Board Meeting

Minutes

15 January, 2019

Beginning: 17:30

End: 20.30

Venue: NNHQ German Delegation

Attending persons:

* Serge Devynck (President)
* Anja Malms (Vice-President, Guest Access Coordinator)
* Berthold Malms (Bazaar-Coordinator)
* Patricia Guedes (Charity Coordinator)
* Petra Havrankova (Tombola Coordinator)
* Baros Szabina (Secretary, Teen Coordinator)
* Maria Jose de Vargas (Treasurer Assistant)

Absent persons:

* Sandra Santos (Treasurer)
* Lara Ronayne Casimiro (Sponsorship Coordinator, Webmaster)
* Maria Martos (Belgium Charity Coordinator)
* (Membership Coordinator)

President

* Opens the meeting
* Approval of the 11 December 2018 Board Meeting draft minutes unanimously

Charity Guidelines

* Serge emphasizes that during the annual review of documents, the updating of the Charity Guidelines are the most important. Asks Charity Coordinator if she has suggestions for change for 2019, if yes, then we have to have it voted by Members.
* Patricia’s suggestion: therapist fees should not be considered as salary, but rather as “tools” to heal because they use their hands, knowledge to perform the therapy to carry out that nobody else could. Anja: last year the Board decided that therapist are no-salary already. Petra: members when voting for ranking of charities preferred charities with therapy.
* Serge asks Patricia to prepare her final suggestions for the next Board Meeting. The Board will vote on the modifications of the Charity Guidelines, then we will present it at the next GAM asking the Members to vote for the modification. Suggestions have to be ready by middle of February. Patricia will rethink if the format, the pictures, the summary, the length, etc., of the guidelines and the application process and format, or the voting ballots need any update, if hand-written applications are accepted
* Petra suggests observing what the biggest problem was last year. Patricia mentions the notion of revenue and equity – not all applicants knew what these meant, so she undertakes to explain them in the document
* Berthold suggests explaining the notion of minimum donation, requested amount, and whole project amount, these were unclear to Members and applicants sometimes
* For next Board Meeting, Berthold will try to book a room with a projector so Patricia can project her ideas and Board members can more easily assess them
* Some people have already contacted Serge asking for the application form. After having the accepted version of the Guidelines and the application form, we have to publish them on the webpage and on our Facebook page
* Charity application deadline: 1st of May 12:00 local time in Belgium – Patricia suggests keeping this date even though it is a holiday. She estimates 3 weeks to prepare the summary of the applications for the Board Meetings

Statutes

* Serge undertakes to do them, have to be ready by middle of February

Internal regulations

* Anja and Serge will lead the modifications, Szabina will help
* Anja plans to start the update process after the mid-February Board Meeting

Job descriptions

* Anja will send the old forms to the Board members, everyone has to consider their part and modify it based on their experience of last year (what tasks exactly they carried out as a coordinator e.g.)
* The Bake Sales Coordinator job (reserves place in front of Starbucks, brings necessary stuff from NCB office, collects money, being present in NBC t-shirt) has to be included into the Restaurant Coordinator job description

Members’ Guide

* Anja started to update it, the last modification was in 2017

Calendar 2019

* Board Meetings:
* 19 February – presentation of Statutes and updated Charity Guidelines, long meeting probably
* 12 March – internal regulations
* 22 March – social event as the last BM with the old Board (date and location TBC)
* 26 March – vote for the new Board members
* 14 May – discussing the Belgian charities and visits
* 21 May – discussing the international charities, part I.
* 28 May – discussing the international charities, part II.
* 18 June
* 3 September – discussing ranking
* 24 September
* 15 October
* 5 November
* General Assembly Meeting:
* 19 March – 9:15, Press Briefing Room or the whole Washington Room
* 2 April – presenting and voting for the new Board members
* 4 June – explaining the charities and the Belgian visits to Members
* 10 September – voting for the ranking of the charities
* 1 October
* 22 October
* 12 November
* Bake Sales:
* 9 April – the first international Bake Sale, opening the 2019 season
* 14 May
* 6 June
* 12 September – Board Bakes Sale exclusively – Kick-off – all the Board should be there, the cookies of Board members will be sold together with starting to sell Tombola tickets
* Bazaar Weekend:
* November 16-17 – Serge will apply for this date

Tombola

* Petra will order them in April so that they will be ready by the September Bake Sale. Last year Petra asked the Nations how many of them they needed, but this year we can order them ourselves based on 2017, 2018 numbers
* Serge suggests asking the Nations during the March GAM (distribute the questionnaires at the beginning of GAM, and collect them when it finishes)
* Nations will start their own Tombola sale events 2 weeks after the Board Bake Sale

New Board members

* Anja has propositions for new members, most important is the Treasurer

Lessons learnt

* Berthold has prepared and example page and a blank one to fill in – he will send them to the Board members for providing their versions. This helps the preparation for Bazaar 2019. We should include what was well-working and what should be improved

Control the bank account

* 2 independent persons have to participate, before end of March (control of accountability, double-check for incoming and outgoing transfers). Donations were transferred before Christmas
* We need Sandra’s input on when she wants to do the check
* General Dynamics hasn’t payed its donation of EUR 6.000 yet – Lara has to contact them

Update on Donation Ceremony

* Participants from charities: Patricia sent invitation to all institutions, deadline was today. 5 International and 2 Belgian has answered, with 14 guests altogether. Anja sent a letter to Mr. Lambert if there is a special procedure for their access, he hasn’t answered yet. Patricia will send the full list to Anja by end of this week.
* Briefing Book is ready, Szabina (postmaster) will send it to Members
* Slides are ready for the Ceremony, sponsors have to be invited by Lara
* Donation check hand-over: by Petra and Maria. Question: who shall get the check if the representative of the institution is not there at the Ceremony? A.: the National Representative should get it. If nobody can come, then a Board member takes it.
* Signatures on the checks: President and Vice-president of NCB. Anja gives her signature to Luigi latest this Friday
* Speakers: welcome of members by Serge, opening remarks by Hilda Broeks, closing remarks by Serge
* Serge invites VIPs
* Trifold: Patricia will send input to Luigi (she will involve Lara concerning sponsors). A new picture on the front of it should be used – Anja will send one (from Bazaar 2018) to Luigi
* Coffee, tea, water: Serge undertakes to order them from Aramark
* Invitation of Members: Szabina will send out a reminder invitation with RSVP
* Projecting slideshow: there is always technical support with every reservations at the Press Briefing Room. Patricia will bring her laptop and will put the slideshow on a stick too. Berthold volunteers to be in the technical room and direct the slideshow
* Patricia will put Maria on the guest list
* Patricia will prepare an A3 format of sign for latecomers to direct them to NCB Donation Ceremony place
* Seating: we have to keep a few rows empty for the institutions and put reserved seat signs for Board members. Let’s keep the first rows empty, from where people will not see the screen properly
* Welcoming person as checkpoint is needed. Question: also for sponsors? Patricia will ask Lara if it is necessary to prepare name badges for Sponsors. We think name badges are not needed for the representatives of the institutions
* Roll-up has to be prepared: general one for everything (who is responsible???)
* Photographer: Berthold has it on his to-do list, Lara is in touch with him. The photographer has already promised to be present, but he needs more details

Any other business:

* UK received an invoice from Aramark for oil for EUR 210, they ask us to negotiate with Aramark. Anja says that before the Bazaar Aramark had said that they would leave oil in the preparation area from Friday and then they would change it on Monday (thus we pay one change). In fact, they put new oil for Sunday. UK only used the grill area for fish-and-chips. Serge will take care about this issue. Petra suggests buying the oil and giving it to Aramark instead of paying the bill.
* Promoting the Bazaar in the Newcomers’ Leaflet – Szabina will scan the first pages of it and will send it to Board members for consideration. She suggests including information on the Bazaar into this Leaflet so that more people would be familiar with this important social event
* Tombola / Raffle naming request from the Italian ANR: since Members and Bazaar visitors of the European countries know and use the word of Tombola, we will keep this

President

* Closes the meeting

Brussels, Dated as above

Minutes keeping: Baros Szabina