

General Meeting

10h - 12h
25 June 2013



NATO Charity Bazaar

www.natocharitybazaar.org

— ASBL —

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



Agenda

- **Welcome** by Jimmie Bradshaw
- **Welcomes and Farewells** by Jimmie Bradshaw
 - **VOTES:**
Approval of Minutes from 30th April 2013 + 28th May 2013
- **Bazaar Update** by Jette Holm Kristensen
- **Membership & Bake Sale** by Linda A. Skou

Coffee Break (15 minutes)

- **Charity Update** by Sabrina Janssens & Julija Vejic
- **Tombola Update** by Carla Bucalossi Quatrini
- **Restaurant Update** by Christina Arvanitaki
- **Sponsorship Update** by Dionysia Leolei
- **Treasurer Update** by Alessandra Foresti
- **Fundraising** by Jimmie Bradshaw & Karen Kiærskou
- **Any other Business and Closing** by Jimmie Bradshaw

NATO Charity Bazaar



Farewell to Members

Jimmie Bradshaw - President

-
- **Bosnia & Herzegovina - ANR - Mirela Srdic**
 - **Canada - ANR - Caroline Wood**
 - **Estonia - NR - Helen Veidebaum**
 - **Estonia - ANR - Kadri Raudkivi**
 - **Estonia - 2nd ANR - Ele Enno**
 - **Finland - NR - Maarit Mattinen**
 - **Finland - 2nd ANR - Tuija Eloranta**
 - **Germany - NR - Marta Luise Simon**
 - **Germany - ANR - Sabine Ehle**
 - **Romania - ANR - Ela Mocanu**
 - **Romania - 2nd ANR - Liviu Anitza**
 - **Serbia - ANR - Natasa Petrovic**
 - **Slovakia - ANR - Nadezda Jurgova**
+ 2011 & 2012 Ass. Tombola Coordinator





Welcome to Members

Jimmie Bradshaw - President

- Azerbaijan - NR - Elnara Mahmudova
- Estonia - NR - Elis Kõrvek
- Finland - New NR (former ANR) - Anna-Luisa Rannikko
- NIC - 2nd ANR - Elis Kõrvek
- United Kingdom - NR - CPT Josh McCreton
- United Kingdom - ANR - Emma Notman

Welcome on Board 😊

NATO Charity Bazaar



VOTES

Jimmie Bradshaw - President

- **Approval of:**
 - 1) Minutes from 30th April 2013**
 - 2) Minutes from 28th May 2013**

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Bazaar Update

Jette Holm Kristensen - Bazaar Coordinator

- **Participation Questionnaire – Status**
- **Key Date Reminder**
- **Web Site Access / Updates**
- **On facebook**
- **Group Picture for the Tri-fold**

« **Members Only** » **Section of Web Site**

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Participation Questionnaire 2013

Nation: _____
Surname: _____ First name: _____

INSTRUCTIONS:

Nations are invited to participate in one or all of the following events: International Tombola, International Restaurant, and National Stands. All nations participating in the Bazaar are expected to donate prizes and sell raffle tickets to the International Tombola. Please go through this questionnaire and indicate the events your nation would like to participate in by ticking (✓) YES or (x) NO. If you wish to postpone your decision until a future date, please indicate the approximate date for your decision. You can fill out this questionnaire and bring it to the 28 May or 25 June meetings or e-mail it to our Bazaar Coordinator at coordinator@natocharitybazaar.org.

1. My country wishes to participate in the 2013 NATO Charity Bazaar as follows:

- | | | |
|-----------------------------------|------------------------------|-----------------------------|
| a. National Stand | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. International Restaurant Stand | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. International Tombola | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

2. If you cannot commit to your country's participation in one of the above at this time, when might we receive final commitment?

Date: _____

3. My country wishes to ONLY participate in the International Tombola (no national stand / no stand in the International Restaurant)

Yes

Please return this questionnaire at the 28 May or 25 June General Meetings, or e-mail it to coordinator@natocharitybazaar.org.

If you have any questions, please contact:

Bazaar Coordinator, Jette Holm Kristensen coordinator@natocharitybazaar.org or
Tombola Coordinator, Carla Bucalossi Quatrini tombolacoordinator@natocharitybazaar.org

Participation Questionnaire 2013

NOT RECEIVED = 7

RECEIVED = 33

Artist Corner

Austria

Azerbaijan

Belgium

Bosnia and Herzegovina

Bulgaria

Canada

Croatia

Czech Republic

Denmark

Estonia

Finland

France

Georgia

Germany

Greece

Hungary

Iceland

Italy

Latvia

Lithuania

Luxembourg

Montenegro

NATO International Club

Netherland

Norway

Poland

Portugal

Romania

Serbia

Slovakia

Slovenia

Spain

Sweden

Switzerland

The Former Yugoslav

Republic of Macedonia

Turkey

Ukraine

United Kingdom

United States

Final Due Date

TODAY



Key Dates

- **Bazaar: 17 November 2013**
- **After Sales: 18-22 November 2013**
- **Donation Ceremony: 27 January 2014**

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Web Site Access

Jette Holm Kristensen - Web Designer

www.natocharitybazaar.org

English | French | **Members Only**

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Home About Charities Sponsors Events Photo Album Contact

2012 SPONSORS

PLATINUM SPONSORS

- NATO Staff Centre

GOLD SPONSORS

- Aramark SA/NV
- Allianz Worldwide Care
- AC Diplomates Sales VOLVO
- Carlson Wagonlit Travel
- domoXim/Brussels Business Flats
- ING Bank

Apply for funding in 2013

March, 19th 2013 - 11:15pm
The 2013 Charity Funding Application Form is now open for applications. The closing date for completed applications is 12 noon on Wednesday 1th May 2013. This date also applies to any supporting documentation. Click [here](#) to download the '2013 Application Funding Form & Guidelines' Click [here](#) to read more about the charity selection criteria and the selection process

2012 DONATION CEREMONY

January, 31th 2013 - 10:55pm
NATO Charity Bazaar donated in 2012 a record total of €188,000 to 8 Belgian and 18 international charities. Click [here](#) to see the pictures from an amazing event

2012 INTERNATIONAL TOMBOLA WINNERS

November, 20th 2012 - 10:33pm

Charity Spotlight

In 2011 we supported two charities in Afghanistan.

Afghanistan Libre - We funded educational material for a girl's school.

Windows Sikkerhed

Serveren www.natocharitybazaar.org på NATO Charity Bazaar ABSL has this area for MEMBERS only kræver et brugernavn og en adgangskode.

Advarsel! Denne server anmoder om, at dit brugernavn og din adgangskode sendes på en ikke-sikker måde (grundlæggende godkendelse uden en sikker forbindelse).

member

.....

Husk mine indstillinger

Annuller

User Name: member
Password: member

User Name: members
Password: members

User Name: membre
Password: membre



Web Site Updates

Jette Holm Kristensen - Web Designer
www.natocharitybazaar.org

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	
Invitations <ul style="list-style-type: none">▫ 19 March▫ 30 April▫ 28 May▫ 25 June (New)	Agendas <ul style="list-style-type: none">▫ 19 March▫ 30 April▫ 28 May▫ 25 June (New)
PowerPoint (slides) <ul style="list-style-type: none">▫ 19 March▫ 30 April▫ 28 May	Minutes <ul style="list-style-type: none">▫ 19 March▫ 30 April (New)▫ 28 May (New)
Forms <ul style="list-style-type: none">▫ Participation Questionnaire - 2013▫ Fund Application Form - 2013▫ Membership Contact Form - 2013 (New)▫ Belgian Charity Visit Form - 2013 (New)▫ Tombola Prize List Form - 2013	Meeting Material <ul style="list-style-type: none">▫ Statutes for Vote▫ Internal Regulations for Vote
Charities <ul style="list-style-type: none">▫ Fund Application Form - 2013▫ Belgian Charity Visit Form - 2013 (New)▫ Belgian Charity Visits Assignments - 2013 (New)	Tombola <ul style="list-style-type: none">▫ International Tombola Instructions▫ Instructions for Tombola Ticket Sales▫ Tombola Ticket Sales Dates 2013 (coming up)



On facebook

Jette Holm Kristensen - Web Designer

facebook Search for people, places and things Jette Home

2013 Members

NATO Charity Bazaar ASBL About Events Photos Files Notifications

82 members (1 new) Invite by Email + Add People to Group

RECENT POSTS

Jette Holm Kristensen updated the group photo. Our charming and talented Members ♥ — at NATO.

Unlike · Comment · Unfollow Post · June 12 at 11:34pm

You, Linda Skou, Line Jespersen, Katia Abinader and 10 others like this. Seen by 35

Marijana Sundov Super! June 13 at 12:00am · Unlike · 1

Related Groups See All

- Neuroscience** 7,013 members Join Group
- SHAPE Clothing** 709 members Join Group
- Binders - norsk nettverk for NATO...** 21 members Join Group
- Italiani a Bruxelles** 3,678 members Join Group

Sponsored See All

82 Members



Group Picture for Tri-fold 2013

Jette Holm Kristensen - Bazaar Coordinator



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Membership Database

Linda Aziz Skou – Secretary / Membership

PLEASE PRINT CLEARLY

NATION you are representing: DENMARK				Date: 28 MAY 2013	
National Representative (NR)		Assistant National Representative (ANR)		2 nd Assistant National Representative (2 nd ANR)	X
Surname (Last Name): AZIZ SKOU				First Name: LINDA	
Home Telephone / GSM: 0473-644-379			E-mail: SECRETARY@NATOCCHARITYBAZAAR.ORG		
NATO Contact Person: MYSELF			NATO Contact Number: 6104		
Have you been officially welcomed at a NCB General Assembly Meeting?				X Yes	No
Are you leaving Brussels within the next 3 months?	Yes	X No	If yes, when? (dd-mm-yyyy)		

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

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Membership Database

Linda Aziz Skou – Secretary / Membership

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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

| English | French | « Members Only »

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VENTE de PÂTISSERIES BAKE SALE

19/6/2013

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Home Made!
Fait Maison!



de 10:00 à 14:00
from to

En face de ING (Hall de presse) / In front of ING (Press Hall)

Bake Sale

June, 19 2013

Raised: 1.421 €



Total for 2013: 3.503 €

Next Bake Sale - September 26, 2013

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Coffee Break

15 min



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Charity Update

Sabrina Janssens & Julija Vejić
Charity Coordinators

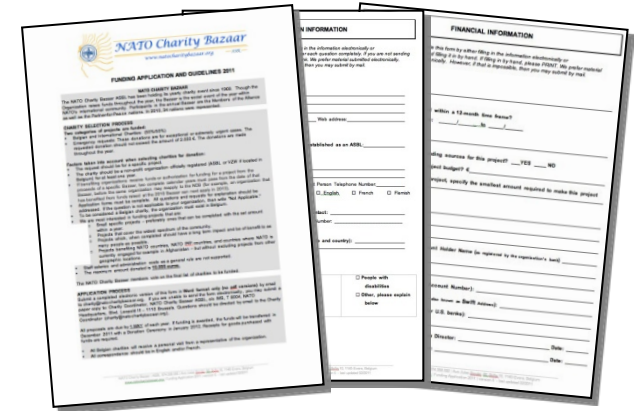
- **Application status for Belgian and International Charities**
- **Belgian Charity Visits Agenda + Form**
- **Explanation of the Charity Selection Vote will take place at September 10th General Meeting**

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Charity Funding Applications

Belgian Charities
6 Eligible Applications



International Charities

33 Application received

5 Applications rejected (two applications per country rule)

28 Applications reviewed

17 Eligible Applications

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Charity Visits Agenda

Sabrina Janssens

Charity	Nations	Visit date
Project 1	Slovenia, FYROM*, Bosnia and Herzegovina, NIC, Latvia	18th June
Project 2	Serbia, Czech Republic, Germany, Montenegro, Switzerland, Georgia	25th June
Project 3	Azerbaijan, Croatia, Belgium, Finland, France, USA	17th June
Project 4	Austria, Ukraine, Lithuania, Norway, Bulgaria, Spain	26th June
Project 5	Slovakia, Greece, Portugal, Estonia, Italy, Hungary, The Netherlands	27th June
Project 6	UK, Denmark, Canada, Poland, Romania, Turkey	24th June

* Turkey recognizes the Republic of Macedonia with it's constitutional name.

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Charity Visits

1/2



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2013 BELGIAN CHARITY VISIT FORM

All visits must be completed by the end of June 2013

INSTRUCTIONS: Please contact your assigned charity and set up a date and time for a visit that works for your team. When you have a meeting scheduled, send an email to charity@natocharitybazaar.org. A Board Member will try to join you on your visit. During the visit, fill out the form below. Please submit the completed form to charity@natocharitybazaar.org ASAP. All forms are due by 30 June 2013.

Date of Visit: _____

Members Conducting Visit (Names & Country): _____

Member Contact Info: Telephone _____ Email: _____

Name of Organization Visiting: _____

Focus of Project:

- | | | |
|--------------------------------------|-----------------------------------|---|
| <input type="checkbox"/> Health | <input type="checkbox"/> Women | <input type="checkbox"/> People with disabilities |
| <input type="checkbox"/> Environment | <input type="checkbox"/> Children | |
| <input type="checkbox"/> Education | <input type="checkbox"/> Seniors | |

If not one of the above, please explain: _____

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Charity Visits

2/2

From what you saw during your visit, is the project what the application says it is?

YES NO. If NO, please explain: _____

From your visit, do you think the project can be completed within a 12-month time frame?

YES NO. If NO, please explain: _____

IMPRESSION/COMMENTS: (Please comment on your impressions of the charity and the project seeking funding, both positive and negative. If you need more space, feel free to attach additional sheets of paper.)

POSITIVE:

NEGATIVE:

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Conducting a Charity Visit

Sabrina Janssens - Belgian Charity Coordinator

- Fill out the '2013 Belgian Charity Visit Form' during the visit (please find in 'Members Only' section)
- After the visit, email the completed form to the Charity Team at charity@natocharitybazaar.org
- All visits should be completed by **30 June 2013**
- The completed visit forms will be posted on our website as well as additional information about the charities **AFTER** the voting in September.
- **PLEASE REMEMBER** not to talk to any one outside of your visit group and the Board about your Belgian charity visits (**blind vote**).



Charity selection process

Sabrina Janssens - Belgian Charity Coordinator

- Applications are received before 12:00pm on **May 1th**
- At General Assembly Meetings in **May** and **June** the number of charities received is announced
- Belgian charity lottery and visits are conducted
- Charity vote will take place at the GM **10th September 2013**

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Charity Vote

Julija Vejic - International Charity Coordinator

- **The charity vote will take place at the September 10th General Assembly Meeting**
- **On or before September 1st you will receive an e-mail containing the **Pre-briefing Booklet** in pdf format. This booklet lists the project summaries and breakdowns from all eligible charity applicants, as well as target and number of beneficiaries, total project cost and amount proposed by the Board.**
- **The final **Briefing Book** including the name, the country and one or more pictures of the applying charity organization/project will **ONLY** be available on our web-site **AFTER** the charity vote.**



Tombola Update

Carla Bucalossi Quatrini - Tombola Coordinator

- **Latest Update**
 - **Tombola Overview**
 - **Tombola Prizes**
 - **Ticket Sales**
 - **Tombola Tickets Sales Dates**
 - **Pictures of the prizes for the Tombola Prize List**
 - **SMS service for prize winners**

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Tombola Overview

Carla Bucalossi Quatrini - Tombola Coordinator

- **Tombola** - A giant raffle
- **Tickets price:** 2.50 € each
- **Prizes** - Each nation provides at least two (2) prizes worth at least 100 € each
- **Ticket Sales** - All nations sell tickets
- **Winners** - The winners are drawn at the Bazaar

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Tombola Prizes

Carla Bucalossi Quatrini - Tombola Coordinator

- At least two (2) prizes per nation
 - Each prize must be worth at least 100 €
 - Provide list of prizes by 10 September meeting
 - Find the Prize list Form on the website
- > Members Only > Forms

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Ticket Sales

Carla Bucalossi Quatrini - Tombola Coordinator

NATO Charity Bazaar 2013 Tombola Prize List [Write Your Nation Here] [as of Tuesday, 18 June 2013]

INSTRUCTIONS:

1. Fill in the form following the example: Nation, prize description, and who donated the prize.
2. Rename the file beginning with the name of your country. For example: >FranceTombolaPrizeList.doc<
3. Email your prize list to tombola@natocharitybazaar.org

NATION	TOMBOLA PRIZES	DONATED BY



Ticket Sales

Carla Bucalossi Quatrini - Tombola Coordinator

- You sell as many tickets as you can
- We arrange use of the Press Hall in front of the ING Bank or a section in NATO Cafeteria for ticket sales

OCTOBER – OCTOBRE OCTOBER – OCTOBRE OCTOBER – OCTOBRE					
	0830-1000	1000-1130	1130-1300	1300-1430	1430-1600
MON. 10 Oct	Croatia	Slovakia	Hungary	Finland	
TUES. 11 Oct	Montenegro	The Netherlands	Romania	Italy	Spain
WED. 12 Oct	0830-11h30	USA	11h30-14h30	CZE	
FRI. 14 Oct		Bosnia & Herzegovina	Ukraine	The Former Yugoslav Republic of Macedonia	USA
MON. 17 Oct	Canada	Canada	Estonia	Bosnia & Herzegovina	Slovakia
TUES. 18 Oct		Latvia	Latvia	Portugal	
WED. 19 Oct	0830-11h30	Turkey	11h30-14h30	Turkey	
THURS. 20 Oct	Montenegro	The Netherland	U.K.	Poland	Latvia
FRI. 21 Oct		Canada	Canada		
Mon. 31 Oct	0830-11h30	Hungary	11h30-14h30	Belgium	

Just an example



2013 Tombola Ticket Sales

Carla Bucalossi Quatrini - Tombola Coordinator

- **October: 1, 2, 3, 4, 7, 11, 14, 15, 16, 17, 18, 30, 31**
- **November: 4, 5, 6, 7, 8, 11, 12**

Location:

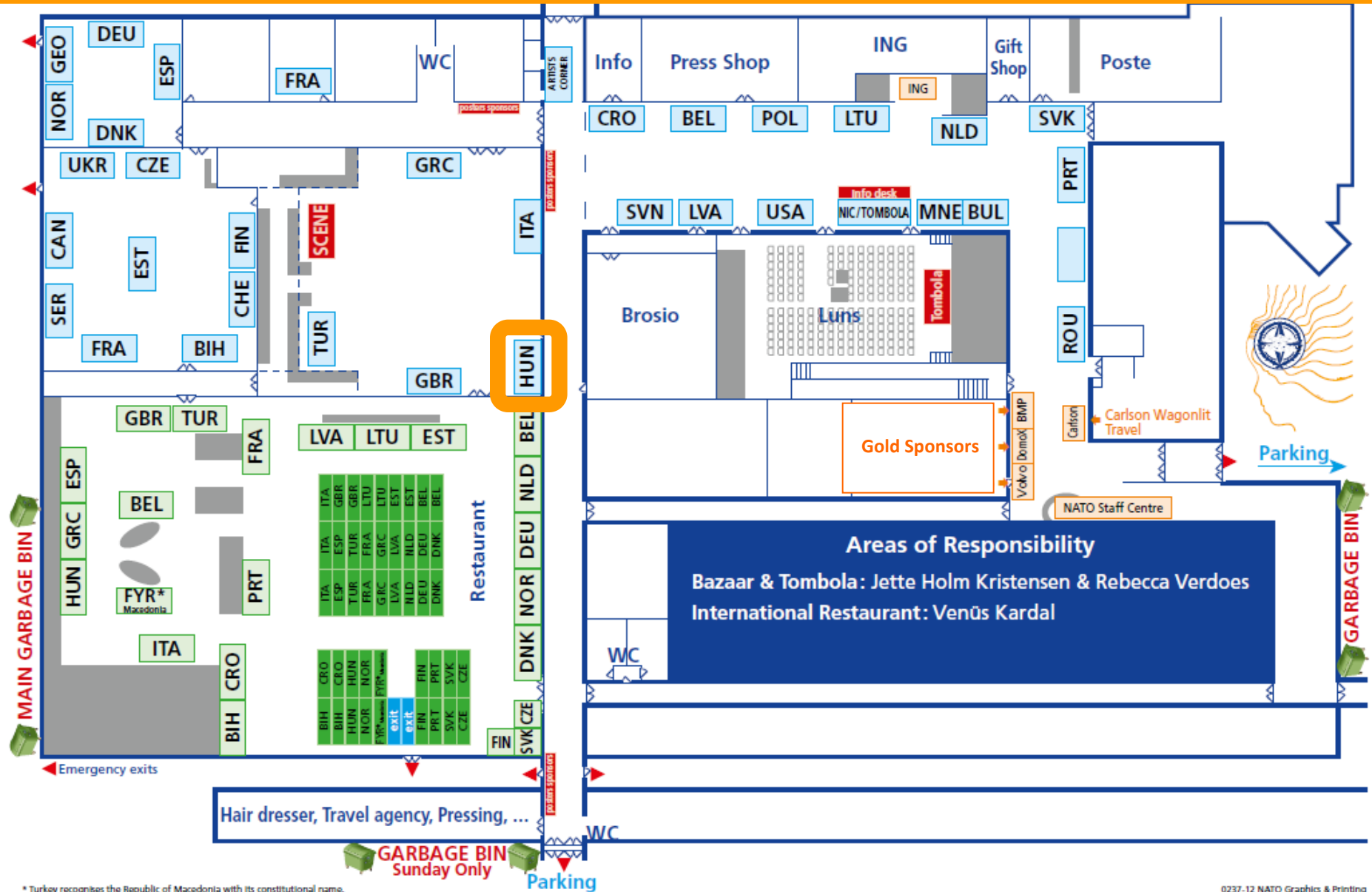
In front of the ING Bank (Press Hall) – same place as Bake Sales.

Confirmation on a spot in the NATO Cafeteria (Hungary's national stand in 2012)

- **October: 21 - 25**

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Tombola Ticket Sale in NATO Cafeteria



* Turkey recognises the Republic of Macedonia with its constitutional name.



Restaurant Update

Christina Arvanitaki - Restaurant Coordinator

- **Latest Update**
 - **Each nation need to find a Restaurant Coordinator + Ass. Restaurant Coord.**
 - **2013 Forms will be on our website**
 - **Three (3) restaurant meetings**

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Sponsors & Events

Dionysia Leolei, Sponsors & Event Coordinator

- **Latest Update**
 - **Confirmed Sponsors 2013**

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Confirmed Sponsors for 2013

Dionysia Leolei, Sponsorship

PLATINUM

- NATO Staff Centre

GOLD

- Aramark
- ACB Diplomat Sales (Volvo)
- ING Bank
- A+ Projects

SILVER

- Renaissance Brussels hotel (Marriot)

BLUE

- Concordia
- Baldi
- Brussels Capital Concierge sprl

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2013 NATO Charity Bazaar Sponsorship Packages

For General Businesses (following security clearance)

The NATO Charity Bazaar ASBL is a private and independent non-profit making Association, run by volunteers drawn from NATO Staff, National delegations, family members and friends. (For more information, see our website above). Its members hold an Annual Bazaar, traditionally called the "NATO Charity Bazaar", now in its 44th year. The proceeds are donated to charitable projects. In 2012 over 188 000 € was raised and distributed to 26 charities (8 Belgian charities and 18 international charities). Additional monies raised by other fundraising events throughout the year contribute to these donations.

DATE: Sunday - November 17, 2013 **LOCATION:** NATO Headquarters, Brussels

Event Brochure

Opening Ceremony

Gold Sponsor's Coffee with Patrons

GOLD SPONSORSHIP PACKAGE

PRICE: 1500€

- Ad
 - Premium placement of your logo on our official brochure for the 2013 Bazaar season.
 - Company full-page ad on a poster (120x85cm) displayed at the 2013 Bazaar and at the Donation Ceremony.
 - Company full-page ad on the screen in the Luns Theatre, (Tombola Room) throughout the Bazaar.
 - Premium placement of your logo on the NATO Charity Bazaar ASBL Web site with a link to your website or full-page ad. (for the 2013 Bazaar Season).
 - Company logo on the Tombola Prize Winner poster displayed at NATO HQ for 2 weeks.
- An invitation to the 2013 Bazaar Opening Ceremony and coffee with patrons before ceremony.
- An invitation to the Charity Donation Ceremony. (Event will occur in Jan. 2014.)
- Sponsorship Identification Material:
 - "Proud Sponsor of the 2013 NATO Charity Bazaar" button, for displaying on your website.

Gold Sponsor Button for Web Site

Gold Sponsor Full Poster Display Ads at Donation Ceremony

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Silver Sponsorship Button for Web Site

Silver Sponsorship Package Brochure

Silver Sponsorship Package Poster

SILVER SPONSORSHIP PACKAGE

PRICE: 750€

- our official brochure for the 2012 season.
- ad on a shared Silver poster (120x85cm) displayed at the 2012 Bazaar and at the Donation Ceremony
- ad on the screen in the Luns Theatre, (Tombola Room) throughout the Bazaar
- the NATO Charity Bazaar Web site with a link to your website (for the 2012 Bazaar season)
- logo on the Tombola Prize poster displayed at NATO HQ for 2 weeks
- 2012 Bazaar Opening Ceremony in Jan. 2013
- Sponsorship Identification Material
- "Proud Sponsor of the 2012 NATO Charity Bazaar" button for displaying website

Blue Sponsorship Button for Web Site

Blue Sponsorship Package Brochure

Blue Sponsorship Package Poster

BLUE SPONSORSHIP PACKAGE

PRICE: 500€

- our official brochure for the 2012 Bazaar season
- on a shared Blue Sponsor poster (120x85cm) displayed at the 2012 Bazaar and at the Donation Ceremony (0113)
- on the screen in the Luns Theatre (Tombola Room) throughout the Bazaar.
- on the NATO Charity Bazaar ASBL Web site with a link to your website. (for the 2012 Bazaar season)

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Treasurer Update

Alessandra Bertozzi – Treasurer

CONTRIBUTION 2013

3.590 EUROS

On 23 June 2013



- **Bake Sale, February**
- **Bake Sale June**
- **Outdoor Life**

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Fundraising Ideas

Jimmie Bradshaw - President

- 1. Out-Door-Life for Charity**
(Karen from Denmark)

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Closing

Jimmie Bradshaw - President

National Tombola Tickets

VS

NCB Tombola Tickets

Reduction in staff means that the IS Graphics will **NOT** be able to support in designing and printing the **national** tombola tickets in 2013

Please return Voting Cards and blue Folders

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Closing

Jimmie Bradshaw - President

General Meeting Dates 2013

- **10 September**
 - Key Focus: Charity Vote
- **24 September**
 - Key Focus: Tombola Ticket Sales Lottery, Bazaar Instructions & Call for Entertainment
- **08 October & 22 October**
 - Key Focus: VIP & Visitor Passes
- **12 November**
 - Key Focus: Final Instructions & After Sales Schedule

Please return voting cards and folders

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