



Board Meeting Minutes

10 December, 2019

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

Attending persons:

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

Absent persons:

- Karine De Koninck (Charity Team) – excused by e-mail for personal reasons
- Yurii Senchuk (Restaurant Team) – excused by e-mail

President

- Opened the meeting.
- He informed the Board about having received a letter from HEL MilRep, he gave it to Board members to read.
- Anja and Berthold need to leave at 18.45.
- Approval of minutes from 5 November 2019 – approved by all Board members present.
- First impressions on the Bazaar: it was very well organized, many positive feedbacks were given, there were some comments on the VIP tour (keep in mind: tour and free gifts are primarily intended for the invitees).
- He summarized the open positions/functions in the Board: Charity Coordinator (Nevena can help until July if there is no one volunteering until the summer, as a back-up solution), Restaurant Coordinator, Bazaar Coordinator, Entertainment Coordinator, Tombola Coordinator, Webmaster (Lara can continue until we find a replacement for this task), Bake Sale Coordinator, Vice-President, President, possibly Secretary and Teen Helper Coordinator too.
- Present Board members: Dette, Erin, and Stacey confirmed their decision to stay in the Board, Stacy will keep the Guest Coordinator function and will assist in Charity but she will not be a lead

for this Team. Dette wants to stay in Restaurant Team, Lara will stay with Sponsors, Olivia stays with Membership. Yurii and Karine are not present.

- Discussions on Board position issues: there are some candidates who are interested in some positions. Serge recommends to publish the open positions by Postmaster in the first place. Lara volunteers to send out a NATO-wide e-mail later, in case we don't have enough response from the Postmaster advertisement. Anja suggests to have a good mixture of insiders and outsiders in the Board (not mostly from inside NATO). Future Board members should have at least the green badge, thus family members of NATO employees are welcome. Facebook advertisement: for the moment no, because there are lots of FB group members who are EU-affiliated or outsiders already. The new Board has to stand up by March. Some Board functions can be taken up later on, but starting max in May is preferred (e.g. Tombola Coordinator). We do not take new Board members who already hold a position as a Member (NR, ANR) for Coordinator positions, only for Assistant positions. They will be busy with their National Stand during the Bazaar Day. Please keep Serge informed if you have suggestions for candidates.
- January Board Meeting (8 January 2020): to discuss the details of the Donation Ceremony.
- GAM in March: to discuss and vote for the new Board and the Statutes (its modifications) – the Board decided to have it on 24 March 2020.
- The dates of the 2020 Board meetings and GAMs will be discussed at next Board Meeting.

Vice-President

- Anja informed the Board members that she received only positive reactions, she didn't hear any negative voice this year. There were some issues after the Bazaar about the Restaurant during the *État des Lieux*, but the chief of Aramark was happy with NCB (no damages, no serious issues the Bazaar). This year it was easier because we were more experienced, and had good relation with the stakeholders.
- Her impressions on the Restaurant: it was very crowded, some changes might be necessary (task for the New Board), a Lessons Learnt meeting should be held with the Restaurant Team. The ice-cream stand was successful, take care about the communication with the Turkish Team next year too (closing of the Stand). It was a good idea to split up the national stands within the Board's Restaurant Team.
- Lara added that Sophie from EM had a concern about the Restaurant: technically we are not allowed to sell food on Saturday. Last years they let it slide, but we cannot continue this practice. We can either open up officially for food sale on Saturday or not sell at all. Solution: in the letter we send to NATO asking for the Bazaar date we should include the Saturday food sale. We should also include in it the Aftersales, requesting place at the Public Square already (including even the number of tables) to make sure we will be able to organize it sufficiently.
- Berthold added that from next year every event will be filed at NATO, rules will be created on how to use Agora and on the request process hopefully, although we don't have information about who will allow what.
- Sophie was a Restaurant Coordinator long time ago, Lara asked her to think about coming back to this function.

Bazaar Coordinator

- Berthold had generally good impressions too, including the Fire Brigade issues (although they will be vigilant always).
- He intends to collect Lessons Learnt input from the Board and from the Members (via Postmaster), like last year.

Treasurer

- Erin has not had access to the bank accounts from 1 December and still today, and Aion doesn't call her back about the reasons. She had done all the necessary paperwork that was required at the ownership change. Webhosting invoice was paid with the help of Lara. UPDATE by Treasurer: As of 13 December, Erin has access to the accounts.
- Sponsorship fees – 3 came in (total of 7,000 EUR), she handed the hard copies to Lara. No information on further such fees coming in since 1 December. We still miss 7,500 EUR from Sponsors.
- Based on the financial accounting sheets and bank receipts provided by the delegations, total of 203,369.23 EUR were transferred by 38 nations, Iceland did not take part, Georgia has not transferred yet. UPDATE by Treasurer: Georgia transferred, thus the total amount transferred by 39 nations is 205,067.43 EUR as of 13 December.
- From last year we have plus roughly 50,000 EUR on the account. UPDATE by Treasurer on 13 December: the exact amount is 51,378.03 EUR in the Savings account.
- Total amount on the account is roughly 218,000 EUR, plus the last year amount 15,000 EUR, plus the income of Bake Sales and After sales. UPDATE by Treasurer: As of 13 December, there is approximately 243,877 EUR in the Savings account and 7,486.45 EUR in the Corporate account. (Note: Erin has been able to verify all the amounts deposited by the delegations via the app, including an amount of 24,500 EUR – identifying this latter working together with the bank.)
- The money collected in the urn at the Public Square: Lara will transfer the amount to the NCB account in the next days. After sorting out the foreign currencies, she deposited it on her ING account. She handed the foreign currency to Erin.
- How much should we keep on the accounts? Erin will have a look at the Expenses Sheet that the previous Treasurer, Sandra did for the last year (max 5,000 we suppose). UPDATE by Treasurer on 13 December: 2,500 EUR was held over in the Corporate account last year to cover operating expenses.
- What shall we do about the bank? Shall we change bank? Lara: as sponsors, Aion was easier to be handled. We should avoid needing to go back to Aion in case ING would turn to be even worse. Olivia: we still don't know what are the new policies of the new owner at Aion, we should wait. Should the next Board do it? If yes, we need to have it voted in the Statutes in March. Easier to have a bank who has an office at NNHQ. Lara: the first drop off (counting the coins at the bank) is free at Aion, so if we drop off the coins once a year, then we don't need an option for free coin counting. Erin: Aion will not provide desktop internet banking option, transfers will be possible only through an app. Even corporate account holders need to use only an app... Serge suggests to discuss this issue in February again.
- To help to reach out to Georgia, Rachel will send the Tombola contact to Erin, Stacey will send the Guest Access contact (the contact on the Membership List does not answer Erin).

President:

- Serge is working on providing a pro-bono legal advisor for NCB, who can support us for free of charge. He is negotiating with a lady to do it. We will have a personal contact we can approach with question about Statutes, UBO (30 days deadline to communicate after the change), contracts, legal questions concerning our ASBL. By request of the President, she can visit Board Meetings. Now our Statutes are fine, they were checked already. Lara would like to have the sponsors contract reviewed by this legal advisor (e.g. what if the sponsors don't respect deadlines). This

pro-bono legal advisor has a Belgian ID card, she is a Belgian citizen, she has experience with NATO (her husband worked here).

Charity Coordinator

- Nevena summarized that we have cca 260,000 EUR to be donated, above the operational costs.
- The option she suggests: let's provide the maximum amounts requested for the Belgian Charities (according to the Statutes, 35% of the full income has to go to BEL charities) and at least the minimum for all International Priority List charities and International Reserve Lists charities. And then we will still have cca. 32,500 EUR to distribute (after re-calculation: 6,000 EUR), possibly among the International Priority List charities.
- The Board went through the International Priority List charities one by one, to decide what extra amounts should be added to the minimum requested, if we have enough funds:
 - No 1: same (minimum amount requested equals to amount possible to fund)
 - No 2: same
 - No 3: CZE Tools and Health Aids – they are asking for 4 beds, Board decides we can give 2 beds and the oxygenator, total donation of 4,196 EUR
 - No 4: HUN Rett Syndrome Foundation – we stay with the 5,000 EUR minimum requested
 - No 5: same
 - No 6: CRO – we stay with the minimum amount requested
 - No 7: USA – we need to do the conversion from USD to EUR, so we will calculate with 6,900 EUR
 - No 8: LIT – we go with the maximum amount
 - No 9: SPA – Bakery project for orphans – we go with the maximum amount
 - No 10: UKR – we stay with the minimum amount requested
 - No 11: IRL – Beads of Courage – we give the extra fund enough to buy the beads too, but not the sibling pack – 8,475.00 EUR
 - No 12: same
 - No 13: same
 - No 14: LVA – Candle workshop – we give the maximum amount to be able to buy all the material
 - No 15: ITA – we stay with the minimum amount requested
 - No 16: same
 - No 17: GRE – we add the insulation cost on top of the minimum amount – 9,597.00 EUR
 - No 18: HUN – we can finance the static plan too, so we go with the maximum amount
 - No 19: ROM – we go with the maximum amount
 - No 20: PRT – we go with the maximum amount
 - No 21: SLO – keep it because we don't know exactly what she would spend any extras to
 - No 22: same
 - No 23: same
 - No 24: same
 - No 25: SLO – we go with the maximum amount
 - No 26: ROM – we finance everything except for the coffee maker, up to 4,300.00 EUR. Let's top it up with the leftover as much as we can, because at the moment we don't know anything about Georgia's contribution
 - No 27: we stay with the minimum amount requested
- Serge: we cannot finance the International Reserve List candidates, because we do not have enough funds to finance all projects on the Priority list to the maximum amount requested.

- International financing: total of 182.792,68 EUR
- Belgian Charities financing: total of 76.799,34 EUR
- At the moment we have to stop at project No 14 with our decision about financing a project more than the minimum. If all the sponsor money comes in and Georgia's contribution too, we can continue until financing the next ones we agreed on (from project No 15). Erin will keep us informed what comes into the account.
- Erin will start with the Belgian transfers as soon as she has the access and Nevena can send the e-mails to the Belgian charities. The task is the same for the International ones until Latvia (No 14).
- 2 issues emerged:
 - ✓ The USA charity changed their bank account, and Nevena needs a stamp from the new bank
 - ✓ Argentina-Netherlands charity cannot get a signed and stamped account statement. They say it is impossible to get one in the Netherlands. Do we accept if a notary signs the account sheet next year? Serge: let's stick with the rule that applies to every other country. Serge will ask a Dutch colleague to confirm this statement of the charity in question.
- Donation Ceremony:
 - ✓ Printing checks by Luigi: Nevena will ask Anja to approach Luigi as soon as we know the fix amounts. Go first with the Belgian checks and the e-mails and the first 14 International projects.
 - ✓ Catering: what shall she order from Aramark? Erin will check last year's invoice to see the amount and what was included. Serge: coffee, tea, water, we have to pick up the trolley otherwise they will charge more for delivery. Catering can be ordered couple of days before the Ceremony.
 - ✓ Lara will send Invitation letters to Sponsors and Sponsor List to Nevena. Nevena will prepare the text for letters and send it to Lara.

President

- Closed the meeting.

Brussels, Dated as above

Minutes keeping: Szabina Baros