# **Annual General Meeting**

10h - 12h 20 March 2014



NATO Charity Bazaar

www.natocharitybazaar.org

—ASBL—



# **Agenda**

- Welcome by Jimmie Bradshaw
  - Proxy Voting
  - VOTE: Two new nation members (Tajikistan & Albania)
- Welcome and Farewells to Members
  - VOTE: Approval of minutes from our last General Assembly Meeting
- Retrospective 2013 by Jimmie Bradshaw
- Membership & Bake Sale by Linda Aziz Skou
- Treasurer Report 2013 Finances by Alessandra Foresti
- Nomination of new Board Members by Jimmie Bradshaw

#### Coffee Break (15 minutes)

- VOTING by Jimmie Bradshaw
  - New Board Members
  - 2014 Statutes + Internal Regulations + Funding Application Form
- Sponsor Ship & Fundraising Events
- Farewells to Board Members
- Any other Business and Closing by Jimmie Bradshaw



### Welcome

- Proxy Voting
- Voting two new nation members
- Welcome and Farewell
- Approval of minutes





# **Proxy Voting**

#### Jimmie Bradshaw - President

PROXY FORM
Return to President, Jimmie Bradshaw at <a href="mailto:president@natocharitybazaar.org">president@natocharitybazaar.org</a> our Secretary Linda A. Skou at <a href="mailto:secretary@natocharitybazaar.org">secretary@natocharitybazaar.org</a> or c/o Ass. Linda Aziz Skou, Office B-351, Danish MILREP, NATO HQ
I, (full name)
Full Member of the NATO Charity Bazaar asbl, give my proxy to
( <u>full</u> name)
to vote on my behalf at the Annual General Meeting on Tuesday, 20 March 2014.
NATO Charity Bazaar   Postal Address: NATO HQ, IMS, T-8004, Blvd Leopold III, 1110 Brussels

#### Please find your Voting Card in the blue plastic Folders

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





### Welcome

Jimmie Bradshaw - President

Voting - two new nation members

Tajikistan



Albania







### **Welcome to Members**

- Albania Dr. Lidra Zegali NR
- Azerbaijan Elnara Mahmudova NR
- Bosnia and Herzegovina Ms. Irfana Kozljak NR
- Finland Ms. Tuija Kuusisto NR
- Finland Ms. Heta Astrén ANR
- Greece Ms Anthi Mavromanolaki-Kyriou ANR
- Greece Ms Helen Pouliou 2nd ANR
- Greece Ms Charikleia Tsorbanaki 3rd ANR





### **Welcome to Members**

- Hungary Ms. Andrea Nagyné Kiss 2nd ANR
- Luxembourg Mr. Patrick Fautsch NR
- The Netherlands Ms. Hilde Broeks NR
- Slovakia Ms. Kamila Kocianová NR
- Tajikistan Dr. Muhabbat Solieva ANR
- Ukraine Mr. Yehor Bozhok ANR



### **Farewell to Members**



- Bosnia and Herzegovina Marica Nedic NR
- Finland Ms. Anna-Liisa Rannikko NR
- Finland Ms. Mari Vaarala ANR
- Greece Ms. Alexandra Giannopoulou-Manola NR
- Greece Ms. Kyriaki Stamelou-Grilli ANR
- Greece Ms. Maria Papleonida-Kamzola 2nd ANR
- Greece Ms. Vasiliki Zacharia-Chanou 3rd ANR
- Hungary Henrietta Videki 2nd ANR
- Romania Ms. Maria Galusca NR
- the Former Yugoslav Republic of Macedonia\* -Lidija Jovanoska - ANR
- Ukraine Ms. Liydmyla Petrenko ANR

  NATO Charity Bazaar



### Welcome

Jimmie Bradshaw - President

### Approval of minutes





### Retrospective 2013

Jimmie Bradshaw - President





### First Bake Sale 2014

Friday 14th February

Raised: 1.919,00 €







### First Bake Sale 2014

#### THANK YOU ALL FOR YOUR SUPPORT





**Dionysia Leolei** 

# **Next Bake Sale**

Thu 12th June 2014







# **Membership Registration**

Linda Aziz Skou - Secretary / Membership

#### PLEASE PRINT CLEARLY

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

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





# **Membership Form**

Linda Aziz Skou – Secretary / Membership

#### 2014 Material for Distribution

Here are electronic versions of all material distributed at the document and choose "Save as" when the download message

#### **Organization Info**

#### Invitations

No invitations available

#### PowerPoint (slides)

No slides available

#### **Forms**

- Participation Questionnaire 2014 (n.a)
- Fund Application Form 2014 (New)
- Membership Registration Form 2014 (New)
- Belgian Charity Visit Form 2014 (n.a.)
- Tombola Prize List Form 2014 (n.a.)



**User Name:** members **Password:** members

**User Name:** membre **Password:** membre



Alessandra Foresti - Treasurer





Alessandra Foresti - Treasurer

#### **SUMMARY OF KEY POINTS**

- NCB Activities 2013
- □ Financial Report:
  - √ Financial Statement 2013



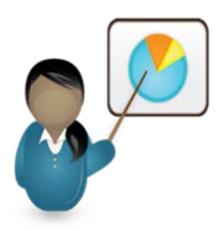
© Can Stock Photo - csp11740727

✓ Budget 2014



Alessandra Foresti - Treasurer

#### **NCB Activities 2013**



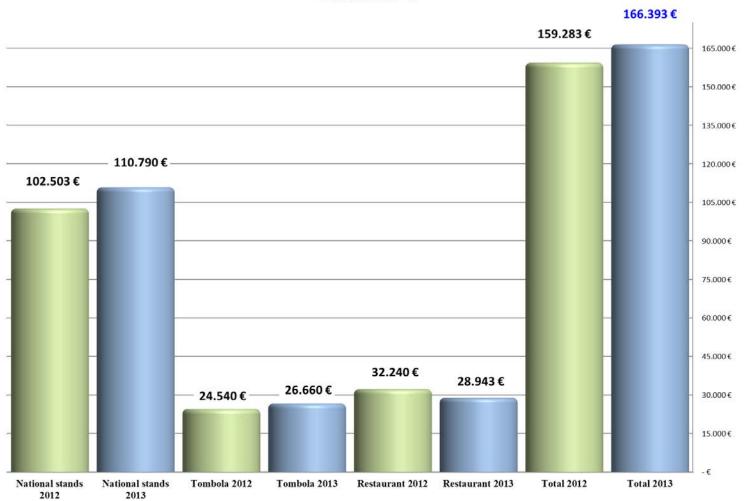






Alessandra Foresti - Treasurer

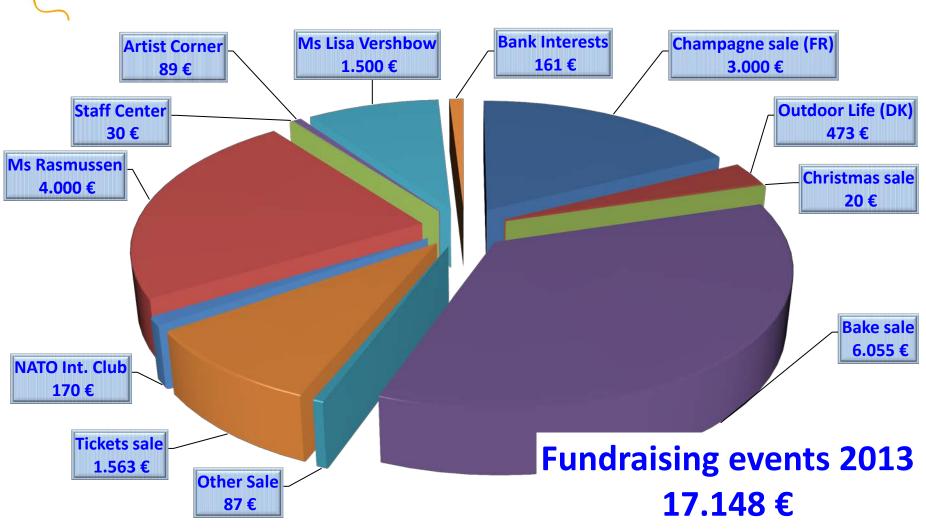
#### Nations Contribution 2013 166.393 €





Alessandra Foresti - Treasurer

#### **NCB Contributions**





Alessandra Foresti - Treasurer

#### **Total NCB Contribution 2013**





Alessandra Foresti - Treasurer

#### **Saving through sponsors**

Total Sponsors cash	7.750
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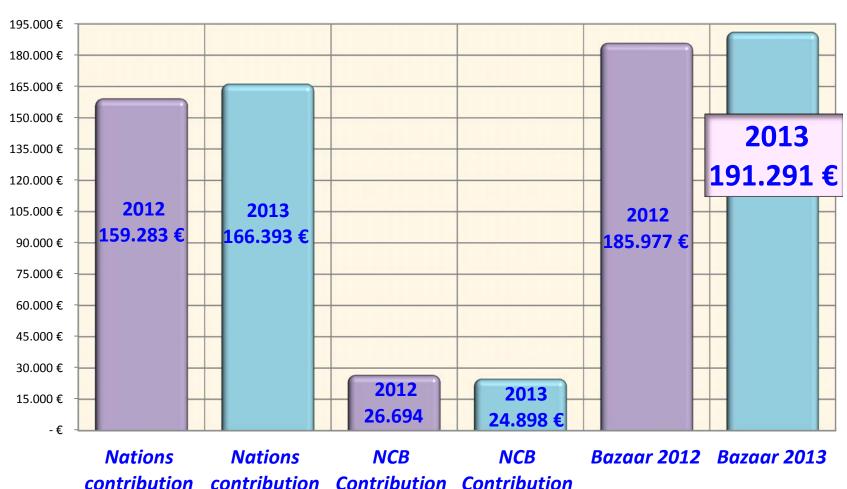
DONATED GOODS TO TOMBOLA		DONATED SERVICE	
NATO International Club	200 €	Aramark	4.500 €
Marriott Hotel	920 €	IMS Repro	500 €
Patrons	90 €	Staff Center	4.500 €
Artist Corner	200 €	IS Graphics Design - Pr. Sec	7.000 €
IMS Supply NATO HQ	100 €	Danish Delegation	550 €
	100 €	NATO Staff	Big Amount
Total goods	1.510 €	Total removal costs	17.050 €

Total Savings	18.560



Alessandra Foresti - Treasurer

#### **Comparison between Bazaar 2012 and 2013**





Alessandra Foresti - Treasurer

#### **Charities Donation**

Charity	2012	2013
Emergency	0 €	0 €
Belgian	65.800 €	53.800 €
International	122.200 €	137.044 €
Total	188.000 €	190.844 €







Alessandra Foresti - Treasurer

### □ Financial Report:



✓ Financial Statement 2013

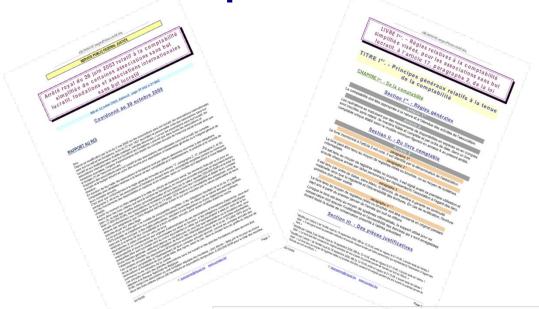
✓ Budget 2014





Alessandra Foresti - Treasurer

### **Financial Report Law of Reference**



LE NOUVEAU REGIME COMPTABLE DES PETITES ASSOCIATIONS Arrêté royal du 26 juin 2003 relatif à la comptabilité simplifiée de certaines associations sans but lucratif, fondations et associations internationales sans but lucratif



Alessandra Foresti - Treasurer

Financial Statement 28/02/2014			
Overall Financial Breakdown from 1 March 2013 to 28 February 2014			
	Balan	ce Sheet	
Total Agasta 1 March 2012			11 (20 €
Total Assets 1 March 2013			11.620 €
Outgoing 2013/2014	4	Income 2013/20	14
Belgian Charity Donations	53.800 €	Nations Contribution	166.393 €
International Charity Donations	137.044 €	Sponsors Contribution	7.750 €
Administrative costs	575 €	NCB items Sale	9.017 €
		Bake sale 14 feb 2014	1.919 €
		Bank Accounts Interests	161 €
		Donations	9.789 €
		Bank reimbursements	15 €
Total Outgoing	191.419€	Total Income	195.045 €
Excess of Income over expenditure			3.626 €
	Assets 28 F	ebrury 2014	
Current Account			217 €
Saving Account			14.964 €
Cash			65 €
TOTAL ASSETS			15.246 €



Alessandra Foresti - Treasurer

#### **Financial auditors team**









Alessandra Foresti - Treasurer

#### **Proposed Budget 2014**

Administrative Costs	5,000.00 €
Charity Donations	170,000.00 €
Emergency Requests	4,000.00 €







Alessandra Foresti Bertozzi - Treasurer

If you have any questions regarding this "Financial Report"

please don't hesitate to contact the Treasurer Alessandra Foresti, via e-mail at treasurer@natocharitybazaar.org





### Vote

- Approval of:
  - Financial Statement 2013
  - Budget 2014



### NCB Board 2014

- New Vice-President
- New Secretary
- New Secretary Assistant
- New Bazaar Coordinator
- Sponsor & Event Assistant
- New Charity Assistants
- New International Tombola Assistant
- New International Restaurant Assistants



# Coffee Break 15 min





### **Board Position Candidates**

- Vice-President: Beckie Metelko (Change)
- Bazaar Coordinator: Emily Michnay (New)
- Secretary/Membership: Sarah Kibble Bonifazi (Change)
- Assistant Secretary/Membership: Linda A. Skou (Change)
- Assistant Sponsor & Event Coordinator: Trine Lauvsnes (New)
- Assistant Charity Coordinators:
   Vilma Zukiene, Tuija Kuusisto & Eva Vintrová (3 new)





#### Vote

#### Jimmie Bradshaw - President

#### **New Board Members**

Bazaar Coordinator, Emily Michnay, USA

#### New assistants to the Board

- Eva Vintrova, Czech Republic
- Linda A. Skou, USA/Denmark
- Trine Lauvsnes, Norway
- Tuija Kuusisto, Finland
- Vilma Zukiene, Lithuania



### NCB Board 2014

- President: Jimmie Bradshaw
- Vice-President & Guest Access Coordinator: Beckie Metelko (Change)
- Treasurer: Alessandra Foresti Bertozzi
- Assistant Treasurer: Biljana Miralovic
- Bazaar Coordinator: Emily Michnay (New)
- Secretary/Membership: Sarah Kibble Bonifazi (Change)
- Assistant Secretary/Membership: Linda A. Skou, USA/Denmark (Change)
- Sponsor & Event Coordinator: Dionysia Leolei
- Assistant Sponsor & Event Coordinator: Trine Lauvsnes (New)
- Charity Coordinators: Julija Vejic & Sabrina Janssens
- Assistant Charity Coordinators: Sylvi Anita Smellror, Vilma Zukiene, Tuija Kuusisto & Eva Vintrová (3 new)
- International Tombola Coordinator: Carla Bucalossi Quatrini
- Assistant Tombola Coordinators: Marilena Pernisco & Monica Papadia
- International Restaurant Coordinator: Christina Arvanitaki
- Assistant International Restaurant Coordinators: Julija Vejic and Sabrina Janssens (Change)
- Honorary President: Lady Jan Harper
- Honorary Vice-President: Ms. Kati Schmidt



# Votes

#### Jimmie Bradshaw - President

- Statutes
- Internal Regulations
- Funding Application Form & Guidelines



# **Statutes**

#### Jimmie Bradshaw - President

#### Page 1:

#### Article 2 - Aims of the Association

The aims of the Association are:

 To bring together the wives spouses and partners of personnel working at NATO Headquarters, in order to foster friendship within its international community.

#### Article 3 - Registered Office of the Association

- The address of the Registered Office of the Association shall be the address of the President,
   Vice-President or Treasurer and shall change with each change of President as needed.
- The Association is officially located at, Square du Vieux Tilleul 1/4, 1050 Ixelles in the judicial district of Brussels.



# **Statutes**

#### Jimmie Bradshaw - President

#### Page 4:

#### Article 8 - General Meeting

 The invitations are to be sent out to all full members by post, e-mail or alternative method at least two weeks before the scheduled date of the meeting.

#### Page 8:

#### Article 16 - Special Provision

 Amended and approved by the General Assembly at the Annual General Assembly meeting on March 20<sup>th</sup>, 20134.



# **Internal Regulations**

Jimmie Bradshaw - President

#### Pages 1-5 (footnote):

NATO Charity Bazaar | ASBL: 874.358.592 | Square du Vieux Tilleul 1/4, 1050 Ixelles, Belgium Postal Address: NATO HQ | c/o IMS T 8004, 1110 Bruxelles

#### Page 2:

#### Article 3 - Full Members

Full members are appointed by each participating NATO or Partner for Peace (PfP) nation, and are voted upon by the General Assembly (one vote per member nation/organization). There may be up to three (3) representatives of each participating member nation/organization – a national representative (NR), an assistant national representative (ANR) and a second assistant national representative (2<sup>nd</sup> ANR). 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 <u>each</u> meeting from which she/he is absent. Failure to do so denies her/his country the right to vote at the meeting in question.



# **Internal Regulations**

Jimmie Bradshaw - President

#### Page 3:

#### Article 8 - Pre-Selection of Eligible Charity Applicants by the NCB Board

Although each country may apply for the funding of several projects, only up to two (2) three (3) projects per country will be pre-selected by the NCB Board for the final vote by the General Assembly. For the sake of clarity, this limitation applies ONLY to the pre-selection of projects from International charity applicants. It does not apply to Belgian-based charity applicants.

In order to be considered eligible for a donation, the applicant's project must:

 Be a small, specific project, which can be completed within the donation year. (Funds raised during 2014 culminating in the annual NATO Charity Bazaar, are intended for use during the donation year 2015.)



# **Internal Regulations**

Jimmie Bradshaw - President

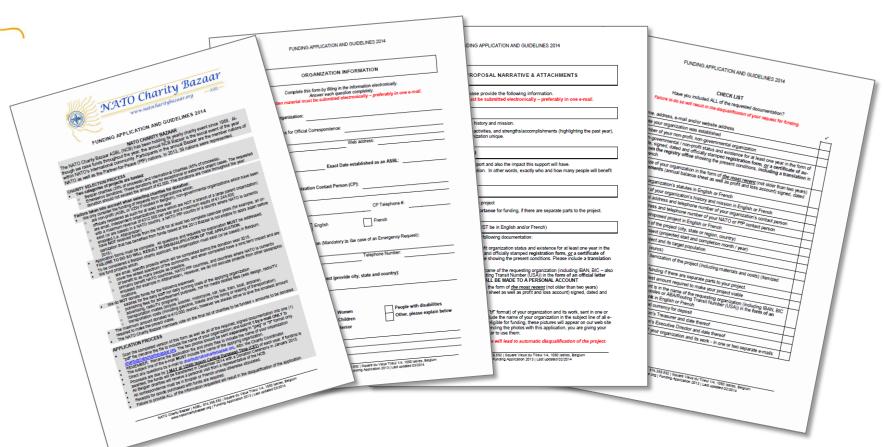
#### Page 4:

- 3) <u>Electronically</u> submit the "NCB Funding Application and Guidelines 2014" form (which can be accessed on the <u>www.natocharitybazaar.org</u> website), complete with ALL required documentation, in <u>one (1) pdf file</u>, to the NCB no later than noon (12h00)Central European Time (CET) on May 1<sup>st</sup> of the current year.
- 4) All applications MUST include the following:
  - w. Two digital photographs of the organization and its work preferably sent as separate attachments to the e-mail.



# Charity Funding Application & Guidelines 2014

Jimmie Bradshaw - President



VOTE
1) Changes/Updates



# **Web Site Reminder**

Jette Holm Kristensen - Web Designer

#### www.natocharitybazaar.org





Password: member

**User Name:** members

Password: members

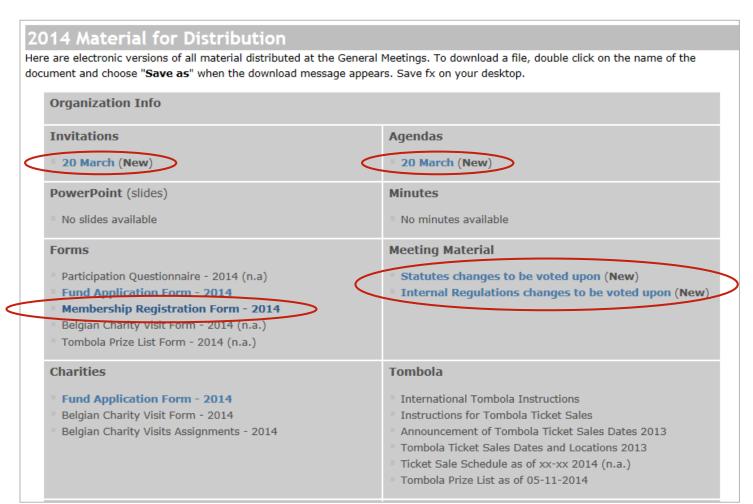
**User Name:** membre **Password:** membre



# **Web Site Updates**

Jette Holm Kristensen - Web Designer

### www.natocharitybazaar.org





# **Facebook Updates**

Jette Holm Kristensen - Web Designer



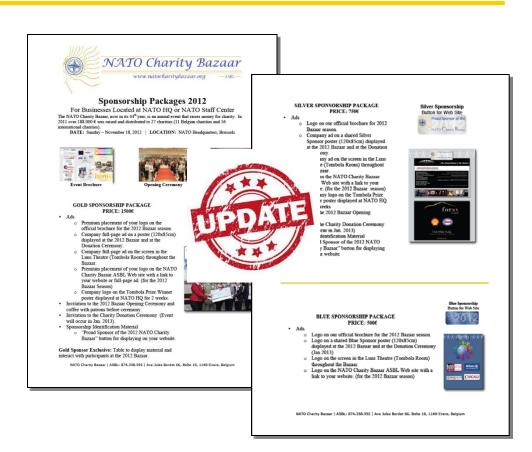


# **SPONSORS**

#### Dionysia Leolei – Sponsor & Event Coordinator

# New updated sponsorship documents available

For sponsorship requests contact: sponsor@natocharitybazaar.org





# **Fundraising Events**

# Dionysia Leolei – Sponsor & Event Coordinator **Shen Yun 2014 - Chinese Dance Show**



# **Fundraising Events**

Dionysia Leolei – Sponsor & Event Coordinator

#### **Shen Yun 2014 - Chinese Dance Show**



**Tickets sale for NATO Charity Bazaar** 

Hotline: 070 25 20 20 w/code

"NATO"



## **Farewell to Board Members**

Jimmie Bradshaw - President

- Denmark:
   Ms. Jette Holm Kristensen Vice- President & Bazaar Coordinator
- Estonia
   Ms. Merike Väli Assistant Charity Coordinator (INT)
- Estonia:
   Ms. Ülle Liflander Assistant Charity Coordinator (INT)
- Latvia:
   Ms. Linda Bucena Assistant Charity Coordinator (INT)



NATO Charity Bazaar



# **Any Other Business**

Jimmie Bradshaw - President

- Guest Access during the Bazaar 2014
- Webmaster needed by June





# Closing

Jimmie Bradshaw - President

# **General Meeting Dates 2014**

- 9 April (Banquet Room in NATO Staff Centre)
  - Key Focus: New Board, Update on Charity Applications, Participation Questionnaire
- 20 May
  - Key Focus: Lottery Belgian Charity Visits,
     Status on Charity Applications, Bazaar First
     Steps & Participation Questionnaire
- 17 June
  - Key Focus: Participation Questionnaire Status, Charity Application Status, Charity Visits Agenda

**Please return Voting Cards and blue Folders** 

NATO Charity Bazaar