



Board Meeting Minutes

15 October, 2019

Beginning: 17:30
End: 20.30
Venue: NNHQ German Delegation

Attending persons:

- Serge Devynck (President)
- Anja Malms (Vice-President, Entertainment Coordinator, Restaurant Team)
- Berthold Malms (Bazaar Coordinator)
- Erin McCoy (Treasurer)
- Lara Ronayne Casimiro (Sponsorship Coordinator, Webmaster)
- Nevena Sic (Charity Team, Restaurant Team)
- Stacey Gingrich (Charity Team, Guest Coordinator)
- Olivia Ronayne Casimiro (Membership Coordinator, Restaurant Team)
- Baros Szabina (Secretary, Teen Coordinator, Restaurant Team)

Absent persons:

- Rachel Curry (Tombola Coordinator)
- Karine De Koninck (Charity Team)
- Bernadette Nguyen (Restaurant Team)
- Yurii Senchuk (Restaurant Team)

President

- Opened the meeting
- Feedback of Members after 2 October GAM: they need our native English speaker Board members to speak more slowly please (they are mostly non-natives with some language barriers)
- Every Board member please read all GAM and BM minutes from beginning to end, even though and especially if you were not present
- Approval of minutes from 24 September 2019 – approved by all Board members present
- President's and Vice-president's request to Board members: be present at GAMs – show an example, and be present at the Board Meetings – everybody else does extra efforts do attend. All Board members are required to deliver their tasks they volunteered for. Stacey suggested to have a letter that every Board member sign accepting the responsibility to take part in the meetings
- NOS contacted Serge that on 17 November there would be another event in Staff Centre between 9.00-15.00, Serge asked Stacey to announce it at GAM to warn people: there might be less parking place at the North Gate
- Tombola ticket sales: why is morning and afternoon sales are not at the same place? Because there is an overlap between the 2 and it is easier to arrange it at different venues

- Donation Ceremony: Nevena suggested Monday, Board members agreed, 27 January 2020 is decided as the date for the Ceremony. Room booking: Lara volunteered to do it, from 8.30-12.00. Nevena is going to order coffee a week in advance (sends e-mail to Aramark), Lara will give her the contact

Vice-President

- T-shirts: Lara needs to know the sizes of those who do not have it (4 persons)
- Farewell Card to those Board members who has not done a Bazaar during their Board service
- Thank-you wines (for NATO personnel helping the Bazaar throughout the year), we ask every nation to provide 2 bottles and bring them during next GAM or latest on the 12 November GAM
- Graphics: trifold vs floor plan materials: this year there will be only an A/5 size brochure distributed including only the Bazaar event information (floor plan, projects to finance, sponsors, containing an e-mail contact to NCB too) but without the Board and NCB history
- Small Change for a Big Change plexi glass urns: Lara contacted a company who will provide as a donation the urns with brochure holders, we can put our brochures in them
- Bazaar Friday: Anja asked Board members to provide the names of who is going to help on Friday evening from 16.00 (Board members and family). Please contact her in e-mail about it. We need helpers to finish earlier than last year. We will need to cover wooden tables and fabric seatings. Plastic will be purchased from AVA (but first Serge will check out the prices at GAMMA), we did not find plastic covers elsewhere for cheaper
- Window front of Restaurant: Berthold has to check if Bosnia and Herzegovina can have a coffee machine (maybe in a special coffee pot?) Nevena will clarify with BH what type of machine it is (size, how it works) and then the Restaurant Team will make the decision
- We splitted the Restaurant Team into smaller teams, please check the restaurant@ account regularly and reply the ones that you are in charge of. Every Restaurant Team member should ask their nation what kind of electricity and machines they need because we need to provide this info to the Electricity Unit ASAP
- Do we want Coffee Corner? Berthold: chief of Fire Brigade is fine with it, we need to ask the Electricians if it is doable, and also to find out how many nations would like to participate (they should know that they will share the space)
- We are going to need at least 11-12 plastic rolls, we can buy 15 and rest is for next year. Serge saw something similar in Gama, and will check the price. 1 or 2 rolls are left in the NCB office from last year. Stacey and Erin volunteers to go and buy later.
- Open issues with nations: France cannot use raclette and the other machine. So now they are selling cheese thus they can move to their own campaign selling stall in Starbucks, so 1 cooling place will be free in the Restaurant – Berthold is waiting for their answer. Berthold sent an email to Bosnia and Herzegovina to make it clear that they declined to have a national stand. Berthold convinced the Netherlands not to sell their fish in the wooden cart. Italy and Turkey with their ice-cream selling option is pending, no pastries can be sold in the Public Square instead of the ice-scream (only ice-cream or nothing). AZE: Berthold still negotiates with them about what they will sell
- Before the GAM there is the visit of Restaurant at 8.15 sharp, be as quick as possible to go through the Restaurant area, make photos, no questions and discussion there. Leave the Restaurant maximum by 9.00.
- Tell Members: no balloons! (explosion can lead to panic), do not stand on radiator covering window sills when decorating (there was a damage last year)

Bazaar Coordinator

- Chief of Fire Brigade: north and south end of Agora: he asked us to shrink it into a square to leave more space next to the exits (Portugal and Germany stand). He agreed to the other setup even for the ice-cream stands and the USA, AZE stands in Public Square. We will rearrange the corner a bit where Bosnia and Herzegovina declined to have a national stand
- ING will get the space in right hand beside Exki entrance in front of glass front (between Exki and sliding doors), close to Carrefour
- Stacey asked for a list of nations who has national and restaurant stands (update: Berthold sent it out on 18 October to Board members)
- Sponsors at Agora: Denmark's sponsor will bring wine, and the sponsor himself wants to sell it – this is not possible. No business cards to be distributed because it is a charity bazaar – we should tell it at the GAM. No advertising banners either on national stands.
- Sunday evening: check out lists: one for Resto one for National stands. When the Bazaar is closed, one Board member has to go to the closed stand to check if everything is perfect and the nation's representatives can leave. Otherwise Board members have to clean up. Idea: to keep an object at the cash box which they won't get back until we checked their stands.

Treasurer

- In the 2 bank accounts of NCB there is a total of EUR 59.325.03, minus the EUR 50 to the funeral company for flowers
- Financial transfers: Lara uploaded Erin's documents to the webpage, and they will be sent out later by Szabina to the Members (around 10 November)
- Erin met with Sandra: Regarding the online registration of the beneficial owner of the ASBL, Erin understood that only the Executive Board has to be registered based on online research, and Sandra understood it like this too, but Serge said that everybody including administrators too have to be registered. Per Serge: the Executive Board is responsible for doing the registration, otherwise there is a fine. Serge has been able to add everyone but Nevena, Stacey, Erin, and Rachel to the online registration.
- Sandra reviewed the documents Erin prepared for Moniteur Belge filing and confirmed everything seemed in order. Sandra offered to go with her and assist with the filing. They will coordinate on a date as soon as possible.,

Charity Team

- Nothing to give an update on now, Team sent every graphic material to Anja to be printed

Tombola Coordinator

- Anja needs to know Rachel's plans how to hand out these prizes not picked up after the Bazaar
- Lara already offered Rachel that she can keep extra tickets but she hasn't contacted her yet
- Serge: ticket sales went well so far

Guest Coordinator

- Access passes for Sponsors: Stacey needs input no later than 4 Nov from Lara and she will have time to prepare and give them back to her. Lara will do her best to keep the deadline. Anja asked Stacey to have blank guest access passes for emergency cases
- 40 national stand, 35 signed guidelines, she is going to send reminder to 5 missing nations
- Anja asked her to send BM guest access request form to Board members (update: done)
- Olivia confirmed that she will help Stacy to write the access passes

Sponsorship Coordinator

- Not going to be a sponsor this year: General Dynamics, Jaguar, Mini, Concordia, Laurenty, Symbio. Total of EUR 12.000 lost because of this
- Lara contacted 5 other companies to buy a Diamond Sponsor package instead of General Dynamics
- Yes from: BMW, Volvo, ING, Monte Paschi, Airbus, Eternity (3.400 EUR worth watch in a form of a coupon, the watch itself is going to be produced in January, it will be a limited-edition NATO watch), Bernina (sewing machine), Celprom (plexi glass urns)
- Pending: T&T (moving company), Motor Village, Renault, Maserati, Securitas, Toyota, Citroen, Peugeot plus the 5 companies instead of GD.
- Lara informed the Board members that we lost sponsors mostly because the former contact persons left the company, GD didn't provide any answer why they are not sponsoring this year, she is in contact with the pending sponsors. This year it is harder to approach the sponsors, she does not receive answers even from the usual ones.
- She will be able to provide the final list of sponsor logos by 25 October
- Sponsors accommodated in the Agora: anyone who decides to buy the Platinum package – Berthold can spare the spot for them (2 or 3)
- Currently a total of EUR 12,000 is agreed with the sponsor, EUR 15,000 less than last year

Teen Helper Coordinator

- We have around 20 volunteering teens now (2 for Entertainment, 1 for VIP Coffee, 3 for Tombola from last year, experienced, others for Restaurant)
- Advertisement is on Facebook page of NCB, we should refresh it once a week

VIP Coffee

- We still don't have a nation who will host is – Portugal and Germany declined, Stacey volunteered to ask the USA delegation to sponsor it (coffee and cookie), Nevena will ask Bosnia and Herzegovina

Membership Coordinator

- Olivia told that one lady from UK wanted to stay on the new distribution list even though she is not a member. Serge confirmed that only NR, ANR, 2ndANR can be on the list
- Lara volunteered to tell at GAM that after the Bazaar members can contact her personally and she will set up a generic e-mail account for them
- Bosnia and Herzegovina: their e-mail account is wrong – they never answer, Nevena will provide the right one to Olivia, there are no answers from Serbia either, Nevena will help Olivia.
Tajikistan: nobody knows a contact there, the last person left the organization

Bazaar Coordinator

- Bazaar Instruction and Timetables were sent out to Board members updated with change tracker, there is a separate paper to be signed by the nations. If you have comments, send it to Berthold and/or Anja and Berthold will update the documents. Stacey volunteered to run through the last version. Berthold will send it out to the nations if it is ready.
- Board Guidelines: it includes our jobs to do during the 3 days, check please and add the main issues if you find something missing. It includes the Opening Ceremony (new this year: trumpets)

- they can also be used to give a sign to assemble in front of the stage) and the after-Bazaar tasks too
- All Participation Questionnaires including Restaurant requests will be forwarded into the restaurant account again by Berthold and one by one, nation by nation so they can be placed into the folders of the nations (update: no need, they are already there, in a separate folder)
- Bazaar Friday: taping the floor in the Agora? Yes. Name and paper flag will be placed on the pile of tables
- Who will be at the NCB Information Desk: Lara volunteered, Tanya from NIC too
- Eternity wants to be next to the NCB Information Desk – Berthold reserved a place in the middle of the stand island already
- Opening Ceremony change requests by Serge concerning timing, steps and attendants
- VIP tour at the beginning of the Bazaar

Any Other Business

- Anja and Berthold announced that they will resign from the Board after the Bazaar

President

- Closes the meeting

Brussels, Dated as above

Minutes keeping: Szabina Baros