



Board Meeting Minutes

8 January, 2020

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

Attending persons:

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

Absent persons:

- Olivia Ronayne Casimiro (Membership Coordinator, Restaurant Team) – excused herself
- Yurii Senchuk (Restaurant Team) – excused by message
- Rachel Curry (Tombola Coordinator) – excused by message
- Bernadette Nguyen (Restaurant Team)

President

- Opened the meeting.
- Approval of minutes from 10 December 2019 – approved by all Board members present.
- The account information was sent to the Patrons of the Bazaar on 17 December, there is no reaction yet.
- Status quo on new Board member prospects: Angela (Personal Assistant at NATO) could go for an Assistant position, Hanna Jorgensen Danish NR also volunteered (there are issues with NRs as Board Members since they are not fully available during the Bazaar – important: a Board member has to represent the interests of the Bazaar, not a Nation). Lara informed the Board on 2 other potential volunteers, she is going to speak to one of them, the other person is Tanya Borchert who could do the Tombola coordination as beforehand. Serge: Ashley, the former President is interested in more positions – she could be e.g. a Charity Assistant. Szabina has one candidate too for Charity Assistant. There are no candidates at the moment for Vice-President, Bazaar Coordinator, Bake Sale Coordinator (for this later Szabina can ask her candidate if she might be interested, and we can ask Tanya too).

- Karine will stay as Belgian Charity Assistant, Yurii will stay as a Restaurant Team member (he sent his confirmation by text message).

Vice-President

- The farewell and welcome dinner for Board members could be again at the Restaurant Lion Belge. It is a nice informal meeting with the new members too. Provisional date is 23 March 18.30 – Anja will confirm it with the restaurant.
- The thank-you wines were very much appreciated, we should keep this tradition (giving a bottle of wine provided by the Nations and distributed by the Board members to people working on the premises of NATO who were helping us with the Bazaar, e.g. movers, IFM, etc.)

Honorary President

- Brigitte still does not receive e-mails although Lara has added her to all distribution lists – Lara will double check the issue, she asked for Brigitte's email address again.
- She is impressed by the team seeing it work during the Bazaar and also since then, and said thank you to the Board members on behalf of everybody.

Treasurer

- We have access to the accounts now through the Aion application. All the transfers to the charities were made before Christmas, there is an issue only with a Ukrainian charity, they still have to confirm if they received the amount.
- The numbers:
 - ✓ Total amount raised by the Delegations: 205,067.43 EUR
 - ✓ Total amount from Sponsor 12,500 EUR
 - ✓ Total of Board fund raising (incl.: Bake Sales, urn, Tombola sales): 7641.86 EUR
 - ✓ Total amount raised including the above items: 225,209.29 EUR
 - ✓ Carried over from 2018: 58,865.03 EUR
 - ✓ correction based on Erin's mail on 10 Jan: 268.206,02 €
 - ✓ Left on the accounts is a total of 19,335.63: (Erin's correction/update as of 21 Jan 2020)
 - on the savings account: 16785.42 EUR
 - on the primary account: 2550.21 EUR for operational costs
- Lara: we collected 259 EUR in 10 days in the donated plastic urn for coins in the Public Square.
- Erin should do a presentation for the next GAM giving the numbers and maybe with the comparison to last year. How detailed should it be? E.g. tombola, restaurant, national stands separately? Yes, but it is not needed to compete nations. By general income types it is okay.
- Anja's addition: this year we had very nice national stands.
- Question from Nevena about the Romanian charity – her numbers does not match the ones of Erin, they will check it together later.
- We will provide the data of total raised money and donated amount to the NRs incorporated into the Donation Ceremony invitation e-mail (Nevena will write it and Szabina will send it out from Postmaster).
- Erin needed to know the worth of the tombola prizes altogether, but since they are gifts and do not have to be included on the accounts, they are not relevant (Serge).
- Erin will finish the accounting for the year 2019 before 23 March 2020, and she needs 2 persons other than the President and the Vice-President to check and verify them.

- Erin provided Aramark info to Nevena on the cost and quantities of last year's Donation Ceremony. The Board considers it enough to plan for 95 persons (the coffee-tea package), like last year. If we decide to offer some sweets, we should buy them ourselves because it is much less than ordered from Aramark. FYI: if you pay in cash to Aramark, then you don't have to pay tax for some reason.

President

- 3rd weekend of November (14-15 November) will be asked for the 2020 Bazaar, and 16-17 November for After-sales. After-sales has to be included in the request letter (as one event, to get the whole Public Square) plus the request to sell food officially on Saturday too. Pre-sales can take place from mid-September, a kick-off bake sale (last of the year) should be done this year too, Board members have to be there as many of us as possible. During tombola ticket sales Nations can sell cookie, but not necessarily, they can also sell anything else as their national items (e.g. olive oil).
- The Board shortly discussed the job of the Bake Sale Coordinator – she coordinates the 4 bake sales organized by NCB (but not the ones organized by the Nations). She can be at the same time an Assistant to the Charity Team for example. We definitely need Coordinators who have enough time to do the job, have the ambition to do the work itself, it is not only about the fame, and we need people who do not step off during the year, because the remaining ones have to take over above their own responsibilities.

Charity Coordinator

- Agenda: opening speeches of Serge and Brigitte (she will thank the Board, Delegations, and Sponsors). Ceremony will start with BEL charities, then the 1st part of INTL charities, then coffee break, then 2nd part of INTL charities, then closing remarks. We will see if patrons will be present and would like to speak – let's keep it flexible. The charity organizations can take the floor for a small thank-you speech if they wish so.
- Lara will do a slide and provide the video of the Sponsors for the coffee break. She will send a list of the sponsors and names from the Sponsors to Brigitte too.
- To be invited: NCB Members, Charities and Sponsors – Nevena has the invitation form from last year – Lara will send the invitation to the Sponsors and will do their access permission.
- VIPs: Lara raised the idea of sending a paper-based invitation to NATO VIPs – let's do it, it will entail a higher turnover of them. Luigi could print them, plus the envelopes, then Lara can put them into the Central Registry to be delivered inside NATO (Ambassadors and MilReps). Idea: these VIPs can hand over the checks to the charities – decision: don't give a duty to them because they will probably leave during the Ceremony. Do not include RSVP into VIP invitations.
- Patrons: let's print the invitation to them too. Brigitte would keep it simple.
- Handover of the checks: we should designate persons who will be there for sure. Nevena could decide on them, based on the RSVPs, including Sponsors too.
- Checks: Nevena will send a list with the organizations' name and amount – Anja will forward it to Luigi and will pick up the ready checks from him before the Ceremony.
- Nevena will ask for an updated members list from Olivia.
- Photographer is booked (Lara confirmed).
- Access of the Donation Ceremony visitors – would be good to open one row at the Pass Office at the Main Gate – Stacey will send an e-mail to Mr. Lambert including the visitors' data.
- On invitation guidelines: No pickup at the Pass Office is provided. They can attend only if they are on the list (we mean people without a badge). A contact phone number should be provided to Security Service for latecomers or somebody not on the list.

- Welcome signs inside the Public Square indicating the venue of the Ceremony: Luigi might have a standard map for guiding visitors to the PBR. Anja will ask him about it on Friday.
- Brochure on the donations, including also the program of the Ceremony and sponsor logos: Nevena hasn't seen it yet but gets a paper version from Anja. Anja will ask Luigi to help with it to update and print (e.g. into the column of who presents the check we could write the name of a Nation or the word "Sponsor" instead of a particular person's name). Nevena can keep the names of presenters on a separate list for herself, without being on the brochure. We could include in the brochure the amount donated to charities one by one. This Friday Berthold already has an appointment to Luigi so we can include it.
- Presenting: Karine can do the BEL charities. If a charity is not there at the Ceremony, then the NR has to take the check. Board members can help in donating and in receiving if necessary. Nevena can be flexible when organizing it.
- Catering: how many cups of coffee to order? 90-95 is okay but you will see based on RSVPs (self-service, coffee available only in the coffee break, cart to be picked up from The Diplomat, we can use paper cover from the NCB office to cover the coffee at the beginning of the Ceremony). Lara will ask for 2 tables to be sure to have them in the Press Briefing Room. Lara will ask for little waste bins too.
- Board members should be available to the visitors during the coffee break, we can stay at the entrance to socialize with Members and visitors.
- Afterwards we have to clean up and bring the cart back to Aramark.
- Press Briefing Room open from 8.00, Lara will double check the booking, but we need to phone Security Service anyway (1212) to open it.
- NRs have to sign in on an attendance list.
- Shall we keep the 2 persons per Nation limit at Donation Ceremony? Let's leave it in the communication, but let maximum 4 attend, in case a Nation explicitly requests it.

Any Other Business:

- Lara told the "story" with the NCB urn: we were asked to remove our donated urn right after the Albanian earthquake, but at the end EM removed it and they accidentally broke it. EM will pay for the new urn (they had 2 suggestions for replacement, Lara also gave an estimate of the original urn), and a permanent place should be found for placing it during the year until the 2020 Bazaar. It should be on a NATO space, not on a retailer space, but at the moment we have no permission to have it on a NATO space. Could Brigitte help in this? Lara is on getting a new urn asap because it is an efficient way to collect money (259 EUR in 10 days), even the Deputy Secretary General used it to donate some coins.
- NCB is in a legally grey area at NATO, we are not a part of NATO at the moment, which means we have to ask for help in every issue as a favor from the stakeholders. This makes our work slower and more difficult.
- We have difficulties with retailers at NATO to convince them as sponsors.
- It is important to have the updated Info Folder about NCB to be distributed any time.
- Reviewing the Statutes, Internal Regulations and Application Form: Lara will send Szabina the present IR and Statutes, Szabina will send it to the Board attaching the 2019 Application form (this latter should be mainly reviewed by the Charity Team), Board Members will send Szabina their modification proposals using Track Changes in Word, Szabina will incorporate them into 1 document with track changes including who proposed them. Then we go through the modification suggestions one by one during the next BMs.

- Next Board Meetings:
 - ✓ 30 January, Thursday – reviewing Application Form and the Statutes
 - ✓ 12 February, Wednesday – reviewing the Internal Regulations (and modifications from the 30 Jan Board Meeting, if necessary)
- The Statutes has to be updated in the French version too – Berthold volunteered to ask the help of the Translation Team. We need to send the French version to Moniteur Belge.
- Lessons Learnt: Berthold will send a template to the Board to fill it in.

President

- Closed the meeting.

Brussels, Dated as above

Minutes keeping: Szabina Baros