General Assembly Meeting

Minutes

18 June, 2018

Beginning: 10.00

End: 11.15

Venue: Staffcentre ONHQ

Attending and speaking board members:

* Serge Devynck (President)
* Anja Malms (Vice-President)
* Berthold Malms (Bazaar Coordinator)
* Maria Martos (Belgium Charity Coordinator)
* Petra Havrankova (Tombola Coordinator)

Attending members of participating countries: see Attendance List signed

President – Opening and Voting

* Opens the meeting and welcomes participants
* Farewell to Members, distribution of Certificates of Appreciation
* Welcome to new members
* Welcome and Vote new Boardmembers (Secretary and Assistant Secretary)
* Vote for the Minutes of 24 April 2018 GAM – 1st motion from Italy (“we approve”) 2nd motion (zero), abstentions: zero. Minutes accepted.

Bazaar Coordinator – Bazaar Time and Venue Information

* First meeting with DASG EM took place with the participation of the President, the Vice-President and the Bazaar Coordinator. DASG EM supports to have the Bazaar in the new HQ, which is a big step forward.
* **Time of Bazaar in 2018: 18th November**
* **Venue available for the Bazaar: Public Square Area in new NATO HQ, 1st and 2nd floor including restaurant area** – altogether bigger than last year.
* Several additional meetings are necessary and planned: NOS (NATO Office of Security), Fire Brigade, PDD (this later because screens can be used for advertising, etc.). These meetings are scheduled after the Summit at the end of June, on the first hand because these departments are busy with supporting the Summit, on the other hand the Summit “functions” as a first case for big events at the NNHQ. Based on the experience gained during the Summit, the security issues will be planned.
* Number and size of tables are not fixed yet, the question of electricity is also open. Nations should have A and B plan for their presence at the Bazaar (with and without electricity).
* No national signs hanging from the ceiling are possible this time, so countries should carry their flags for the table or indicate otherwise.
* Participation questionnaire has to be filled in and forwarded until end of July 2018. Members should indicate all requests and questions, also include if electricity is needed and for what exactly (and have the B plan in mind - being without electricity)
* Setup plan will be finalized by end of August or by September.
* Theatre = Press Area: the Bazaar can use the Stage for national presentations and entertainment. Not as big as the last one, but everything is installed, seating is solved. Negotiation with PDD have to be started.
* Aramark issue: kitchen is downstairs, if and how the Bazaar can use the kitchen are still to be negotiated, but for sure can use restaurant area. Maybe the second restaurant area can be used too - tbd.
* Upstairs: space around theatre can be used, and maybe the PDD room too - tbd.
* Agora: it is a no go for now.
* Emphasized: it is a new setting, new place which is more complex, so new solutions have to be found for organization issues that were already settled and applied in the last years. Still, the new venue is a good solution and the Bazaar will be successful.
* Asks the representatives to fill out questionnaire they received today, send it back, then based on the requests, the negotiations will be continued with the relevant department. Members should not wait until September with their request. Paper or scanned version is OK, pdf copy will also be sent out.
* Questions: only one irrelevant to Bazaar issues (Q: lady who teaches arts and drawing questions about her space. A: she should talk to Staffcenter about her moving)

Coffee Break

Belgian Charity Coordinator – Charity Update

* International charities: we received 31 projects from 15 countries. Belgian charities: 8 projects form 8 organizations. Boardmembers are in the process of the reviewing the projects.
* Pre-briefing book containing the summary of the projects is ready by the beginning of September and will be sent by email to the members. President emphasized: DO READ IT before voting, and discuss it with your nations, also collect your question.
* There is a voting for the projects at the first General Assembly Meeting of September
* Belgian charities: if any members are interested to come with the Boardmembers to the upcoming visits, they can sign up on the sheet at Maria Martos or with Petra Havrankova by e-mail. Visits will take place at the end of June, beginning of July. Maria will contact those who sign up.

Tombola Coordinator – Tombola Update

* Fill in the questionnaire regarding the number of tombola tickets and return it to Petra today, via e-mail is also OK.

President – Ticket sales update, Q&A

* For ticket sales we will provide space at public area, a spot that is frequented by people.
* Bake sales is not settled yet. Meeting with NOS and Fire Brigade will help it decide.
* Q: Portugal wine sales – A: the nation should organize. Nations should contact NOS for this type of issues to decide. Not issue for the Bazaar.
* Q: German delegation organizes a party on part of charity – A: if the Board gets the advertisement or information page, they can send it to members via e-mail.

Vice-Presient – Guest Access Preview

* Up-to-date information will be given to the participants at the beginning of October, until this time discussions are done with security (key-cards, deliveries, etc.)
* **Next planned General meeting:**
* **11 September with voting** – important that members come, in New Staffcenter / Restaurant (after the Aramark area there is a cca. 100-person place, we will use that for meetings in the future. Entrance with family badge is OK)
* **25 September** – new Staffcenter / Restaurant.
* New family badges valid to the New Headquarters will be issued in August and September. They will provide easy access, no spouse is needed to let members in, the new card will open sliding doors.
* President: people with badge from SHAPE have to contact their local NOS about it (if they will work at the Bazaar or at the NNHQ). Could be that north entrance will be the access to new Staffcenter.

President – Any Other Business

* Restaurant area will be smaller than the previous area used last years. In the middle there are obstacles (statue, etc.). Members should raise any ideas how to use the space to find the best solution.
* The small kitchen is good for warming but not good enough for cooking. Board is waiting for visiting Aramark, the issues and ideas of the members can be used during the negotiation. At the same time members should prepare for little space and less opportunities.
* Entrance issue: trying to find solution with NOS to access to the 3 main areas
* Q: Does this high-tech kitchen oblige us to take a special course before we can use it? A: Board contacts Aramark manager to negotiate if she allows us to use and how.
* Asks members again to read the pre-briefing book and send questions to the Board before voting.
* Farewell for the summer

Brussels, Dated as above

Minutes keeping: Baros Szabina