# **General Meeting**

10h - 12h **8 October 2013** 



NATO Charity Bazaar

www.natocharitybazaar.org

--ASBL--

# Annual BAZAAR Annuel

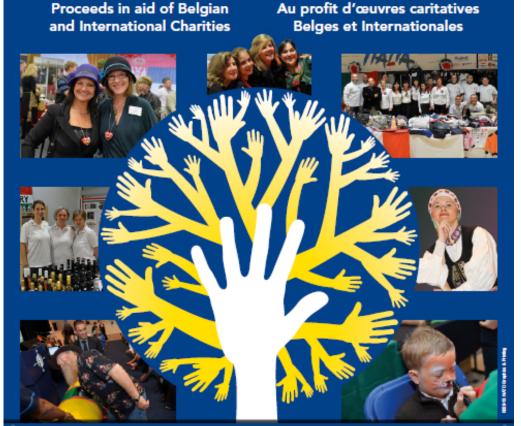


www.natocharitybazaar.org

**SUNDAY - DIMANCHE** 17 NOV. 2013 • 10.30 - 16.30

NATO CAFETERIA DE L'OTAN

Boulevard Léopold III - Brussels 1110 Bruxelles



OPEN to NATO and Shape id holders. • OUVERT à tous les membres détenteurs d'un laisser-passer OTAN et Shape.



# **Agenda**

- Welcome by Jimmie Bradshaw VOTES:
  - 1) New Nation Member
  - 2) Approval of minutes from the GM at 24th September 2013
- Welcome and Farewells to Members
- Treasurer Update by Alessandra Bertozzi
- Membership & Bake Sale by Linda Aziz Skou
- Donation Ceremony by Jette Holm Kristensen
- Tombola Update by Carla Bucalossi

#### Coffee Break (15 minutes)

- Bazaar Update by Jette Holm Kristensen
- Restaurant Update by Christina Arvanitaki
- Invitations, Lists and Passes by Beckie Metelko
- Sponsorship & Event Update by Dionysia Leolei
- Charity Update, by Julija Vejic
- Fundraising by Jimmie Bradshaw & Karen Kiærskou
- Any other Business and Closing by Jimmie Bradshaw



# Welcome

Jimmie Bradshaw - President





## **VOTES**

Jimmie Bradshaw - President

- Approval of:
  - Minutes from 24th September 2013
- New Nation Member



# **Farewell to Members**

Jimmie Bradshaw - President

#### **Board Member**

Ass. Tombola Coordinator – Maja Vejic





## **Welcome to Members**

Jimmie Bradshaw - President

Kasakhstan - NR – Gulistan Khamzayeva





# Treasurer's Report

Alessandra Foresti Bertozzi - Treasurer

- Treasurer update





# **Treasurer Update**

Alessandra Bertozzi - Treasurer

#### **TOTAL INCOME 2013**

- **Sponsor** 6.250 €

- Bake Sales 5.957 €

- Bank premium 20 €

- Out door life 251 €



**12.478 EUROS** 

On 07 October 2013





# **Membership Database**

Linda Aziz Skou – Secretary / Membership

#### PLEASE PRINT CLEARLY

NATION you are representing:	DENM	ARK			Date: 2	28 MAY 2013	
National Representative (NR)		stant Natio resentative				tant National ntative (2 <sup>nd</sup> ANR	) x
Surname (Last Name): AZIZ S	KOU				First Nar	me: LINDA	
Home Telephone / GSM: 047	73-644-3	179		E-mail: SE	CRETARY	@NATOCHARITY	BAZAAR.ORG
NATO Contact Person: MYSE	LF			NATO Con	tact Numl	ber: 6104	
Have you been officially welco	omed at	a NCB Gene	eral Asser	nbly Meetir	ng?	X Yes	No
Are you leaving Brussels within the next 3 months?	Yes	X No	If yes, w				

Return the completed form to our Secretary Linda A. Skou at <u>secretary@natocharitybazaar.org</u>

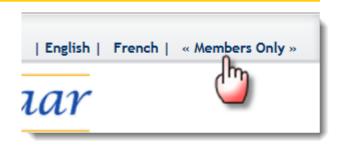




# **Membership Database**

Linda Aziz Skou – Secretary / Membership

#### 2013 Material for Distribution Here are electronic versions of all material distributed document and choose "Save as" when the download r **Organization Info** Invitations 19 March 30 April 28 May (New) PowerPoint (slides) 19 March 30 April (New) **Forms** Participation Questionnaire - 2013 (New) Fund Application Form - 2013 (New) Membership Contact Form - 2013 (New) Belgian Charity Visit Form - 2013 (New) Tombola Prize List Form - 2013







# VENTE de PÂTISSERIES BAKE SALE 26/9/2013 Final Bake Sale 2013

26 September

Raised: 2454,00 €

Total in 2013: 5970,00 €









# **BAKE SALE - HIGHLIGHTS**

Linda Aziz Skou - Secretary / Membership









# **Donation Ceremony**

Jette Holm Kristensen – Vice-president

# 27 January 2014 NATO Staff Center, Banquet Room

#### Who may attend:

National Rep. & Assistant National Rep.











# **Tombola Update**

Carla Bucalossi Quatrini - Tombola Coordinator

- Prize Lists Status and Submitting Prize List
- Tickets Sales Dates
- Ticket Sales Schedule
- Ticket Sales Instructions
- Prize List Book
- Ticket Sales Ideas
- Clean Up Info







# **Prize List**

# PLEASE submit your list of prizes if you have not already done so

#### **NATO Charity Bazaar**

2013 Tombola Prize List

[as of Monday, 23 September 2013]

NATION	TOMBOLA PRIZES	DONATED BY	PHOTOS
CANADA	Gift basket	The Canadian Community	
CANADA	Painting created by the artist Claire Chevarie, from New Brunswick, Canada	The Canadian Community	
DENMARK	Ceramic vase made by Ninna Gøtzsche	The Danish Community	
DENMARK	Ceramic vase made by Ninna Gøtzsche	The Danish Community	W. Control of the con

# **Submitting Prize List**

- DUE NOW: tombola@natocharitybazaar.org
- TEMPLATE: Use file in Members Only area: Forms → Tombola Prize List Form - 2013
- NAMING FILE: Rename file with your country in file name: "USA-Tombola Prize List"

#### Received Prize List from:

Austria, Azerbaijan, Belgium, Canada, Czech Republic, Croatia Denmark, Estonia, Finland, France, FYROM\*, Greece, Hungary, Italy, Latvia, Lithuania, Montenegro, Poland, Slovakia, The Netherlands, Portugal, Slovakia, Slovenia, Spain Switzerland, Turkey, Ukraine, United States, Patron Lisa Vershbow

#### NATO Charity Bazaar 2013 Tombola Prize List [as of Monday, 23 September 2013]

NATION	TOMBOLA PRIZES	DONATED BY	PHOTOS
CANADA	Gift basket	The Canadian Community	
CANADA	Painting created by the artist Claire Chevarie, from New Brunswick, Canada	The canadia ca in nity	
DENMARK	Pramic v a make by Ninna øtzsche	The Danish Community	
DENMARK	Ceramic vase made by Ninna Gøtzsche	The Danish Community	-

\*Turkey recognizes the Republic of Macedonia with its constitutional name



#### 2013 Tombola Ticket Sales Dates

Carla Bucalossi Quatrini - Tombola Coordinator

#### **SALES DATES:**

- October: 1, 2, 3, 4, 7, 8, 9, 10,11, 14, 15, 16, 17, 18, 21, 22, 23, 24, 25
- November: 4, 5, 6, 7, 8, 11, 12

#### **LOCATIONS**:

**Press Hall** 

October: from 1<sup>st</sup> to 4<sup>th</sup> + from 7<sup>th</sup> to 11<sup>th</sup>

November: from 4<sup>th</sup> to 8<sup>th</sup> + 11<sup>th</sup> and 12<sup>th</sup>

NATO Cafeteria (right next to the entrance to the Self Service Restaurant)

October: from 14th to 18th + from 21st to 25th

#### NATO CHARITY BAZAAR - Tombola Ticket Sales

as of 29 September 2013

OCTOBER -	OCTOBRE   OC	TOBER - OC	TOBRE   OCT	DBER - O	CTOBRE
	1000-1200	1200-1400	1400-1600		NOTES
TUE, 1 OCT	USA	Italy	Lithuania		
WED, 2 OCT		Slovakia	Slovakia		
THU, 3 OCT	Hungary	FYROM*			
FRI, 4 OCT	Czech Republic	Georgia			
MON, 7 OCT		Serbia			
TUE, 8 OCT		Croatia			
WED, 9 OCT	Poland	France			
THU, 10 OCT	Netherlands	Norway			
FRI, 11 OCT	Hungary	Montenegro			
MON, 14 OCT	Azerbaijan	Turkey			
TUE, 15 OCT		UK			NOV
WED 40 00T		Bosnia and	Greece		
WED, 16 OCT		Herzegovina			MON
THU, 17 OCT	Slovenia	Portugal			TUE
FRI, 18 OCT			Ukraine		WED

# **Ticket Sales** Schedule 2013

NATO CHARITY BAZAAR - Tombola Ticket Sales

as of 29 September 2013

NOVEMBER - NOVEMBRE   NOVEMBER - NOVEMBRE   NOVEMBER - NOVEMBRE					
	1000-1000	1200-1400	1400-1600	NOTES	
MON, 4 NOV			Spain		
TUE, 5 NOV		Romania			
WED, 6 NOV					
THU, 7 NOV		Latvia	Estonia		
FRI, 8 NOV					
MON, 11 NOV	Bulgaria				
TUE, 12 NOV	Germany				

# **Updated schedule** always available in 'Members Only' area on NCB Website

\*Turkey recognizes the Republic of Macedonia with its constitutional name

NATO Charity Bazaar



# **Tombola Ticket Sales**

- Decorate the table
  - Table cloths, country flags, etc.
- Bring baked goods or drinks
- NATO Charity Bazaar will provide
  - Table & Chairs
  - An A3 Bazaar Event promotion poster
  - List of Tombola Prizes
  - List of 2013 Sponsors









# **Prize List & Charity Books**

# You will have 1 copy of the each Book to display during Ticket Sales

#### **Contains:**

- Prize List (updated weekly)
- List of 2013 Sponsors
- Charities we are supporting (one page per charity)



## **Ticket Sales Ideas**

- Prizes for buying large amounts of tickets
- Homemade Collage featuring pictures of charities
- Bring national Tombola Prize(s)









**Hungary** is selling



# Clean Up After Your Ticket Sales

 Be sure to leave the area clean for the next group: vacuum or sweep the floor and wipe down the tables.

- BRING:
  - Broom
  - Vacuum





# Coffee Break 15 min







# **General Bazaar Instructions**

Jette Holm Kristensen - Bazaar Coordinator

- Floorplan what's new for 2013
- National Stands
  - Stand size and tables
  - Decorating your stand
  - We provide & You provide
  - Electricity (request sheet circulating)
- Bazaar Schedule
- Entertainment
- Thank you NATO Staff

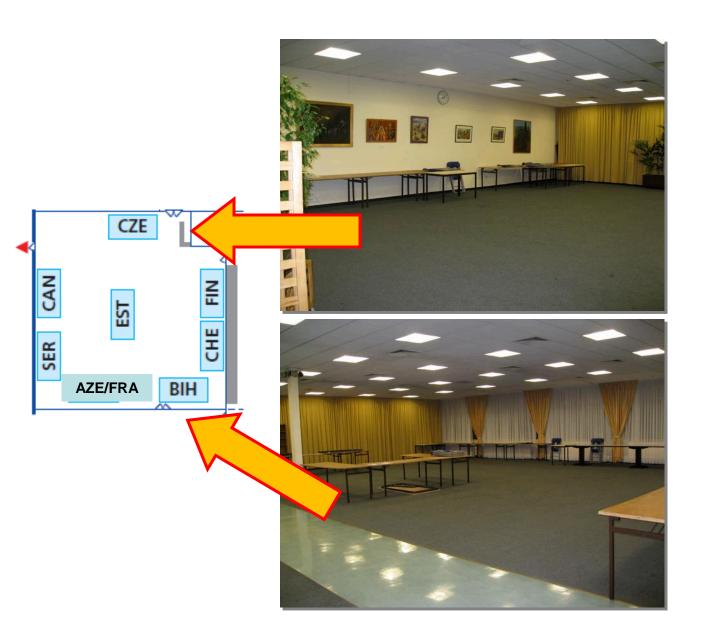


# What's New for 2013



WATO Charity Razaar
What's New for 2013

# **TABLE SETUP**



**TABLE SIZES** 

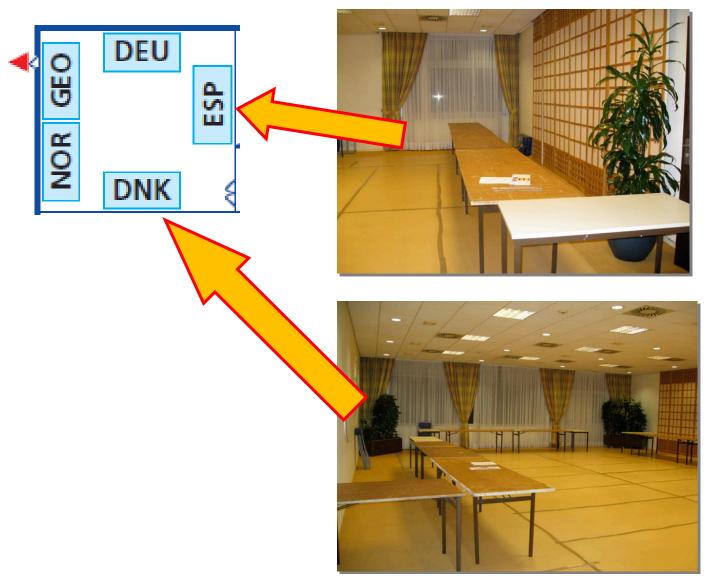
•120 x 60

•160 x 60

•160 x 80

To assemble tables bring socket wretch 13, 14 and 17

# **TABLE SETUP**



**TABLE SIZES** 

•120 x 60

•160 x 60

•160 x 80

# **TABLE SETUP**

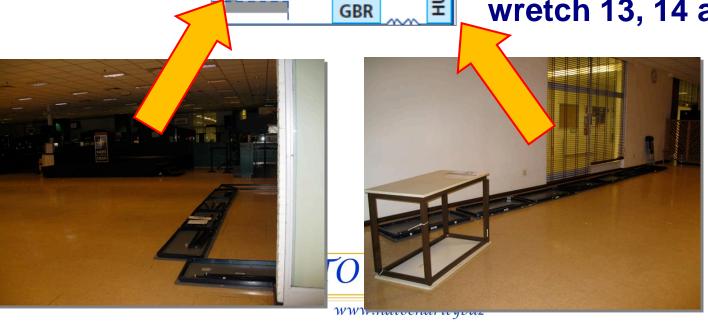


•120 x 60

•120 x 70

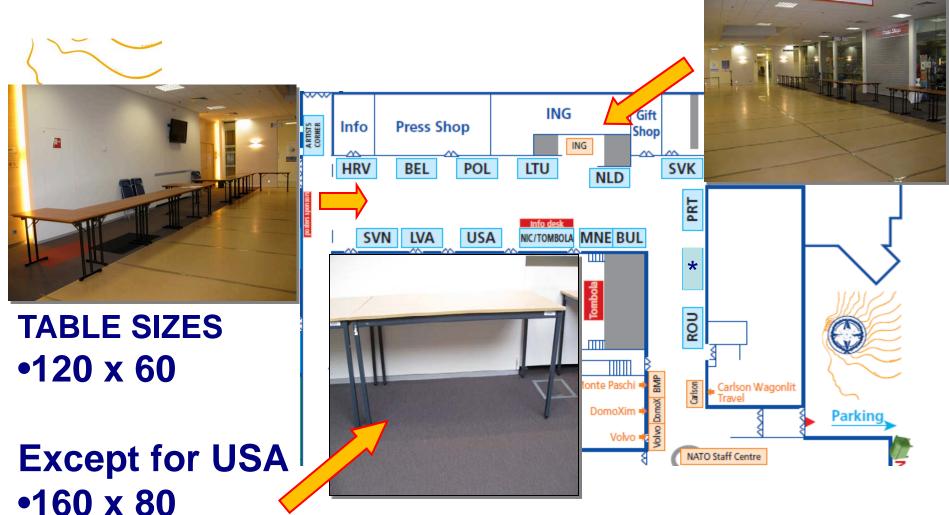
•160 x 80

To assemble, bring socket wretch 13, 14 and 17



GRC





# Decorate your stands elaborately and festively.









## **DECORATING YOUR STAND**

You can decorate your stands as you wish. However we must follow NATO RULES for decorations:

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



# No Material may be attached to NATO walls or ceiling







# NAME PLATES





Each nation will be provided a name plate showing the nations name and national flag. Please hang your name plate so that it is visible.

NOTE: This is the ONLY item that can be hung from the ceiling





## **NATIONAL STANDS**

## **WE PROVIDE**

- Tables
- 4 chairs
- Nation Name Plate
- Access to Electricity (REQUEST SHEET CIRCULATING)

### **YOU PROVIDE**

- Power Cords/ extension cords
- Decorations for table
- Free standing frame for hanging decorations
- Tools to put up your decorations
- Notice Boards



#### National Stands 2013 ELECTRICITY REQUEST

	Country	Electrical Outlet/ Prise Electrique		Member Signature	
_	Artist Corner	YES 🗆	NO 🗆		
	Austria	YES 🗆	NO □		
	Azerbaijan	YES 🗆	NO 🗆		
	Belgium	YES 🗆	NO 🗆		
	Bulgaria	YES 🗆	NO 🗆		71.
	Canada	YES 🗆	NO 🗆		ATING
	Croatia	YES 🗆	NO □	CU	
	Czech Republic	YES 🗆	NO 🗆	Q	
	Denmark	YES 🗆	N/D		
	Estonia	YES	NO 🖃		
	Finland	75.0	NO 🗆		
	France	YL3 🗆	NO 🗆		
	the former (1905) V Republic of was denia*	YES 🗆	NO 🗆		
	Scorg.	YES 🗆	NO □		
	Se nany	YES 🗆	NO 🗆		
	Greece	YES 🗆	NO 🗆		
	Hungary	YES 🗆	NO 🗆		
REQUE	Italy	YES 🗆	NO 🗆		
	Latvia	YES 🗆	NO 🗆		
	Lithuania	YES 🗆	NO 🗆		

NATO Charity Bazaar | ASBL: 874.358.592 | Avenue Victor Gilsoul 1 - 1200 Bruxelles - Belgium



## Saturday Agenda

- 8:00h Set-up of National Stands starts with volunteers from each nation.
- 9:00h-11.00h Handing in of Tombola Prizes at Luns Theater.
- 11:00h Opening Ceremony Rehearsal.
- 12:00h Walk through with Fire/Facilities
- 14:00h Closing of the Restaurant area.
- 16:30h Closing of the whole Bazaar area.

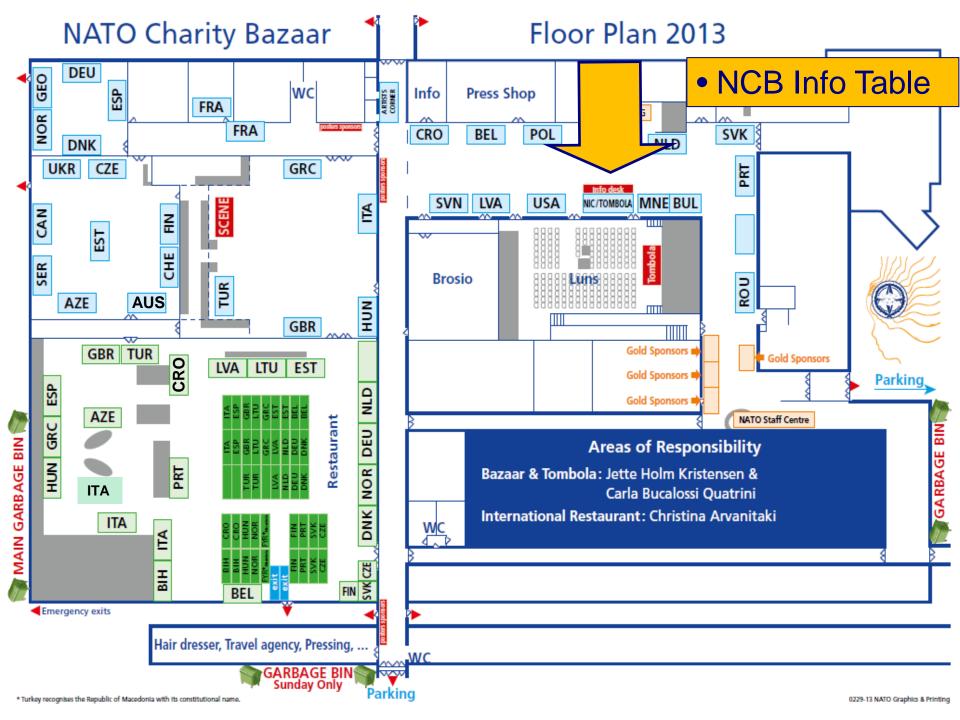


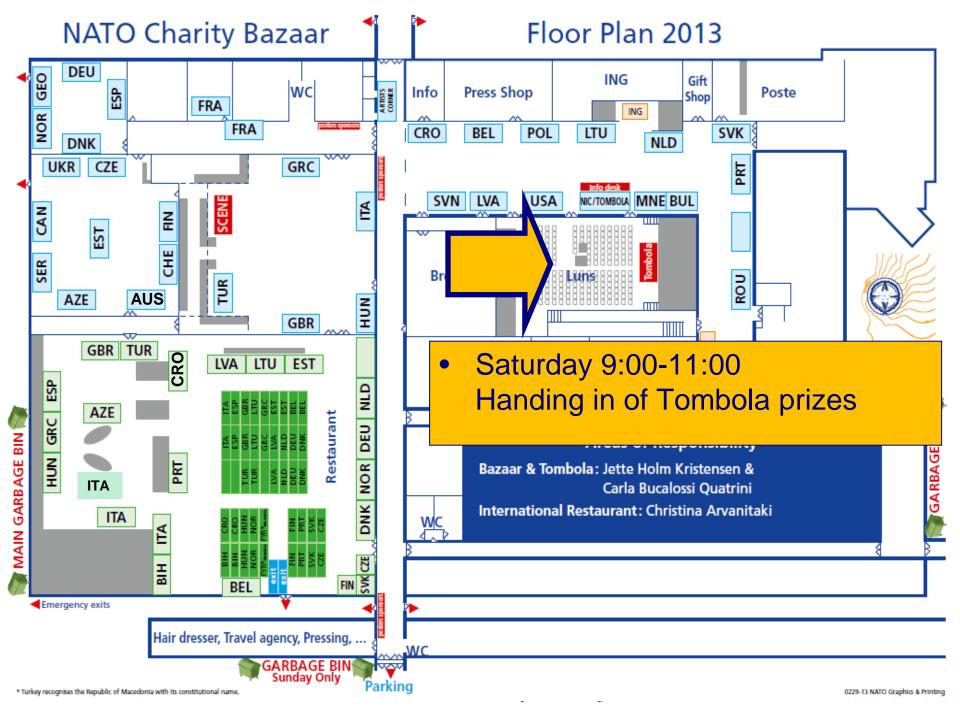
## When you Arrive on Saturday

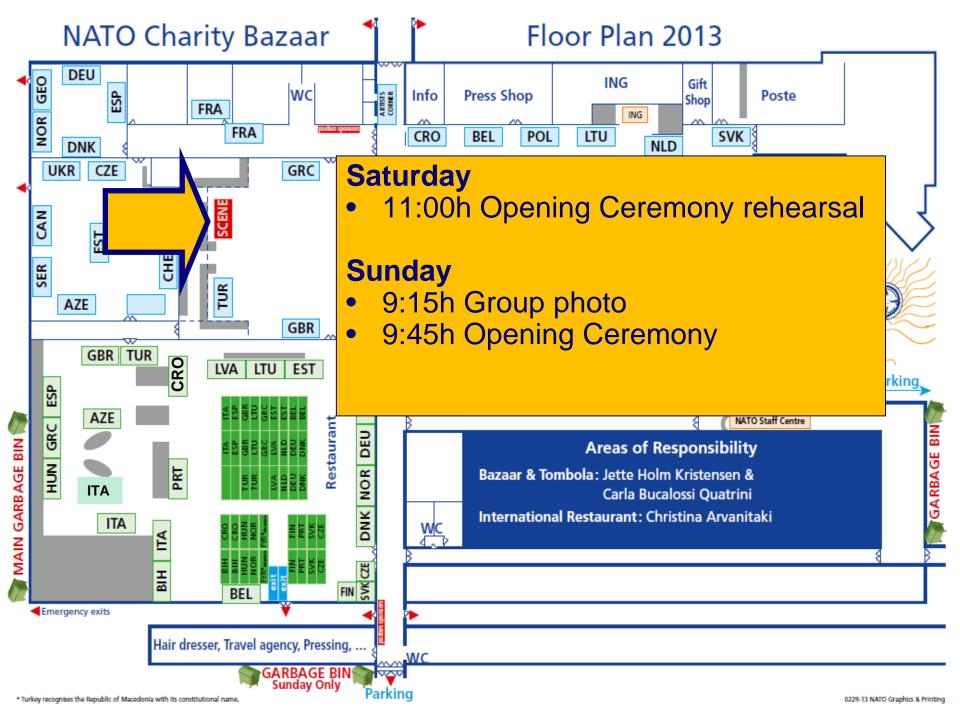
#### Your area will have:

- 1. Tables + Chairs
- 2. Name Plates ready to be displayed prominently.
- 3. Two (2) white garbage bags
- 4. 'Clean Up Check List' with the number of tables you were provided in 2012
- 5. Floor Plan in A4 + 2013 Tri-folds











## Sunday Agenda

- 8.00h Opening of the Bazaar area for SETUP ONLY
- 9.15h Photo session in the Cafeteria area (Note: All National & Assistant National Representatives in place no later than 9:10h).
- 9:45h Opening Ceremony on the Podium in the small Cafeteria (speeches + roll call).
- 10:00h Bazaar Officially Opens to Public
- 10:15h Patrons preview of International Restaurant.
- 10:45h Patrons preview of National Stands
- 13:00h Tombola Ticket sales ends
- 14:00h Tombola Ceremony starts
- 16:00h Return of signs and flags to the information desk.
- 16:30h Closing of the Bazaar



## **Entertainment 2013**

Stage Manager: Peder G. Holm



We are looking for music or dance groups from your country to perform at the bazaar.

Send Peder an e-mail at:

entertainment@natocharitybazaar.org





## **Thanking NATO Staff**

#1



Thank you

#2

#### Thank You Gift

1 Bottle per Nation

**DUE:** 22 October General Meeting

NATO Staff FOOD VOUCHER

1 x Main Dish

1 x Dessert

1 x Drink

Sign on the back for:

1 x Food (main dish),

1 x Dessert, 1 x Drink

## **International Restaurant 2013**

Christina Arvanitaki - Restaurant Coordinator









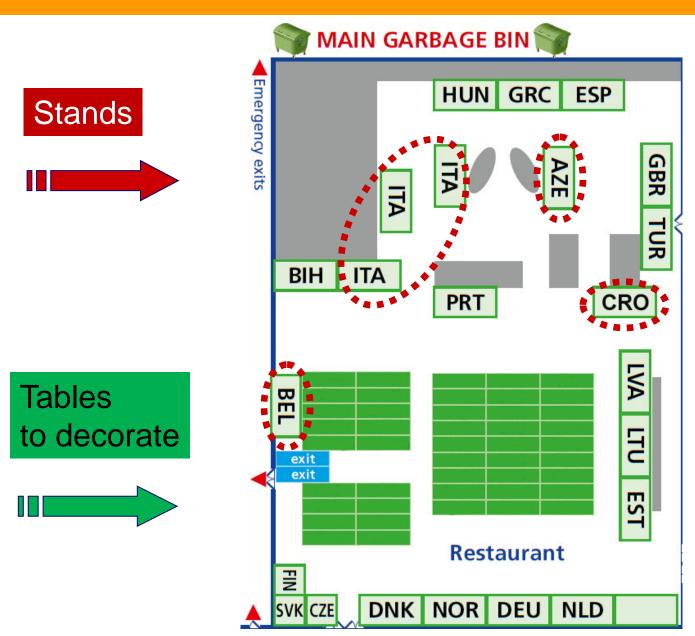
## Nations Participating in 2013 International Bazaar Restaurant

Christina Arvanitaki - restaurant@natocharitybazaar.org

- 1. Azerbaijan
- 2. Belgium
- Bosnia and Herzegovina
- 4. Croatia
- 5. Czech Republic
- 6. Denmark
- 7. Estonia
- 8. Finland
- 9. Germany
- 10. Greece
- 11. Hungary

- **12. Italy**
- 13. Latvia
- 14. Lithuania
- 15. The Netherlands
- 16. Norway
- 17. Portugal
- 18. Slovakia
- 19. Spain
- 20. Turkey
- 21.) United Kingdom

## What's New for 2013



The FINAL table changes will be announced on the next GM, 22 October 2013



## FACILITY/ EQUIPMENT REQUEST FORM

- Knives cannot be provided by the restaurant.
- It is not certain that we will receive all we have requested as the equipment's and utensils are limited.



## NATIONS SELLING ON SATURDAY

Please sign for selling on Saturday



## BAZAAR SETUP IN RESTAURANT ON <u>SATURDAY</u>

- Set Up: Begins at 8:00h
- Decorating the Tables in the Dining Area
- Placing your nation's Name Plate
- Checking Helper and Delivery Passes
- Checking Electricity Outlets
- ? nations selling food and drink on Saturday
- Don't forget to clean up!
- Shop, eat and enjoy the day!
- Closing on Saturday: 14:00h

# Be sure you leave everything clean and ready for Sunday ©



### CHILDREN IN THE KITCHEN AREA

Of security reasons *children under* the age of sixteen (16) years are NOT allowed in the kitchen area!



## BAZAAR SETUP IN RESTAURANT ON SUNDAY

- Set Up: Begins at 8:00h
- VIP Visit: Patrons preview of International Restaurant at 10.15h
- Enjoy the day and have fun
- Clean the area and return flags to the info desk at 16:00h
- Closing on Sunday: 16:30h

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

## VIP VISIT ON SUNDAY MORNING





## **Donating Leftover Food** Pick Up at 16:30h



+32 (0)472 330 330

+32 (0)2 243 08 48

info@the-samaritans.org

The organization "The Samaritans" is an not-for-profit organization under Belgian law. "The Samaritans" asbl was created in 1994 by Mr. Claude Vander Elst. The main purpose of the organization is to provide assistance to the homeless and other needy people in Brussels through a weekly distribution of soup and sandwiches in the corridor of Central Station.



Help for those most in need

At the same time, we try to provide blankets, and sleeping bags, especially to those sleeping in the street. All of this is dependent on the donations

The distribution takes places weekly on Tuesday evening at 19:30 in the corridor that connects Central Station with the Brussels metro.

A restaurant provides us the whole year long with soup, our volunteers take care of the sandwiches, and several bakeries provide bread and

Apart from this main activity, we organize every year, on the evening of December 31, a festive New Year's Eve dinner, including a starter, a main dish, and a dessert. The whole meal is accompanied by soft drinks. Finally, the event is concluded with a present for every participant. Every year, more than 350 people take part in this event, including many children.

We find it important to mention that our organization definitely does not want to judge anybody, whether talking about a person's past, present, or future. Our organization does not spread any political nor religious ideology. Our only goal is to help people in need, whoever they are and wherever they come from.

## FINAL INTERNATIONAL RESTAURANT COORDINATION MEETING





## **Invitations & Lists**

#### Jette Holm Kristensen & Beckie Metelko

### guest-coordinator@natocharitybazaar.org

#### List of Ambassadors attending the Bazaar 2013

Please provide information on any **Ambassadors** coming to the Bazaar, please fill the form below and send it back

Richard Vaught: <a href="mailto:guest-coordinator@natocharitybazaar.org">guest-coordinator@natocharitybazaar.org</a>
Jimmie Bradshaw: <a href="mailto:president@natocharitybazaar.org">president@natocharitybazaar.org</a>

If you want to receive your VIP INVITATIONS by the October 22<sup>th</sup> Grater than 18 October to guest-coordinator@natocharitybazaar.org
The FINAL deadline for VIP INVITATIONS is Monday 28<sup>th</sup> October 20

#### Nation:

Title	Surname	First name	Nationality

Please note that Ambassador to NATO do not need to be listed in the above form

For more information please contact:

Richard Vaught, Guest Coordinator: <u>guest-coordinator@natocharitybazaar.org</u> Jimmie Bradshaw: <u>president@natocharitybazaar.org</u>

#### List of Guests attending the Bazaar 2013

Each Nation is allowed a maximum of <u>6 Invitation/Access Cards for Guests</u>. The invitations will only admit one person.

Children under 18 will be admitted without invitations but the invitation.

#### Invitations Cards have to be shown to the Security Guards up

Please fill the form below and send it back (by e-mail only) to: If you want to receive your invitations by the October 22<sup>m</sup>Ge than 18 October to guest-coordinator@natocharitybazaar.org
The FINAL deadline for Guest Invitation Cards is Monday 28<sup>m</sup> (

After the deadline, remaining Invitation Cards will be distribut

Nation: \_\_\_\_\_

Nr	Title	Surname	First Name
1.			
2.			
3.			
4.			
5.			
6.			

#### Please note that Guests will have to park their cars on the Gu

For more information please contact:
Richard Vaught, Guest Coordinator; guest-coordinator@natocharitybazaar.org

#### List Helpers - Bazaar 2013

Please provide the names of the people (maximum 12 per nation) who will be helping you on Saturday and/or Sunday, please fill the form below and send it back (by e-mail only) to guest-coordinator@natocharitybazaar.org

Helpers Cards have to be shown to the Security Guards at the entrance.

If you want to receive your HELPER CARDS by the October 22<sup>th</sup> General Assembly Meeting, submit this list no later than 18 October to guest-coordinator@natocharitybazaar.org
The FINAL deadline for HELPER CARDS is Monday 28th October 2013

Please note that access will be given to Helpers through gate Z if they come by car, or through the main gate for pedestrians.

Nation:

	Title	Surname	First name	Date of Birth	Nationality	Vehicle type	Plate number
1.						•	
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12							

For more information please contact:

Richard Vaught, Guest Coordinator: guest-coordinator@natocharitybazaar.org



### **Invitations & Passes**

#### **Visitor Lists**

- VIP
- Guest

#### **Additional Passes**

- Helpers
- Musicians
- Deliveries

DUE: FRIDAY 18 OCTOBER DUE: FRIDAY 1 November

DEADLINES: If you want to receive your invitations (passes)

by the next meeting (22 October), submit lists to Beckie by Friday 18 October. Otherwise, invitations distributed at 6 Nov. Meeting.

Lists available online in **Members Only** area



# Common problems with rejected International applications

- Incomplete documentation because:
  - using of out-of-date "Funding Application and Guidelines" form
  - time pressure (most of the application was sent last day)
- Certain applying organization haven't met the criteria set by our rules
- Proposed projects asked for something the NATO Charity Bazaar do not support





## www.natocharitybazaar.org



May 2013. This date also applies to any supporting documentation.

Click here to download the '2013 Application Funding Form & Guidelines'

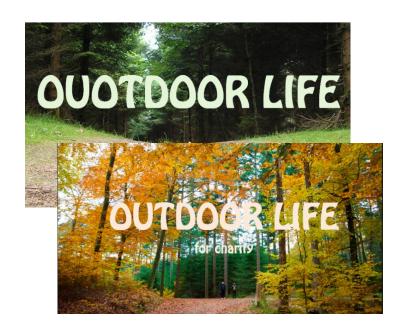
40th Anniversary in 2008



## **Fundraising Ideas**

Jimmie Bradshaw - President

## 1. Out-Door-Life for Charity with Karen Kiærskou





December 14th at 19h30 – NATO Staff Centre



## Closing

Jimmie Bradshaw - President

### **Upcoming Meetings**

- 15 October (Restaurant Meeting)
- 22 October (General Meeting)
  - Key Focus: Tombola Sales, VIP & Visitor Passes
- 12 November (Last Meeting before Bazaar)
  - Key Focus: Final Instructions & After sales schedule
- 14 November
  - Final Restaurant Meeting with Chef (Kitchen)
- 27 January 2014
  - Donation Ceremony (NATO Staff Centre Banquet Room)

Please return voting cards and folders

### Annual BAZAAR Annuel



SUNDAY - DIMANCHE 17 NOV. 2013 • 10.30 - 16.30

NATO CAFETERIA DE L'OTAN Boulevard Léopold III - Brussels 1110 Bruxelles



