General Assembly Meeting

10h - 12h 22 October 2013

Annual BAZAAR Annuel

harity

www.natocharitybazaar.org

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

SUNDAY - DIMANCHE 17 NOV. 2013 • 10.30 - 16.30

Proceeds in aid of Belgian and International Charities Au profit d'œuvres caritatives Belges et Internationales

Dazaar

-ASBL-







www.natocharitybazaar.org —ASBL—

ASBL: 874.358.592 | Avenue Victor Gilsoul 1 - 1200 Brussels - Belgium

Agenda

- Welcome by Jimmie Bradshaw
- Welcome and Farewells to Members
 - VOTES:
 - 1) Approval of minutes from the GM at 8th October 2013
 - 2) Error in the minutes from the GM at 24th September 2013
- Treasurer Update by Alessandra Bertozzi
- Membership by Linda Aziz Skou
- Bazaar Update by Jette Holm Kristensen

Coffee Break (15 minutes)

- **Restaurant Update** by Christina Arvanitaki
- Invitations, Lists and Passes by Beckie Metelko
- Sponsorship & Event Update by Dionysia Leolei
- Fundraising Update by Jimmie Bradshaw
- Any other Business and Closing by Jimmie Bradshaw



Welcome

Jimmie Bradshaw - President







Welcome to Members

Jimmie Bradshaw - President

- ESTONIA 2nd ANR Epp Väli
- **GERMANY NR Sabine Oberneyer**





Farewell to Members

Jimmie Bradshaw - President

• No Farewells today 🙂





VOTES Jimmie Bradshaw - President

- Approval of:
 - Minutes from 8th October 2013
 - Correction in the minutes from 24th September 2013





Treasurer's Report Alessandra Foresti Bertozzi - Treasurer

- Treasurer update
- Payment of funds into the NCB account





Treasurer Update Alessandra Foresti Bertozzi - Treasurer

TOTAL INCOMING 2013

- Sponsors 6.250 €
- Bake Sales 5.957 €
- Bank Premium 20 €
- Out door life 251 €







Alessandra Foresti Bertozzi - Treasurer

Bazaar funds transfer instructions



NATO Charity Bazaar

Alessandra Foresti Bertozzi - Treasurer

Bazaar funds transfer instructions



NATO Charity Bazaar



Alessandra Foresti Bertozzi - Treasurer



First step - Transfer funds

You can make payment by



Bank transfer from your bank

Online account transfer



Cash directly at the BMP Belgio at NATO HQ





Alessandra Foresti Bertozzi - Treasurer



First step - Transfer funds

NATO Charity Bazaar ASBL Bank Account Details:



Banca Monte Paschi Belgio - IBAN BE69 6434 0149 2878

- BIC BMPBBEBB





Alessandra Foresti Bertozzi - Treasurer



First step - Transfer funds

I M P O R T A N T Include in the communication section of your transfer the message: "Contribution to the NCB in 2013 by ... (specify your Nation's Name)".



Alessandra Foresti Bertozzi - Treasurer



First step - Transfer funds

I M P O R T A N T Any transfer must be completed by: <u>Thursday, 5 December 2013</u>



NATO Charity Bazaar



Alessandra Foresti Bertozzi - Treasurer



Second step – Accounting Form

Nation:			
Person making the Bank Transfer:			
Phone:	E-mail:		
NATIONAL CONTRIBUTION			
Tombola Ticket Sales Total :			
International Restaurant Contribution Total :			
National Stand Contribution Total :			
Total Bank Transfer Amount:			





Alessandra Foresti Bertozzi - Treasurer



Third step - Email

As soon as possible send via email to the NCB Treasurer (treasurer@natocharitybazaar.org) a scanned copy of :



- your bank transfer transaction receipt;
- the completed "2013 Financial Accounting Form".





Treasurer's Report Alessandra Foresti Bertozzi - Treasurer

If you have any questions regarding this "Transfer of funds", please don't hesitate to contact the Treasurer Alessandra Foresti, via e-mail at treasurer@natocharitybazaar.org or call 0488 416 595



NATO Charity Bazaar



Membership Database

Linda Aziz Skou – Secretary / Membership

NATION you are representing	g: DENMAR	К			Date: 2	8 MAY 2013	
National Representative (NR)	Assistant National Representative (ANR)			2 nd Assistant National Representative (2 nd ANR)		x	
Surname (Last Name): AZIZ	SKOU				First Nam	e: LINDA	
Home Telephone / GSM: 0473-644-379		E-mail: SECRETARY@NATOCHARITYBAZAAR.ORG					
	NATO Contact Person: MYSELF						
NATO Contact Person: MYS	SELF			NATO Con	tact Numb	er: 6104	
NATO Contact Person: MYS Have you been officially wel		ICB Gene	eral Asser			er: 6104 X Yes	No

NATO Charity Bazaar



Membership Database

Linda Aziz Skou – Secretary / Membership

English	French	« Members Only »
ıar		(

Forms

- Participation Questionnaire 2013
- Fund Application Form 2013
- Membership Contact Form 2013
- Belgian Charity Visit Form 2013
- Tombola Prize List Form 2013

NATO Charity Bazaar



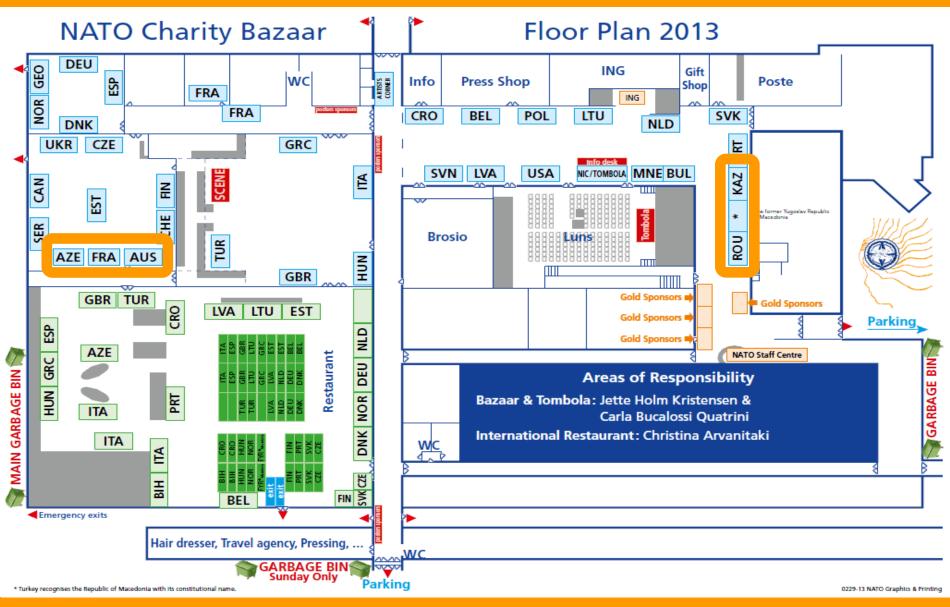
Bazaar Update

Jette Holm Kristensen - Bazaar Coordinator

- FINAL 2013 Floor Plan
- National Stands
 - Electricity (request sheet circulating)
- Entertainment
- Thank you NATO Staff + Teen Helpers
- Bazaar After Sale



What's New for 2013



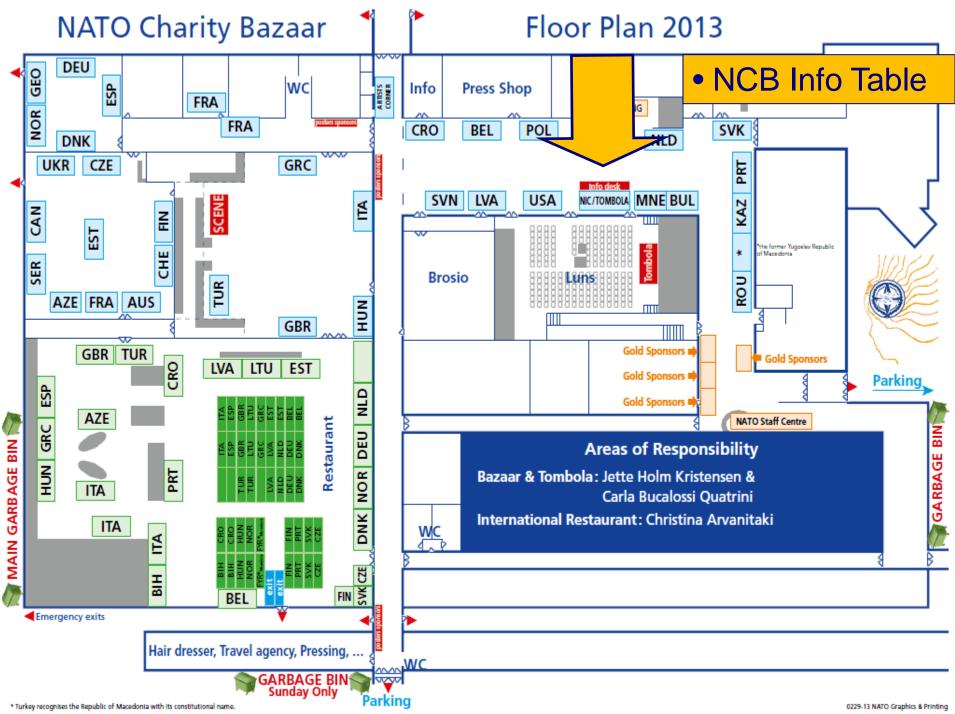
What's New for 2013



National Stands 2013 ELECTRICITY REQUEST

_	Country	Electrical Prise Elec	Outlet/ trique	Member Signature	
	Artist Corner	YES 🗆	NO 🗆		
	Austria	YES 🗆	NO 🗆		
	Azerbaijan	YES 🗆	NO 🗆		ATING
	Belgium	YES 🗆	NO 🗆		
	Bulgaria	YES 🗆	NO 🗆		
	Canada	YES 🗆	NO 🗆	. 1	
	Croatia	YES 🗆	NO 🗆	CU	
	Czech Republic	YES 🗆	NO 🗆	20	
	Denmark	YES 🗆	N		
	Estonia	YES	NO _		
	Finland	Tr 🛛	NO 🗆		
	France	YLS 🛛	NO 🗆		1
	the former (Ligos) V Republic of veo don	ia* YES 🗆	NO 🗆		
	Georgi	YES 🗆	NO 🗆		
	Sernany	YES 🗆	NO 🗆		
	Greece	YES 🗆	NO 🗆		1
	Hungary	YES 🗆	NO 🗆		1
ok -	Italy	YES 🗆	NO 🗆		1
REQU	Latvia	YES 🗆	NO 🗆		1
-	Lithuania	YES 🗆			

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







Entertainment 2013

THANK YOU for your assistance in finding entertainment for the NATO Charity Bazaar ⁽³⁾

- Portugal
- Ukraine
- Greece

Stage Manager: Peder G. Holm

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

Send Peder an e-mail at: entertainment@natocharitybazaar.org



DIRECTOR



Thanking NATO Staff

#1



For all helping NATO Staff during the Bazaar Weekend

Yellow on Saturday

-ASBL

Purple on Sunday



www.natocharitybazaar.org

Thanking NATO Staff

#2



Thank You Gift

One (1) bottle per nation

DUE: TODAY

Received bottles from:

Austria, Belgium, Bosnia & Herzegovina, Croatia, Kazakhstan, Norway, Portugal, Romania, Turkey





Thanking Teen Helpers

#1



For all Teen Helpers (8-10) during the Bazaar Weekend

- Yellow on Saturday
- Purple on Sunday





Thanking Teen Helpers

#2

Certificate of Appreciation Signed by: the President & the International Restaurant Coordinator





Bazaar After Sale

Sign Up at 12 November meeting

Dates: Nov 18 - 22 | Monday - Friday
Time: 10h00 - 14h00
Participants: 5 nations per day (3 on Tuesday)
Location: Press Hall (ING Bank area)

Each nation gets 2-3 tables Everyone needs to be self sufficient



Bazaar After Sale Schedule

NATO Charity Bazaar 2013 After Sale Schedule

10h00 – 14h00 (start setup around 9:30)

Monday 18 November	Tuesday 19 November	Wednesday 20 November	Thursday 21 November	Friday 22 November
1.	1.	1.	1.	1.
2.	2.	2.	2.	2.
3.	3.	3.	3.	3.
4.		4.	4.	4.
5.		5.	5.	5.

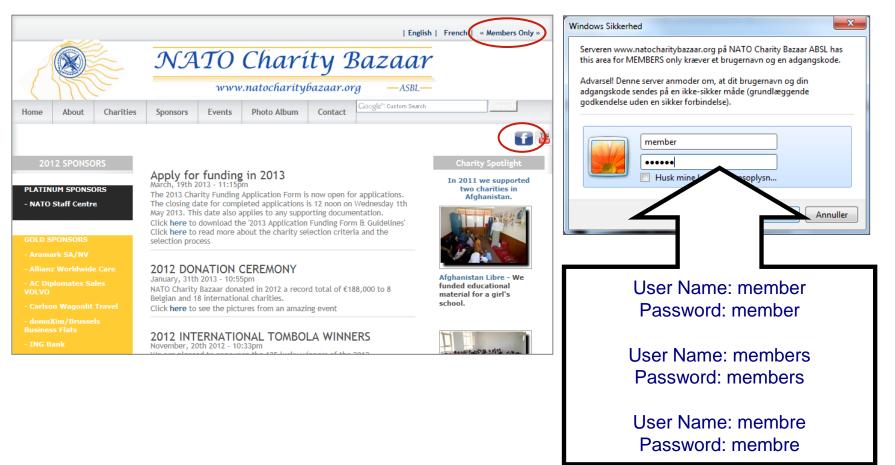
SIGN UP AT 12 NOVEMBER MEETING



Web Site Access

Jette Holm Kristensen - Web Designer

www.natocharitybazaar.org





Web Site Updates

Jette Holm Kristensen - Web Designer

2013 Material for Distribution

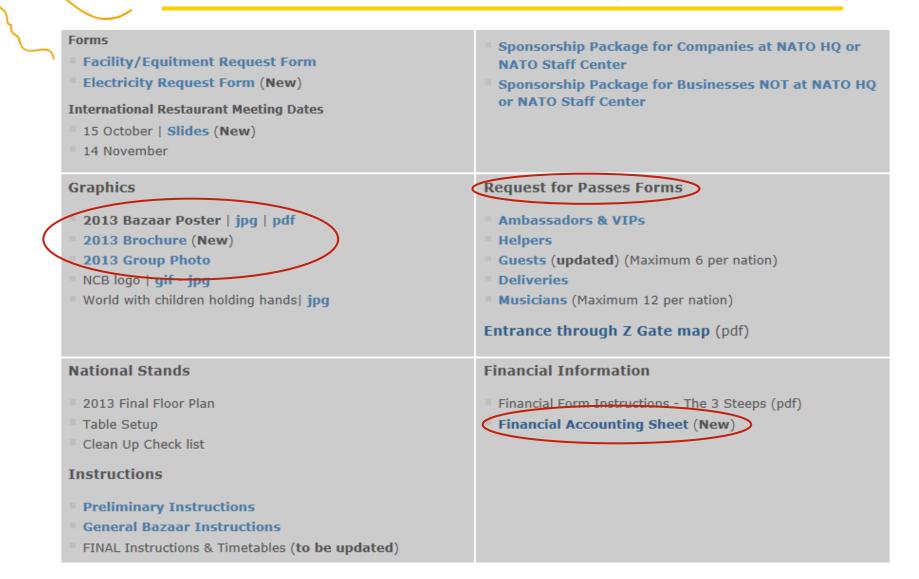
Here are electronic versions of all material distributed at the General Meetings. To download a file, double click on the name of the document and choose "**Save as**" when the download message appears. Save fx on your desktop.

Organization Info www.natocharitybazaar.org			
Invitations	Agendas		
19 March	= 19 March		
= 30 April	= 30 April		
= 28 May	= 28 May		
= 25 June	= 25 June		
10 September	10 September		
24 September	24 September		
08 October	08 October		
22 October (New)	22 October (New)		
PowerPoint (slides)	Minutes		
19 March	= 19 March		
30 April	30 April		
= 28 May	= 28 May		
= 25 June	= 25 June		
10 September	10 September		
24 September	24 September		
08 October	08 October (New)		

Web Site Updates

Jette Holm Kristensen - Web Designer

www.natocharitybazaar.org



On facebook

Jette Holm Kristensen - Web Designer



International Restaurant 2013

Christina Arvanitaki - Restaurant Coordinator







NATO Charity Bazaar



International Restaurant 2013

Christina Arvanitaki – Int. Restaurant Coordinator

Nations selling out Saturday

- 1. Belgium
- 2. Bosnia & Herzegovina
- 3. Czech Republic
- 4. Denmark
- 5. Estonia
- 6. Germany
- 7. Greece

- 7. Italy
- 8. Latvia
- 9. Lithuania
- **10. The Netherlands**
- **11.Portugal**
- 12. Slovakia
- 13. Turkey
- 14. United Kingdom





FLOOR PLAN – DINNER AREA

TABLE SETUP IN DINNER AREA - INTERNATIONAL RESTAURANT

BIH	BIH
POR	POR
HUN	HUN
BEL	BEL
EXIT	
EXIT	
NOR	NOR
FIN	FIN
SVK	SVK
CZE	CZE

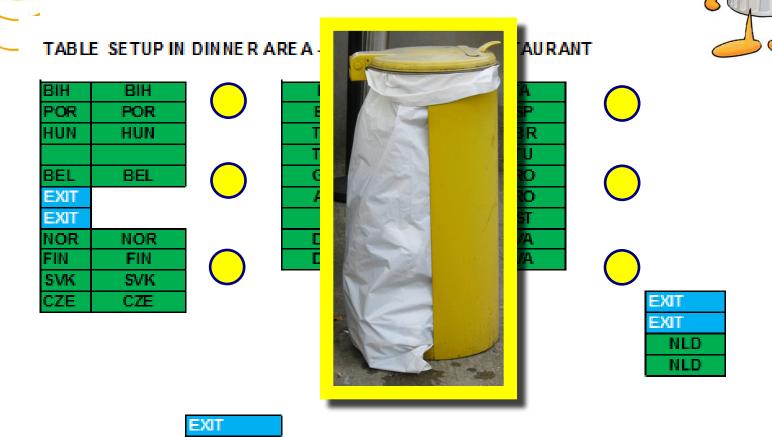
ΠA	ITA	ITA	
ESP	ESP	ESP	
TUR	GBR	GBR	
TUR	LTU	LTU	
GRC	GRC	CRO	
AZE	AZE	CRO	
	E ST	E ST	
DEU	DEU	LVA	
DNK	DNK	LVA	







GARBAGE MANAGEMENT







GARBAGE MANAGEMENT

CLEAN UP:

We are responsible of the garbage bins closest to our stands.

Empty yellow inside garbage pails hourly, replace the white bag with the new one.

Put garbage in appropriate bins behind kitchen.



Blue Bins Contents: Paper & Cardboard Boxes



Red Bins Contents: General Waste including plastic





NATO Charity Bazaar



CHILDREN IN THE KITCHEN AREA

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



NO EXCEPTIONS !

FINAL INTERNATIONAL RESTAURANT COORDINATION MEETING

14th November 2013 at 15.30h in NATO Self Service Restaurant with Chef



Coffee Break 15 min



NATO Charity Bazaar



Invitations & Lists

Guest Coordinator - 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 (by e-mail only) to:

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

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

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 22th Ge than 18 October to guest-coordinator@natocharitybazar.org The FINAL deadline for Guest Invitation Cards is *Monday 28th* (

After the deadline, remaining Invitation Cards will be distribute

Nation: _____

Nr	Title	Surname	First Name
1.			
2.			
З.			
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

<u>List Helpers - Bazaar 2013</u>

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 22th 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 20*13

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.							
з.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12							

For more information please contact: Richard Vaught, Guest Coordinator: <u>guest-coordinator@natocharitybazaar.org</u>

Invitations & Passes

Visitor Lists

– VIP

Guest

Additional Passes

- Helpers
- Musicians (8th November)
- Deliveries

DUE: FRIDAY 18 OCTOBER

DUE: MONDAY 28 October

Guest Cards /- Passes distributed TODAY or on 5th November 2013 from 13:30 to 16:00 in the NATO Cafeteria

Lists available online in Members Only area



Invitations & Lists

Guest Coordinator - Beckie Metelko

- Fill out forms completely
- Include drivers for VIP passes
- All persons 12 and above without Family Card seeking access MUST have a pass
- Please do NOT add rows to the forms start a new form
- If you request more than the allotted slots, those will be processed on availability of passes AFTER 28th October



OUR PROUD 2013 SPONSORS

Dionysia Leolei – Sponsor & Event Coordinator

PLATINUM – GOLD – SILVER - BLUE









NATO Charity Bazaar







NATO Charity Bazaar











NATO Charity Bazaar



SPONSOR FOR TOMBOLA

Dionysia Leolei – Sponsor & Event Coordinator



NATO Charity Bazaar



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

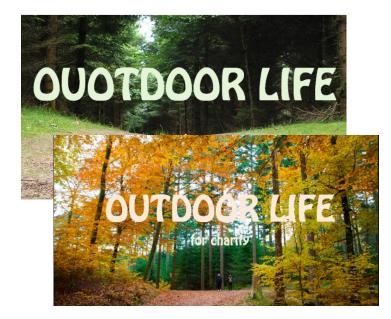




Fundraising Ideas

Jimmie Bradshaw - President

Out-Door-Life for Charity
 with Karen Kiærskou



ALL PROFITS TOWARDS CHARITIES IN AFGHANISTAN BENEFICES EN FAVEUR DES OEUVRES CARITATIVES EN AFGHANISTAN



December 14th at 19h30 – NATO Staff Centre



Any other Business

Jimmie Bradshaw - President

Thank you card from a Croatian Charity



DRAGI NASI DOBROČINITELY NATOCHARITY BAZAAR. RADOSCU SMO PRIMILI VIJEST O VASOJ POMO DONACIJI NAŠOJ RUZI SRCENA VASIM NASI EIVOTNI ILMAM ULA AVLJAMO I OD SRCA NA VASON ZAHVALJUJEMO THANK 10

NATO Charity Bazaar



Closing Jimmie Bradshaw - President

Upcoming Meetings

- 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

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Proceeds in aid of Belgian and International Charities Au profit d'œuvres caritatives Belges et Internationales



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