**”NATO Charity Bazaar” ASBL**

Square du Vieux Tilleul 1/4, 1050 Ixelles, Brussels

No: 874.358.592

General Meeting

17 June 2014

The General Meeting started at 10h04

In Attendance: 33 Full Members were present or represented

Absent: Albania, Artist’s Corner, Azerbaijan, Bulgaria, Estonia, France, Iceland, Luxembourg, Kazakhstan, Romania

1. **Welcome – Beckie Metelko (Vice-President) /** **vice-president@natocharitybazaar.org**

Beckie called the meeting to order and explained that in the absence of the President she would preside over the meeting. She welcomed the members and went through the agenda.

**1.1 Approval of the Minutes –20 May 2014**

Approval of the minutes of the last General Meeting 20 May 2014 was proposed and the resulting vote was unanimous.

* 1. **Welcome to new members**

Beckie welcomed the following new members: Eleni Zaxariadi (NR Greece), Mia Werin ( NR Sweden), Doris Bachler (ANR Austria), Veronika Strakova (2nd ANR Czech Republic), Stephanie Klein (ANR Germany), Morgana Mastrocinque (NR Italy), Lucia Morlacchetti (ANR Italy), Fatima Serodio (NR Portugal), Kamila Kocianova (NR Slovakia), Katharina Garbe (ANR Switzerland), Linda Starflinger (NR United Kingdom), Tiffany Boatwright (ANR United Kingdom), Rowena Cookson (2nd ANR United Kingdom). A motion was made and seconded to approve these new members. The resulting vote was unanimous.

* 1. **Farewell to members**

Beckie called the following members up, to wish them farewell: Francine Pilon (ANR Canada), Bohumila Balounova ( NR Czech Republic) not present, Pia Rohrmann (ANR Germany) not present, Krisztina Rajcsanyi-Muller (ANR Hungary), Cristina Pedrinazzi Andriulli (NR Italy) not present, Barbara Ghetti (ANR Italy) not present, Lena Marie Fekene (NR Norway) not present, Katarzyna Ochman (NR Poland), Ivaylo Toshirov (ANR Bulgaria) not present, Marketa Kollarikova (ANR Slovakia) not present, Gabriela Slodickova (NR Slovakia) not present, Ljiljana Desancic (ANR Serbia), Josh McCreton (NR United Kingdom), Maria Isabel de Paiva mateus (NR Portugal), Rute Marques (ANR Portugal), Christina Ribeiro (2nd ANR Portugal) and Celia Martins (2nd ANR Portugal). Beckie thanked all of these ladies for their support and hard work, and wished all of them the best of luck in their future endeavors.

1. **Treasurer Update Alessandra Foresti Bertozzi** **treasurer@natocharitybazaar.org**

Alessandra introduced herself to the members and explained that at present there is 4.568 € in the NCB account. She announced the results of the Hulencourt tickets sale as 920€, Small Change for Big Change so far 107€ and the results of the June Bake Sale 1168€. She explained that she was waiting for the money raised by the book sale and the money from the sponsor Bis-rent.

**3. Membership Update Trine Lauvsnes** **membership@natocharitybazaar.org**

Trine explained that there are a lot of new members arriving and a lot of members leaving. She reminded members to complete membership forms as soon as they know of any changes. She asked members to let her know if there was any problem with mails and advised members to check their spam/junk filter.

**4. Bazaar Coordinator Emily Michnay** **coordinator@natocharitybazaar.org**

**4.1 Participation Questionnaire Status**

Emily showed the list of the 10 members who have not yet returned their Participation Questionnaire, the countries are Albania, Artist Corner, Azerbaijan, Bulgaria, France, Georgia, Iceland, Luxembourg, Ukraine and the United Kingdom. . She urged these members/nations to please go to the ”Members Only” section of our web-site to download the questionnaire, which can then be filled out electronically, saved and attached to an e-mail to her as soon as possible.

**4.2 Key Dates and Preliminary Instructions**

The date of the bazaar has been confirmed as 16 November 2014. The bazaar after sales have also been confirmed as 24-28 November 2014, which is one week later than last year.

Emily reminded the members to read the preliminary instructions. They can be found in the “Members Only” section of our web-site and contain suggestions for organizing the national teams, for get­ting Spon­sors and more. In the same area the members can find help in composing letters to potential sponsors as well as our 2013 Tri-fold, which can be included in a letter requesting sponsorship. The 2014 Tri-fold will be ready in September, after the members have voted upon the eligible charities to support.

**4.3 Not receiving emails?**

Emily explained that some members have not been receiving emails from NATO Charity Bazaar (NCB), this is because of our email platform and the quantity of mails sent out, a normal email address recognizes it as spam or junk. To avoid this problem please check we have your correct email address by sending it to membership@natocharitybazaar.org and by adding “ postmaster@natocharitybazaar.org ” to your email contact list.

**5. Hilde Broeks, National Representative, The Netherlands**

Hilde kindly spoke to the members with a fundraising idea. She suggested that when members are entertaining, they could request that their guests make a donation to NATO Charity Bazaar instead of bringing the traditional flowers, wine or chocolates. She has already done this and found it to be very successful.

**6. NATO International Club (NIC)**

The President of the NIC, Nicolette Ferrier, came to speak to members. She explained that NIC is a group of ladies from all nations, who meet regularly for various activities, such as conversation classes, walking groups and cookery sessions. They meet on the fourth Thursday of each month at the home of the President (currently Nicolette Ferrier, 69 Kastanjedreef, Overijse). The next coffee morning is on Thursday 26th June. This will be Nicolette’s last coffee morning as President as Carla Bucalossi will be the next President. When Carla becomes President the coffee mornings will be held in Emma Davidson’s house in Kraainem. Anyone interested in the NIC can go to the website.

**7. Charity Update – Sylvi Smellror Assistant Charity Coordinator (Charity Coordinators) /** **charity@natocharitybazaar.org**

**7.1 International Charity Applications**

Sylvi explained that we have received 67 International charity applications, out of which 30 projects have been rejected due to the “three applications per country” rule. This leaves a total of 37 possible projects, out of these there are now 25 eligible applications, this might still change as we have received additional information from 10 of the 16 projects asked to clarify certain points. This additional information still has to be checked.

* 1. **Belgian Charity Applications**

Sylvi told the members there are a total of 10 eligible Belgian charity applications. Sabrina is currently busy visiting all the Belgian charities with members. Sylvi reminded members that is was very important to attend the charity visits as the charity makes considerable effort to present themselves and explain their work. The date for the visit to Project 7 is still to be confirmed, Sabrina will notify the members when she has a fixed date. The nations requested to attend each visit were as follows:

**Project 1**: Austria, Montenegro, Poland, Ukraine, Sweden

**Project 2**: Hungary, Slovenia, Czech Republic, United Kingdom

**Project 3**: Norway, Turkey, Latvia, Albania

**Project 4**: Belgium, Greece, Spain, Iceland

**Project 5**: Finland, Switzerland, Slovakia, Georgia

**Project 6**: Bosnia Herzegovina, Denmark, FYROM, Luxembourg

**Project 7**: Azerbaijan, Estonia, Canada, Bulgaria

**Project 8**: NIC, Italy, Croatia, Serbia

**Project 9**: Germany, Portugal, Lithuania, Tajikistan

**Project 10**: USA, Netherlands, Kazakhstan, Romania

Sylvi reminded the members to fill out the “2014 Belgian Charity Visit Form”. After the visit, scan the form in and e-mail it to charity@natocharitybazaar.org. You can also fill it in on line. The completed visit forms will be posted in the “Members Only” section of our website AFTER the vote in September. **REMEMBER** - the name of the project MUST be kept secret in order for the vote in September to be valid.

Sylvi said that the charity vote will take place at the General Meeting on September 9th. On or before September 1st members will receive an email 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 of the applying charity organization/project will only be available after the charity vote.

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

Carla reminded the members to begin thinking about the two prizes to be donated by each nation to the Tombola. Each prize must be worth at least 100€. She also explained that tickets will cost 2.50€ each and the nations will be given a date/dates between September 29th and November 7th, when they will be able to sell tickets in the Press Hall. Each nation can offer national cakes/biscuits/snacks to help promote ticket sales.

 **9. International Restaurant Update – Christina Arvanitaki (Restaurant Coordinator) /** **restaurant@natocharitybazaar.org**

Christina told the members that each nation with a restaurant stand, needs to find a Restaurant Coordinator. The 2014 forms will be on our website and there will be 1-2 special meetings for the Restaurant Coordinators before the bazaar.

**10. Sponsors and Events**

* 1. **Sponsor Update**

Dionysia informed the members that Bis-Rent is confirmed as a Platinum Sponsor for the NCB2014. The sum of 3000€ will be paid into the NCB account.

**10.2 Events**

 The book presentation and sale was a very successful event. 30 books signed by the author were sold and 600€ was raised. 20 more copies were available for sale at the end of the meeting.

 The June 12th Bake Sale raised 1168.14€. So with the Bake Sale in February the total for 2014 is 3087.14€. Dionysia thanked everybody who participated in any way. The next Bake Sale will be September 25th.

 She invited members to attend the next event which will be a Photograph Exhibition and Sale. The Opening Ceremony will be on the 1st July at 11.00 and the exhibition will continue until July 3rd.

 **11.** **Any Other Business & Closing – Beckie Metelko (Vice-President) /** **vice-president@natocharitybazaar.org**

Beckie reminded the members that Mrs. Rasmussen is hosting a Summer Charity Ball to be held on June 21st. Tickets are now sold out for this event.

The NCB now has a new Webmaster - Johan Van Roste and an Assistant Webmaster – Ludmilla Novakova. Beckie explained that with their help the website will be updated.

Be sure to mark your calendars with the dates for upcoming General Meetings as follows:

* September 9th Key Focus: Charity Vote
* September 23rd Key Focus: Tombola and Ticket Sales Lottery, Bazaar Instructions and Entertainment for Bazaar
* October 7th Key Focus: VIP & Visitor Passes
* October 21st Key Focus: VIP & Visitor Passes
* November 12th Key Focus: Final Instructions & After Sales Schedule

 Event dates to remember:

* June 21st - Summer Charity Ball
* July 1st - 3rd Photo Exhibition (Opening Ceremony July 1st at 11.00)

The General Meeting was adjourned at 11hrs22

This document is the original and authentic text.

In the event of litigation, the English version of these minutes shall prevail.

Brussels, 20 June 2014

President

Vice President

Treasurer

Full Members