



General Assembly Meeting Minutes

23 October, 2018

Beginning: 9.15
End: 11.00
Venue: NNHQ, Staff Center

Attending board members:

- Serge Devynck (President)
- Anja Malms (Vice-president, Guest Coordinator)
- Berthold Malms (Bazaar Coordinator)
- Petra Kämmerer (Restaurant Coordinator)
- Petra Havrankova (Tombola Coordinator)
- Lara Ronayne Casimiro (Webmaster, Sponsor Coordinator)
- Maria Martos (Belgium Charity Coordinator)
- Maria Jose de Vargas (Treasurer Assistant)
- Baros Szabina (Secretary, Teen Coordinator)

Attending members of participating countries: see Attendance List signed

President

- Opens the meeting and welcomes participants
- Vote for the Minutes of 9 October 2018 GAM – 1st motion: 1, 2nd motion 1, members against the minutes: zero, abstentions: zero. Minutes accepted.
- Gives a presentation to the members on how to use the webpage of NATO Charity Bazaar, where are the different documents stored, how to access them
- Question from a member: is the timetable of the Bazaar on the website? A: Yes

Commentato [DS1]: Part Webmaster done by me.

Bazaar Coordinator:

- Explains situation, features, constraints of the NNHQ as a location for the event, e.g. waste management. The Board needs to initiate numerous meetings with the functional units of NATO in order to have everything arranged (e.g. Fire Brigade, NOS, Aramark, IFM), and there are many new issues that have to be tackled as opposed to the situation at the Old Headquarters where the organization process was easier due to the many years of experience with the domain.
- Another Nation is joining the Bazaar – Albania – so there will be 36 countries altogether raising funds
- Question: can Nations place some small tables of theirs behind their stalls? A: Yes, there will be sufficient space but if there is a need for additional tables provided by IFM it depends on the availability. The request will be sent out to IFM until the end of the week and Coordinator will come back to those Nations who raised this request

- Tables: the number is limited up to 10 per Nation, due to security concerns of NOS and Fire Brigade
- Don't forget: there will be no electricity provided in the Agora
- Size of Stage: minimum as last year - actual size will be provided as soon as possible
- Bazaar Coordinator shows the Floor Plan of the Agora and explains it., The stands will be placed in alphabetical order, except for the united Scandinavian stall.
- Question concerning space behind the stalls that can be used for storing things. A: approximately 2,5-3,0 m depending on the location of the stand
- Question concerning coat hangers. A: we will provide them but the Nations are responsible for taking care of the coats, bags on them. NCB will not be liable.
- Question concerning the shape of the stall: Can Nations have anything other than the long arrangement, for example build the stand like a compact island. A: Bazaar Coordinator will negotiate it with NOS and come back to Nations
- There will be mobile blue walls put up to separate the stalls (ca 1,8 m high) in the middle / isle of the Agora
- Sponsors will be located only on the Public Square Area. Only Belgium's national stand will be placed in the Public Square area, right next to the entrance.
- Inside Starbucks: Spain cooking and selling paella (because they received an gas oven there), Portugal with wine tasting, and inside (Rombouts area) France selling champagne
- This year everything is in the possession of Aramark (kitchen, restaurant, Starbucks area's equipment), and they will invoice us any damage the Bazaar might cause. So far, during the last years, the venue we used was in NATO's possession. Nations are responsible to avoid any damages. NCB will forward any kind of invoice to the respective Nation.
- Question concerning elevators: they will not be blocked, so if you store something in your delegation, you can move it downstairs to Agora. Please take care of moving loads, take care which elevator (heavy lift elevator) to take and how to use them properly. Members have to take care that nobody should go up to the office space without a purpose, to avoid accidents. Nations and parents are responsible for the children and visitors.
- The floor plan will be sent to the Members, please approach the Bazaar Coordinator if you have a suggestion or question concerning the tables, he will try to find a solution. The plan projected is a plan that NOS has already approved.
- November 16th Friday: NCB will build up the tables themselves, and we will do pictures and mark the area of the stalls – this is the first time we do it like this.

Vice-President

- VIP Morning Coffee: 18th November, Azerbaijan hosting it, now location this year: The Diplomat Restaurant, very exclusive. Don't forget to fill out the invitation list you have already received or download it from the webpage. Access Pass is needed for VIPs to get into NNHQ. Enter only through the Public Square entrance, with invitation card. Question: Should they come alone or be accompanied by a NR? A: You can decide on it.
- Introduces the representative of NOS department, and asks Members to put up their question after his presentation.

Mr. Patrick Lambert – NATO Office of Security

- Emphasizes that it is a real privilege to organize the Bazaar in the Agora this year since it is a security area. To reach this solution was not an easy process, he himself was a defender to the idea. He asks every Member and Nation to help NATO to keep the Bazaar in this location for the next years coming, and to achieve this, please be very careful with the security measures and rules. The Bazaar is the most important event of the year from security point of view too, owing to the great number of visitors from outside NATO.
- Concerning access, on Sunday most of the visitor will have to arrive through the North Gate. The South Gate is reserved for NATO permanent pass holders only.
- Repeats that each Nation is allowed to invite 5 official guests.
- Tells that previous rule applies to staff: they can bring family and special guests – any type of pass (badge) holder can escort in up to 4 people. On the Bazaar weekend Family badge will be accepted and can escort 4 guests.
- Above these access types, there will be the VIP list for VIP guests.
- Access to delegations in the building: the area of Agora provided for the Bazaar is limited. NOS does its best to close access to elevators and stairs accessible for the visitors. Mr. Lambert will provide maximum number of security personnel to prevent unauthorized access to delegation corridors, and asks Members and Nations to help them in this task.
- Speaks about the Catering and cooking area: asks Members and Nations to be very careful and do not give access to kids to the kitchen area younger than 16 years old.
- He opens the field for questions from Members, his answers are the following:
 - ✓ Old (paper based) family passes will not be accepted to get in.
 - ✓ SHAPE Amis card holders will have access with their family
 - ✓ Pass office will not be open on Saturday or Sunday. Please arrange your family badges issued until 17th November
 - ✓ If you are any badge holder and above 12 years old, you need an ID card or passport to be with you as well (general law in Belgium)
 - ✓ Parking: on Saturday and Sunday the parking is free, there will be no reserved parking around. If NNHQ's parking areas are full, the guards will send the visitors to the visitor parking in front of the Old Headquarters
 - ✓ It is forbidden to take picture in the Agora by rule. He asks Members and Nations to be secure-minded and give the good example to the visitors, guests: taking a photo about the stands is okay, but don't include the Agora, the building itself, and no filming around is permitted for security reasons.
 - ✓ With the family badge you can let in 4 people but only on that weekend
 - ✓ Except for the Staff Center Cards, other NATO permanent, temporary and partner cards, NATO contractors, all types that normally give access to the compounds, will also give access to the Bazaar on the Bazaar weekend.
 - ✓ Pending request for passes: NOS is doing its best to keep up with the requests (family cards) and Mr. Lambert tries to provide dedicated person who deals with them to be ready in time
 - ✓ No pre-order of the visitor cards is possible due the huge amount of people
 - ✓ Access by car with Family Badge: all the guests have to walk in through the gates, so you have to stop with your car in the visitor parking and then go in to the Reception to register. Then the guests will have to go in walking, and you follow

them by car and show up your card when exiting the parking gates. Only you can be in the car when driving through the gate, children under 12 years old can stay in the car with you.

- ✓ Repeats that exchangeable SHAPE Amis card holders are allowed to get in. NOS do not recognize the family cards of SHAPE.
- ✓ For the Bazaar, the entrances between Agora and Public Square will be open, no badges will be needed to cross these entrances. Other access points to the Agora will be closed, they are only for emergency purposes.
- ✓ Concerning own deliveries, Members and organizers can access the Headquarters on Saturday through north. If you have to deliver products to your stall, park your car as close to the public access of the building as possible, and take it inside on foot. Loading area will be locked on the weekend, no delivery is possible through this area or entrance.
- Emphasizes that Saturday is not a day to make business so the building accepts no guests. This day is reserved for build up, helpers and deliveries. Please don't bring visitors.
- Each Nation can have 5 official guests covered by a special invitation card.
- As for the entertainers, 16 musician per Nation is allowed above the 5 special guests. Performers will not be able to come in on Saturday, neither for rehearsal. Performers will have to come in through the North entrance.
- VIP invitation card: they are allowed to drive in directly and they do not have to register at the registration office. Inviting 3 ambassadors is possible (EU, Bilateral, "normal")
- Saturday access: through the North Gate. Park your car close to the public access and take your boxes in. Loading area will be locked on the weekend, not delivery through.
- Asks Members not to register any visitors for the Bazaar through the normal IT system

Coffee Break

President asks some Nations to discuss kitchen questions with him in the Coffee Break

Guest Coordinator

- Repeats that Helper Passes can be issued for those who has no NATO or Family badge (12 altogether for 2 days for Nations with only one National stand, 18 for Nations with National and Restaurant stand). If you want the same person on both days, then put 2 crosses (Saturday AND Sunday) in the request list and it will be counted as 2 passes.
- Commercial delivery is possible on Saturday and Sunday, but no parking is allowed, only drop-off and pick-up. Delivery cannot be done with your own van, it must be a commercial car
- Number of performers are limited as discussed before
- We will have a Stage, Bazaar Coordinator scans the e-mails arriving to the entertainment@ account. We need Entertainment Coordinators: one speaks, one starts music, etc. Please send requests to Secretary@ for teen helpers
- With access questions, please contact guest-coordinator@natocharitybazaar.org

- Emphasizes that the deadline for any access request is 2nd November 17.00. So far, no request has arrived to the e-mail account and asks members if their lists are ready, send them before the deadline
- Says thank you for the thank-you wine that Members have provided so far – 2 per Nation as a donation, we will give them to personnel of NATO who helps with the Bazaar

Restaurant Coordinator

- Restaurant area will have less space than last years
- 2 convection ovens can be used in the kitchen (for Portugal, Italy, Hungary, Czech Republic, Denmark, Turkey, Greek, Germany)
- No freezers, only cooling facilities are provided with plus degrees
- Only one kitchen place for preparing food with only one table for everyone, so asks Nations to prepare every possible dish at home and bring them in to warm only
- No water dispensers are available for drinking water
- We can use Aramark's oil, and we do not have to pay for it. If you used this oil, leave it there, Aramark will change it according to their rules
- People are allowed to go in the kitchen area strictly only above 16 and wearing hairnets or caps. It is an absolute rule from Aramark.
- Waste management: no solution up until now, and also no recycling containers available. Please be prepared to bring your own plastic bags for the waste and bring them away when filled, at the end of the day
- Shows the kitchen plan
- Every item and place will be flagged in the kitchen and restaurant area
- Seating area: three tables per Nation are provided, tables are the usual ones (same size as the tables used during ticket sales)
- Energy request for Restaurant have to be sent to NCB maximum until this Thursday – on 25 October, Friday we have to present the final version to IFM
- Reminder on 2nd International Bake Sales on 25th October
- Announces that this GAM is her last appearance as a Restaurant Coordinator, she withdraws from this position. She says thank you for everyone for the time spent together at NCB

Tombola Coordinator

- Thanks everyone for selling tickets during the last weeks
- Reminds Members about the Book of Prizes in locker 73. If it is closed, please put it somewhere else in the locker room and give her the number of this locker
- If Members need more tickets, she advises to contact her
- Reminder: deadline for submitting the prizes is 15th November, asks those Nations that has not done it yet, to fill in the form and send it to her as soon as they can

Teen Helper Coordinator

- The teen helper recruiting advertisement has been put on Facebook and sent out to Members previously
- Bazaar needs cca. 25 teen helpers, mostly for Restaurant and Tombola tasks
- Parents or teens interested should send a short letter to the secretary@ account and they will have every relevant information in e-mail

- Principles: teens work in shifts (3-4 hours), they should wear white T-shirt, will get a name-tag, will be provided with a food voucher, they will receive a certificate after the Bazaar for their work
- Entertainment Coordinators are also needed to work around the Stage, either having skill for technical help or for announcing and speaking. Can be an older teen or spouse or a Member too
- Asks Nations to bring back missing voting cards if they took it home accidentally

Treasury Assistant

- Presents update and new information on transfer of money after the Bazaar
- Contribution so far: EUR 1.456 that we have on the account right now
- Bazaar funds transfer instructions in 3 steps: transfer, filling in the accounting form, sending an e-mail.
- Transfer: 3 different way, choose what you prefer: by account transfer, bank transfer from your bank, cash directly at the Bank Monte Paschi. Account number is provided. Very important: put the name of your country in the comments of the transfer. Transfer money by the latest 3rd December
- Second step: fill in the accounting form already sent to NRs and ANRs. Please put the amount on it separately depending on how they were raised
- Last step: Email to Treasurer with scanned copy of account form and transfer receipt
- All this information and Accounting Form has been sent to the NR and ANR, and it is on Webpage too
- Introduces “Small Change for a Big Change” jar – bottle. You can choose any plastic or glass jar, put on an NCB sticker (ask from Treasury Assistant), Members can put these jars anywhere, into office, even at home or at children’s school. Please give the collected change to the Treasurer until the end of the After Sales, please put a paper into it with the amount included and your name and Nation. A little competition will be done with this type of money collection, President show an already full box.

Any other business - President

- Says thank you to the NOS representative and acknowledges that his presence was helpful. Asks Members to send an e-mail in case they have security related questions
- Emphasizes that some security rules are only for the Bazaar weekend, and on other days you have to follow normal procedure. The old family badges will now work during the Bazaar weekend.
- Build-up of stands by the Board members: 16th November from 16.00, some people might be helpers
- VVIPs are invited to Coffee Morning, they will arrive around 9.00, VIPs arrive at 8.45
- Stresses the circumstance that this is our first year in the new building and first time to rent Aramark area for free. They will charge if there is something left unclean or damaged. If we leave the area in a mess this year, we might not get the Restaurant next year. Same applies to children: please keep an eye on them not to have any problems or accidents. Parents and nations are responsible!
- Tells that Petra Kämmerer, our Restaurant Coordinator decided to leave the board for personal reasons, behind the restaurant@ account there will be somebody checking the e-mails, a volunteering Member for new Coordinator is welcome

Commentato [DS2]: Build-up of the tables will be done by the board and some helpers, build-up of the stands is on Saturday.

- Reminds Members that we sent out Guidelines and Questionnaires, the Timetable – please bring them back to the Board signed
- We have an agreement with NOS and Pass Office, please be patient to have their answers to the pass requests
- Answers a question concerning sample of drinks in the Agora. For consumptions, food and drink can be served only in the Restaurant. Be careful to clean up your stand and also the floor anytime it is necessary. We need a nice feedback from IFM at the end of the Bazaar.
- Closes the General Assembly Meeting

Brussels, Dated as above

Minutes keeping: Baros Szabina