



Board Meeting Minutes

19 February, 2019

Beginning: 17:30
End: 20.00
Venue: NNHQ German Delegation

Attending persons:

- Serge Devynck (President)
- Berthold Malms (Bazaar-Coordinator)
- Sandra Santos (Treasurer)
- Lara Ronayne Casimiro (Sponsorship Coordinator, Webmaster)
- Maria Martos (Belgium Charity Coordinator)
- Patricia Guedes (Charity Coordinator)
- Petra Havrankova (Tombola Coordinator)
- Maria Jose de Vargas (Treasurer Assistant)
- Baros Szabina (Secretary, Teen Coordinator)

Absent persons:

- Anja Malms (Vice-President, Guest Access Coordinator)

President

- Opens the meeting
- Minutes of Board Meeting of 15 January 2019 is accepted by Board members

Treasurer

- Update of accounts balance as of today is EUR 53.896. EUR 212.638 was collected, donated: EUR 172.430.
- Serge and Anja have access to the account and they confirm the balance.
- NCB has not paid for Donation Ceremony yet, still waiting for the invoice from Aramark.
- 2 independent persons have to check the accounts, Treasurer will provide their data (name, date of birth, nationality)
- Berthold suggests to keep all the printed documents related to financial reports at the office of NCB too.
- Deadlines:
 - to deliver documents to Moniteur Belge (MB): after GAM approval of statutes, the new members and the new address (address of next Treasurer or the Vice-president) – no real deadline exists – Serge: let's send them before summer break.

- deadline for tax return in August and September, can be sent by a chip ID card, this year it will be done by the President (in PDF). Sandra has to be in the system until end of March
- Tax amount: 90 EUR
- There is a yearly fee at the MB for keeping our accounts registered there.
- Every change in the Board should be registered at MB and the UBO register must be updated within 30 days – it is a task of the Treasurer, Treasurer will include it in the job description

Bazaar Coordinator

- Berthold sent out a blank form and an examples sheet to collect “lessons learnt”. He will put the observations and recommendations from the Board members together into one complete file. End product: a complete file to show to stakeholders too, to make Bazaar arrangements for next year(s) easier. Question: maybe we can send it out to Nations?
- Issues mentioned by Board members for inclusion: rechaude facility, electric heaters in the restaurant and Mr Lambert’s inspection on the day of the Bazaar, putting that type of restaurant stands to Agora or to Public square who offer food for tasting or wrapped (this would give a better “circulation” around the sponsor tables too), to put a strong nation beside the Turkish in the Restaurant.
- We might ask nations if they were happy with their location at the floor plan
- We should set rules on what can be sold, e.g. no fake or e-bay kind of products, but rather authentic, national products.
- The big screen has to be kept free to be seen, so we should move France’s stand next year.

Webmaster

- Lara asks for a pen-drive with all the documents and relevant Bazaar information from the leaving Board members (Maria’s one with Belgian Charities and Restaurant files, Patricia’s one with International Charities, also Petra will give hers to Lara with other International Charities), she will transfer everything on a hard drive and will distribute data to new members later as necessary

Charity Coordinator

- Job description: she agrees to all tasks on the “old” version except for: the Donation Ceremony invitations have to be sent by the Charity Coordinator, but in her opinion the Guest Access Coordinator should collect the Ceremony attendees’ and the Sponsors’ information. Serge: Guest Access Coordinator has to send the template to Charity Coordinator, (s)he fills in the chart and sends it to Guest Access Coordinator who sends it to NOS
- Funding Application: she projects the document, suggestions in yellow
 - Hour of the deadline shall be included (1 May 12.00 noon CET) – Lara offers to put a count-down clock on the webpage
 - Notion of “revenue” and “equity” – she wrote their explanation into the document – Berthold will ask for a finance colleague to help make it clear for non-expert readers. Petra found a good text for them on the internet, Board members agreed on them, she will send it to Patricia to include

- Therapists should be excluded from the group of “We do not donate funds for the following expenses: salaries for the daily staff, ...” Board members decided on wording it: “Therapy will be considered on case by case basis”
- Should the maximum amount for donation (EUR 10.000) be changed? Decision: no
- All eligible Belgian charities may or may not be visited (in the present version it was “will” be visited)
- Application process – she updated the dates
- We have to publish Application Form on webpage in a Word format
- Deadline of application to be changed? Decision: no
- Lara: shall we add emergency applications? If we have got extra funding, we can extend the frame to 2+1 per nation (a back-up for the spare funds), Serge proposes to put a reserve, voted by nations as top 5 (ranked). These extra charities should be eligible based on the application rules, just like others. This way we will have a List A and a List B when nations vote for Charities. Presently, the Guidelines do not include the number or charities that can be actually funded per year, per nation. We should include this clause. A List B charity can reapply next year if they will not be funded.
- Petra: question of urgencies – in such cases usually massive charity organizations help, with high revenue and equity (thus it is not easy to find a charity in the field who is eligible to apply to NCB funding), moreover, there is no real need to give our small funds to them. Decision of Board members: “Emergency applications for funding...” sentence deleted
- Question: can a charity apply with 2 projects with only 1 of them chosen for funding. Final version: “One project per application. One application per charity. The number of selected projects will be limited per nation.”
- Usage of “Total project cost”, “Amount requested”, “Smallest amount”, “Amount proposed”: we will not use the “Amount requested” in the future to avoid confusion.

President

- Distributes copies of the Statutes for discussion
- Open Board positions: Lara informs the Board that she has published advertisements on them at NATO. Serge reads out the names of some applicants to the Board members
- A second person should have access to webpage in addition to Lara. Lara: with the present server we do not have an archive to the webpage. Should the 2nd user delete anything from the webpage, it cannot be recovered from a back-up storage.
- Calendar on webpage – Lara will update it. The problem is that Lara does not regularly get the activities from the Nations (wine-sell, etc) (Update 25 Feb: The Calendar for 2019 works properly, includes upcoming events.)
- President closes the meeting

Brussels, Dated as above

Minutes keeping: Baros Szabina