

"NATO Charity Bazaar" ASBL
Ave Jules Bordet 66, Boîte 10, 1140 Brussels, Belgium.
No: 874.358.592
General Meeting
09 November 2011

The General Meeting started at 10:05 hrs.

In Attendance: 33 Full Members were present or represented

Absent with apologies: Iceland, Luxembourg, Romania, Sweden

1. Welcome – Kati Schmidt (NCB President) / president@natocharitybazaar.org

Kati opened the meeting by showing the members the beautiful slide show accompanied music that Robbin has put together for us this year. A big thank you to her. She then proceeded to go through the Agenda.

1.1. Approval of minutes

The motion to approve the Minutes of the General Assembly on October 20th was made by our Honorary Vice President, Elena Ristori and seconded by USA. The vote resulted in the unanimous approval by the General Assembly. Kati then reminded the members that these minutes would be posted on the NCB (Members Only) website.

1.2. Reminders

Kati then reminded the members to hand in their 2012 Criteria and Practices Questionnaire to Erika or Linda.

She then explained that Elena Ristori is giving Gyro-kinesis lessons (the proceeds from which go to the NCB) on November 11th as well as the first and second Fridays in December. She encouraged the members to participate if at all possible.

Finally she reminded the members to bring any unwanted hostess gifts or toys to the French Delegation on Friday, November 18th or to the French stand on Saturday, November 19th at 10.00 hrs. The gifts/toys must be beautifully wrapped. She also encouraged the members to bring any unwanted books to the area, pointing out that these do not need to be wrapped.

2. Final Instructions – Robbin Warner & Heike Muehlmann (NCB Coordinators) / coordinator@natocharitybazaar.org

2.1. Heike went through the Final Instructions and Timetables of the 2011 Bazaar, including Reminders, all of which can be found on our website.

2.2. Robbin then went through both the Saturday Agenda, reminding the members that we can both sell AND shop on Saturday, and the Sunday Agenda, informing the members that this year we would have a professional photographer working for us.

2.3. Robbin continued by going through all of the reminders of what we may and may not do when setting up our stands and areas in the restaurant.

2.4. She then went through all of the things the members need to know upon arrival on Saturday, including everything they need to remember to bring to make set up as easy as possible.

2.5. Robbin went through this year's stage schedule, thanking all of the participants in advance for a sure to be spectacular program! She also informed the members that her husband (the stage manager) needs to talk to the performers about eventual rehearsals, sound requirements, etc.

2.6. Robbin then discussed "Dealing with Trash", making sure that everyone realized the importance of helping each other keep all areas clean and tidy, reminding the members that NATO opens for business as usual on Monday, November 22nd.

2.7. Finally, Robbin went through the Clean-Up Check List for the national stands as well as for the Restaurant, reminding the members to fold all chairs and place them in the appropriate racks. She also reminded them that some of the tables need to be disassembled and placed on their appropriate racks.

2.8. She urged the members to share all of the above information with their teams!

2.9. Robbin then explained once again how we thank the NATO staff for their assistance with a bottle of wine or spirits from each nation, reminding those who have not yet done so to bring their bottle to the NCB Info Table on Saturday, November 19th.

3. Bazaar After Sale – Heike Muehlmann (Assistant NCB Coordinator) / coordinator@natocharitybazaar.org

Heike explained to the members that we would be holding After Sales November 21 – 24 from 10 hrs – 14 hrs in the Press area in front of ING, and that there was room for three (3) nations each day. Each nation will receive one table. The list can be filled out during the coffee break.

4. Tombola Instructions – Robbin Warner (NCB and Tombola Coordinator) / coordinator@natocharitybazaar.org

Robbin explained that she would be in front of the ING Bank on Thursday, November 10th from 8.30 hrs – 15 hrs to accept all sold and unsold tickets along with the Accountability Sheet – NO MONEY.

She asked the members to verify that all of the information concerning their prizes on the "Tombola Prize Information" sheet, explaining that the information will then be used to create a Prize Card for each prize. This will be used during the Tombola drawing to avoid any mix-ups.

On Saturday, November 19th, prizes, ticket stubs and sheets (NO MONEY) are to be turned in between 9.00 and 11.00 hrs at the LUNS Theater. **All money** from Tombola ticket sales **is to be transferred to the NCB account together with** the profits from stands and restaurant sales **no later than December 5th, 2011.**

On Sunday, November 20th, NIC will sell Tombola tickets until 13.00 hrs. The Tombola starts at 14.00 hrs.

- Robbin encouraged the members to have a representative from their country pick the tickets, something new this year.
- The winners can collect their prizes at the Bazaar or, if unable to do so, they will be notified.
- After the Bazaar, posters depicting the winners will be put up in several places at NATO and the list of winners will be made public via MINERVA.

5. 2011 Financial Accounting Sheet

Robbin went through the 2011 Financial Accounting Sheet, reminding the members to fill it out completely and turn it in along with all of the money from Tombola Ticket Sales, Stand Sales and Restaurant Sales **no later than Monday, December 5th, 2011.**

6. Invitations and Lists - Katia Abinader - katiaabinader@hotmail.com

Katia explained to the members that the VIP passes (for Ambassadors only) are blue and the Guest passes are yellow. She reminded them that guests must park outside the NATO parking areas. Those who have requested access through the Z Gate can find a map in the members only section of our website.

7. Opening Ceremony – Kati Schmidt - (NCB President) / president@natocharitybazaar.org

Kati explained the Opening Ceremony to the members, including their part in the Roll Call. Once Mrs. Rasmussen cuts the ribbon the 2011 Bazaar will be officially open.

8. International Restaurant 2011 – Linda Skou (NCB Secretary) / secretary@natocharitybazaar.org

Linda went through everything that has been covered during the Restaurant Coordinating Meetings, including setup and sales on Saturday and Sunday. She reminded the members to help each other keep the restaurant area clean. She also reminded the members that we will once again be donating any leftover food to “The Samaritans”, who will pick it up on Sunday at 16.30 hrs.

Finally she encouraged the members to make sure their Restaurant Coordinators attend the final International Restaurant Coordination Meeting on November 16th at 10.00 hrs in the NATO Restaurant with the chef.

9. Donation Ceremony - Kati Schmidt (NCB President) / president@natocharitybazaar.org

Kati reminded the NR's and ANR's to mark January 23rd in their agendas, which is when the Donation Ceremony will take place. It is a very touching and special ceremony they will not want to miss. She also urged them to familiarize themselves with any charity on whose behalf they will be accepting the donation.

10. Closing – Kati Schmidt (NCB President) / president@natocharitybazaar.org

10.1. New Business

The following positions will be open for the 2012 Board: President, Vice President, Secretary/Membership, Web Diva, Tombola Coordinator, as well as Committee Members for the Charity Committee, Bazaar Coordination Committee and International Restaurant Committee. Please consider now filling one of these positions.

10.2. December Charity Ball

Kati reminded the members that the December Charity Ball, hosted by our Patron, Mrs. Rasmussen, will be held on December 10th at 19.30 hrs. You can book your table already now. She also urged the members to remember that Mrs. Rasmussen supports us, which means that by attending, we are also supporting our cause!

10.3. Best Bazaar Ever

Finally, Kati wished everyone lots of luck and said that she is certain this will be one of the best Bazaars ever!

The General Meeting was adjourned at 11.45 hrs.

This document is the original and authentic text.

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

Brussels, 08 December 2011

President

Vice President

Treasurer

Full Members