as well as any non-perishable food that is in sealed containers during the After Sales.

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

3.1. Saturday

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.

Should you need to **drop off** any goods in the kitchen area on Friday, you can do so at 15h00 **ONLY**.

Upon arrival on Saturday you will have:

- Tables (size 70 x 80) labeled with flags
- Chairs
- Refrigerators/Shelves labeled with flags (**do not move or “rearrange” any of the flags**)
- Country name plates
- Two (2) white garbage bags
- Clean-Up Check List + Floor Plan

3.2. Sunday

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.

Sunday Set-Up

Begins at 8h00h

Decorating the Tables in the Dining Area

Placing your nation's Name Plate

Checking Helper and Delivery Passes

Checking Electricity Outlets

15 nations selling food and drink on Saturday

Don't forget to clean up!

Shop, eat and enjoy the day!

Closing on Saturday: 14h00

Be sure you leave everything clean and ready for Sunday

3.3. Teen Helpers

We have the following 12 teen helpers:

- Ms. Ida Gahner Holm - DNK
- Mr. Daniel Gahner Holm - DNK
- Ms. Adamantia Aimilia Dimitrakopoulou - Lydia - GRC
- Ms. Polytimi Papadimitropoulou - GRC
- Ms. Camilla Cioli - ITA
- Ms. Greta Petazzoni - ITA
- Ms. Margherita Andriulli - ITA
- Mr. Giulio Iaione - ITA
- Mr. Edgar Bucens - LVA
- Ms. Ira Lozar Zajec - SLV
- Ms. Sophie Summer Beech - UK
- Ms. Isabella Cunningham - UK

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 will receive food vouchers for the days they help and T-shirts which have been donated by the NATO Staff Centre. Jette has also designed a Certificate of Appreciation signed by Jimmie and Christina, which will be presented to each of these helpers.

3.4. Closing of the Restaurant

The International Restaurant will close on Sunday at 16h00, leaving the nations ½ hour to clean up. Carla reminded the participating nations each of them is responsible for any piece of equipment or any utensil borrowed from NATO. It is IMPERATIVE that all borrowed items be returned in good, clean condition. You will be responsible for replacing any damaged equipment or utensils that your nation has borrowed. She also reminded the members to bring their own cleaning supplies, vacuum, broom, etc, as the whole area must be ready for business as usual on Monday.

3.5. Les Semaritains

Any leftover food can be donated to Les Samaritaines, a not-for-profit organization which provides food for the homeless in Brussels. They will bring their own containers and take any leftovers we wish to donate. Please consider doing this, as it is for a very good cause.

3.6. 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

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

4.1. Tombola Ticket Sales

Carla went through the final instructions for the Tombola which included the following:

- Ticket Sales have gone very well, and the final sales will be held today, 14 NOV
- You may turn in all sold AND unsold tickets on Saturday between 09h00 – 11h00 **at the stage area** of the Luns Theater. Remember to bring the "Accountability Sheet" – NO MONEY
- Prizes are to be wrapped (preferably in cellophane) and brought to the **back wall** of the Luns Theater on Saturday between 09h00 – 11h00. They will be available for viewing beginning Saturday afternoon.
- On Sunday, Tombola tickets can be bought at the Info Desk from 09h00 – 13h00.
- The Tombola starts at 14h00 and ends at 16h00
- The Patrons will be the first group to draw winning tickets from the drum.
- Carla encouraged the nations to send one or more representatives to draw winning tickets for their prizes. Prizes will be drawn in alphabetical order of the donating nation's name.
- Winning ticket numbers will be displayed on the big screen in the Luns Theater. Winners will be sent an SMS if they have provided us with a GSM number. On Tuesday, November 19th, a list of winners and their ticket numbers will be circulated throughout NATO via MINERVA, just as a jumbo poster will be placed outside of the Café area. Jette will place a copy of the poster on the web-site and a copy of the winning numbers only on our Facebook page.
- Prizes will be available for pick-up during the Bazaar and during the After Sales.
- The NATO Post Office has kindly offered to "store" the prizes that have not yet been picked up during the week of the After Sales.

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

5.1. Beckie reminded the members once again of the following:

- VIP (blue) – **Ambassadors** along with any guests in their vehicle will be allowed to park within the gates of NATO.
- Guests (yellow) – Guests will not be allowed to park inside the NATO compound, but will have to park outside the main entrance. Should you have your guests inside your car, you will have to let them out of the car at the main entrance so that they can go through security. You may then pick them back up once they have gone through security and proceed to your parking spot.
- Helpers (white) – will be allowed in through the Z gate if they arrive by car or the main gate if they arrive on foot.

Beckie has handed out all of the passes. She informed the members that she will turn the list over to Mr. Patrick Lambert, Head of the NATO Office of Security, and that she actually no longer has any influence, as Mr. Lambert will make all decisions as to access to NATO on Saturday and on Sunday.

Should you be expecting any deliveries to be made on either Saturday, November 16th, or Sunday, November 17th, they must enter through the Z gate, located passed the Staff Center entrance towards Zaventem. A map is available in the "Members Only" section of our web-site.

6. 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.

Platinum (over €1.500) – NATO Staff Centre SA/NV

Gold (€1.500) – Aramark, AC Brussels SA (Volvo), Bis-Rent, ING, Laurent Patrick

Silver (€750) – Damasec

Blue (€500) – Baldi, Courtyard by Marriott Hotel, Brussels, Concordia

Tombola Sponsor – Mobistar (has donated a Nokia Lumia 720 from which we may send sms's to winners)

In-house donations

- IS Graphics Design and Printing Section (Tombola tickets, Tri-fold, Posters, Food Vouchers, Floor Plan, Farewell Certificates etc.)
- IMS Repro
- NATO Staff
- Stage Equipment from the Swiss MILREP
- Software for updating our website from the Danish MILREP

Value of donations

Cash donated by sponsors: €7.750

Value of Tombola gifts donated by sponsors €1.500

In-kind donation from sponsors: €16.500

Total value of sponsors: €25.750

Dionysia urged all of our members to please visit our Platinum and Gold sponsors' stands in the hallway off of the Press Hall. They will have free information and gifts. The Staff Centre stand will provide "Story Time" for children aged 3 – 9, as well as face painting. Please be sure to thank them for their support and to spread the word about them. We could not do as well as we do at the Bazaar without all of their help!

The Staff Centre will also be holding a toy collection at their stand at the Bazaar, so if you have any toys which are in good condition, please consider donating them to the Staff Centre – either at the Bazaar (or after). These toys will then be distributed to unfortunate children in the Brussels area during December.

7. Fundraising Events – Dionysia Leolei (Sponsorship / Events Coordinator) / sponsor@natocharitybazaar.org

7.1. Christmas Food Basket Sale

Dionysia informed the members that we will be holding a Christmas Food Basket Sale on Tuesday, December 10th, at 11h00 – 15h30 in the Grand Chalet at the NATO Staff Centre. The Basket Sale will be hosted by Dionysia and FAB Greece and the baskets will contain gourmet Mediterranean products.

7.2. Hand Made Jewelry by Lisa Vershbow

One of our Patrons, Mrs. Lisa Vershbow (wife of the DGIMS), is an accomplished and celebrated jewelry maker. She has donated a beautiful set of earrings to the Tombola, and she will be selling her jewelry at the NATO Staff Centre on Tuesday, December 10th. All proceeds from her sales will be donated to the NATO Charity Bazaar!

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

Alessandra informed the members that we now have a total of €13.978 in the bank - €7.750 from our sponsors, €5.957 from our three (3) bake sales, €251 from the "Outdoor Life" initiative and a €20 bank premium. She has received even more money from the "outdoor Life" initiative and as soon as she counts that, she will have an update to these numbers.

Alessandra reminded the members that has sent them 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 or on her GSM 0488/41.65.95.

9. Donation Ceremony – Jimmie Bradshaw (President) / president@natocharitybazaar.org

Jimmie encouraged the NR's and ANR's to mark the date of the Donation Ceremony (**28 January 2013, 09h30 – 12h30**) in the Banquet Room of the NATO Staff Centre, ensuring them that invitations will be sent out shortly after the Bazaar this weekend.

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

Jimmie asked the members to please begin considering anyone who would like to fill one of the four (4) Board positions that will be available in 2014. These positions are Vice President, Bazaar Coordinator, Web Designer / Administrator and Secretary.

She then informed the members of an event that Mrs. Anne Mette Rasmussen is hosting: **Ball Room Fitness**, at which you can learn to dance solo with the professionals. It will be held Friday, December 13th, at the NATO Staff Centre at 12h30. The dress code is sport shoes and gear. The cost is €5 per person and sign up **before** Saturday, December 7th. If you do not sign up by this date, you will not be allowed to participate.

Jimmie reminded the members that **Anne Mette Rasmussen's Christmas Charity Ball** will be held at the Staff Centre on December 14th at 19h30 – a formal gown and black tie event. 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.

Be sure to mark your calendars with the following key dates for upcoming events as follows:

- **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 12h50

This document is the original and authentic text.

In the event of litigation, the English version of these minutes shall prevail.
Brussels, 14 November 2013

President
Vice-President
Treasurer
Full Members