

**"NATO Charity Bazaar" ASBL**  
Square du Vieux Tilleul 1/4, 1050 Ixelles, Brussels, Belgium  
No: 874.358.592  
Annual General Meeting  
20 March 2014

The General Meeting started at 10h05

In Attendance: 29 Full Members were present or represented

Absent: Albania, Artist's Corner, Azerbaijan, Bulgaria, France, Georgia, Iceland, Luxembourg, Montenegro, Poland, Romania, Sweden, Tajikistan

**1. Agenda – Jimmie Bradshaw (President) / [president@natocharitybazaar.org](mailto:president@natocharitybazaar.org)**

**1.1.** Jimmie welcomed the members to the Annual General Assembly meeting – the first meeting of 2014. She went through the Agenda, pointing out that the members were not only voting to have our Statutes, Internal Regulations and our Funding Application and Guidelines Form updated, but they were also voting on two new member nations: Tajikistan and Albania.

She then emphasized the importance of those attending members, whose National Representative (NR) were not in attendance, having a proxy in order to be allowed to vote and the use of the proxy was explained: if an NR is unable to attend any meeting, he/she must delegate someone to vote on his/her behalf, and this information must be sent by email to Jimmie and to Sarah (secretary@natocharitybazaar.org). She emphasized that this must be done for EACH meeting which the NR cannot attend. She explained further that the NR may give her proxy to anyone, member and non-member. The proxy holder does NOT have to be from his/her own country. However, no person may hold more than two (2) proxies at any given time.

**1.2. Welcome to new members**

Jimmie welcomed the following new members: Elisabeth Vormayr (NR Austria), Elnara Mahmudova (NR Azerbaijan), Irfana Kozljak (NR Bosnia & Herzegovina), Tuija Kuusisto (NR Finland), Heta Astrén (ANR Finland), Anthi Mavromanolaki-Kyriou (ANR Greece), Helen Pouliou (2<sup>nd</sup> ANR Greece), Charikleia Tsoibanaki (3<sup>rd</sup> ANR Greece), Stephanie Klein (NR Germany), Andrea Nagyné Kiss (2<sup>nd</sup> ANR Hungary), Hilde Broeks (NR The Netherlands), Kamila Kocianova (NR Slovakia). A motion was made and seconded to confirm these new members. The vote by the General Assembly was unanimous.

**1.3. Farewell to members**

Jimmie called the following members up to thank them for their hard work and to be presented with Farewell Certificates: Anna-Lisa Rannikko (NR Finland), Mari Vaarala (ANR Finland), Alexandra Giannopoulou-Manola (NR Greece), Kyriaki Stamelou-Grilli (ANR Greece), Maria Papeleonida-Kamzola (2<sup>nd</sup> ANR Greece), Vasiliki Zacaria-Chanou (3<sup>rd</sup> ANR Greece), Henrietta Videki (2<sup>nd</sup> ANR Hungary) not in attendance, Maria Galusca (NR Romania) not in attendance, Lidija Jovanoska (ANR Ukraine) not in attendance.

**1.4. Approval of minutes – November 12, 2013**

A motion was made and seconded to approve the above minutes. The resulting vote was unanimous. The approved minutes will be placed in the "Members Only" section of our web-site.

**2. 2013 in Retrospect–Jette Holm Kristensen (VP/Bazaar Coordinator/Web Designer) / [coordinator@natocharitybazaar.org](mailto:coordinator@natocharitybazaar.org)**

Jette played a slideshow of 2013 in retrospect, including pictures from all of the various fundraising events held throughout the year, culminating in the annual Bazaar. The slide show can be accessed on our website.

**3. Bake Sale / Membership – Linda Skou / [secretary@natocharitybazaar.org](mailto:secretary@natocharitybazaar.org)**

**3.1.** Linda thanked the members for their unbelievable support at our first Bake Sale of the year on February 14<sup>th</sup> 2014 at which we made our first 1.919,00€ for the 2014 Bazaar. She explained that, as she will be leaving in July, Dionysia Leolei will be taking over from her. She reminded the members to mark their calendars for the next Bake Sale, which will be held on June 12<sup>th</sup>.

**3.2.** Linda then went over the Membership Info form (which can be found in the "Members Only" section of our website), stressing the importance of keeping our membership up to date. She asked that the nations inform her by e-mail – preferably at least a week in advance - of any changes in the membership of their NCB team – both newcomers as well as farewells.

**4. Treasurer Report 2014 – Alessandra Foresti (Treasurer) / [treasurer@natocharitybazaar.org](mailto:treasurer@natocharitybazaar.org)**

**4.1. Charity Donations**

Alessandra began by thanking Jimmie and her fellow Board members as well as Banca Monte Paschi for a fantastic year. She also thanked Ms Kati Schmidt and Lady Jan Harper. She explained what working with the NCB has meant to her and expressed her enthusiasm for working for such a worthwhile cause.

She explained that – according to our Internal Regulations – two members, one of which must be a full member, must verify the original bank statements together with the Treasurer before each Annual General Assembly meeting. She thanked Elis Korvek (NR Estonia), Orsi Pikacs (NR Hungary), Rute Marques (ANR Portugal) and Fatima (Portugal) for being this year's Financial Auditor Team and assisting her with this task.

She then went through the slides, explaining that the national contributions for the 2013 Bazaar totaled 166.393€ as opposed to 159.283€ for 2012, while the amount raised through our sponsors, fundraising events and "Other Contributions" (which include donations, as well as bank interest) in 2013 totaled 24.898€ as opposed to 26.694€ in 2012. She explained that the above amount does not include the savings we received through our sponsors – more than 1.510€ in goods and more than 17.050€ in services – for a total of more than 18.560€

She explained that in 2012 we had no requests for Emergency funds and were able to donate 65.800€ to Belgian charities and 122.200€ to International Charities – a total of 188.000€. In 2013, we were able to donate 53.800€ to Belgian Charities and 137.044€ to International

Charities – a total of 190.844€ She also explained that although our Internal Regulations stipulate that we will divide our donations on a basis of 35% to Belgian charities and 65% to International charities, once the Belgian charities received the total amount requested, the remainder of the money was more than 65%. However, Belgian had already graciously agreed to distribute the remainder of “their” 35% among the International charities.

#### 4.2. Financial Statement as per 28 FEB 2014

Alessandra explained that the Financial Report is in accordance with “Le nouveau regime comptable des petites associations”. She went through the Financial Statement, answering all questions. A proposal was made and seconded to approve the Financial Statement of 28 FEB 2014. The resulting vote was unanimous in favor of said approval.

#### 4.3. Proposed Budget 2014 – The proposed budget for 2014 is for charity donations (170.000€) and for emergency funds (4.000€), whereas it has been reduced to 5.000€ for administrative costs. A proposal was made and seconded to approve the Treasurer Report 2013 and the Proposed Budget 2014. The resulting vote was unanimous in favor of said approval.

Should you have any questions, please do not hesitate to contact Alessandra at the above e-mail or call her on her GSM - 0488-416-595.

### 5. NCB Board 2014

#### 5.1. 2014 NCB Board Members/Positions (and their Assistants)

Jimmie Bradshaw (USA)	President
Beckie Metelko (USA)	Vice-President + Guest Access Coordinator
Alessandra Foresti (Italy)	Treasurer
Biljana Miralovic (BiH)	Assistant Treasurer
Emily Michnay (USA)	Bazaar Coordinator
Sarah Kibble Bonifazi (Italy UK)	Secretary / Membership
Linda Aziz Skou (Denmark USA)	Assistant Secretary
Dionysia Leolei (Greece)	Sponsor & Event Coordinator
Trine Lauvsnes (Norway)	Assistant Sponsor & Event Coordinator
Julija Vejic (Croatia)	International Charity Coordinator & Restaurant Assistant
Sylvi Anita Smellror (Norway)	Assistant Charity Coordinator
Vilma Zukiene (Lithuania)	Assistant Charity Coordinator
Tuija Kuusisto (Finland)	Assistant Charity Coordinator
Eva Vintrova (Czech Republic)	Assistant Charity Coordinator
Sabrina Janssens (Belgium)	Belgian Charity Coordinator & Restaurant Assistant
Christina Arvanitaki (Greece)	International Restaurant Coordinator
Carla Bucalossi Quatrini (Italy)	Tombola Coordinator
Marilena Pernisco (Italy)	Assistant Tombola
Monica Papadia (Italy)	Assistant Tombola
Lady Jan Harper (UK)	Honorary President
Katy Schmidt	Honorary Vice President

A proposal was made and seconded to approve the above Board members and their Assistants. The resulting vote was unanimous.

### 6. Vote on Statutes/Internal Regulations/Charity Funding Application and Guidelines Form

Jimmie explained the voting process for the proposed changes/corrections/additions/retentions in the above documents, which were sent to the members along with the calling notice to the Annual General Assembly meeting.

#### 6.1. Vote on Statutes

- A proposal was made and seconded to approve all typos and clarification changes in the statutes. The resulting vote was unanimous.
- A proposal was made and seconded to approve the removal of the word “*wives*” in the following text: “*To bring together the spouses and partners of personnel working at NATO Headquarters, in order to foster friendship within its international community*”. The resulting vote was unanimous.
- A proposal was made and seconded to approve the change of the text concerning the address of the Registered Office from “*the address of the President or Vice-President*” to “*the address of the President, Vice-President or Treasurer*” and from “*with each change of President*” to “*as needed*”. The resulting vote was unanimous.
- A proposal was made and seconded to approve the change of the address of the Registered Office to “*Square du Vieux Tilleul 1/4 , 1050 Ixelles, Brussels*”. The resulting vote was unanimous.
- A proposal was made and seconded to approve the changes in the following text: “*The invitations are to be sent out to all full members by post, email or alternative method at least two weeks before the scheduled date of the meeting.*” Post and alternative method are to be eliminated. The resulting vote was unanimous.
- A proposal was made and seconded to change the date of the Annual General Assembly meeting to *March 20<sup>th</sup> 2014* from 2013.

#### 6.2. Vote on Internal Regulations

- A proposal was made and seconded to approve all changes in the Internal Regulations to update them for 2014 and to change the address in the footnote to *Square du Vieux Tilleul 1/4, 1050 Ixelles*. The resulting vote was unanimous.
- For clarification purposes, a proposal was made to amend Article 3 to include: “*Should the NR be unable to attend a meeting at which a proposal will be put forth for the vote, the NR must appoint a proxy to vote in her/his place at each meeting from which she/he is absent. Failure to do so denies her/his country the right to a vote at the meeting in question.*” The resulting vote was unanimous.
- A proposal was made to change the limit of *two (2)* charity applications per country in the pre-selection process for International charity projects to *three (3)*. The resulting vote was 26 (2) and three (3) opposed. The limitation will be changed to three projects per country.

- The time by which all documentation for applying charities must be submitted to the NCB electronically is no later than *noon (1200h) Central European Time (CET)* on May 1<sup>st</sup> of the current year. All applications must include two digital photographs of the organization and its work - *preferably sent as separate attachments to the email*. The vote on these two points was unanimous.

### **6.3. Funding Application and Guidelines Form**

Jimmie informed the members that all changes required to update the Funding Application and Guidelines 2014 form for 2014 have been approved in the above-mentioned votes, and that said form is on our web-site.

## **7. Web Site Reminder**

### **7.1. Web-Site**

Jette reminded all members about the web site ([www.natocharitybazaar.org](http://www.natocharitybazaar.org)) where they can find all the information they need about the meetings and events leading up to and including the bazaar. They can access the “Members only” section using the username “member” and the password “member” “or members/members” or “miembre/miembre”. They can also find all material needed for 2014 as it becomes available.

### **7.2. Facebook Update**

Jette explained that information is also available on the NATO Charity Bazaar ASBL Facebook page, and that all members, as well as friends, family and colleagues can request to join this group.

## **8. Sponsors and Events**

Dionysia and Trine showed a video of the Shen Yun 2014 Chinese Dance Show and encouraged members to go and see this dance and culture spectacle which will be in Brussels in April. They explained that a percentage of ticket sales will be donated to NCB – as long as the ticket purchase is accompanied with the code “NATO”. Tickets were on sale after the meeting, they will be on sale at the NIC coffee morning on Thursday 12<sup>th</sup> March and they are available at the following number 070 252020 quoting the code “NATO”. Dionysia emphasized that if we do not use the code word “NATO” when purchasing tickets, the NCB will NOT receive 10% of that sale.

## **9. Farewell to Board Members**

Jimmie thanked the following board members for their hard work and dedication in 2013 and wished them all the best in all of their future endeavours: Merke Vali (Assistant Charity Coordinator) Estonia, Ulle Liflander (Assistant Charity Coordinator) Estonia and Linda Bucena (Assistant Charity Coordinator) Latvia.

A special thank you went to our former Vice President, Bazaar Coordinator and Web Designer Jette Holm Kristensen for all the hard work, time and energy she has given to the NCB. She will maintain the position of Web Designer until June 2014 or until a replacement is found – whichever comes first - and will continue to support NCB. She will be missed by all.

## **10. Closing Jimmie Bradshaw (2014 President )**

Jimmie requested that members consider an issue brought to her concern by Patrick Lambert Deputy Head of Security at NATO to do with overcrowding during the 2013 bazaar. He will address the members at the next meeting to explain in detail. NCB needs to come up with a solution to this problem that he and his superiors can accept.

Jimmie wished all of the members of the NCB General Assembly as well as all new members of the Board the best of luck for the coming year.

Future General Assembly meeting dates and the Key Focus of each meeting:

- 09 April (Banquet Room in NATO Staff centre) – Update on Charity Applications, Participation Questionnaire
- 20 May - Lottery for Belgian Charity Visits, Status on Charity Applications, Bazaar First Steps and Participation Questionnaire
- 17 June - Participation Questionnaire Status, Charity Application Status, Charity Visits Agenda

The General Meeting was adjourned at 12h35

This document is the original and authentic text.  
In the event of litigation, the English version of these minutes shall prevail.  
Brussels, 21 March 2014

President, Vice President  
Treasurer, Full Members