



Board Meeting Minutes

12 March, 2019

Beginning: 17:30
End: 20.00
Venue: NNHQ German Delegation

Attending persons:

- Serge Devynck (President)
- Anja Malms (Vice-President, Guest Access Coordinator)
- Berthold Malms (Bazaar-Coordinator)
- Sandra Santos (Treasurer)
- Lara Ronayne Casimiro (Sponsorship Coordinator, Webmaster)
- Maria Martos (Belgium Charity Coordinator)
- Patricia Guedes (Charity Coordinator)
- Petra Havrankova (Tombola Coordinator)
- Maria Jose de Vargas (Treasurer Assistant)
- Baros Szabina (Secretary, Teen Coordinator)
- Olivia Ronayne Casimiro

Absent persons:

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Patricia hands over charity 2018 documents (Belgian and International applications, voting ballots) to Serge, and her pendrive to Lara. Petra hands over her pendrive to Lara. The pendrives contain charity application documents and related materials from 2018.

President

- Opens the meeting
- Welcomes Olivia as taking over membership coordinator tasks from Zuzanna – Olivia cannot vote at the meeting
- Vacant positions: there are interested applicants for Restaurant Coordinator and Treasurer, there is no applicant for the Charity Coordinator task yet
- Minutes of Board Meeting of 19 February 2019 is accepted by Board members
- Statutes:
 - ✓ address has to be changed
 - ✓ only an ANR or 2nd ANR can be a proxy to a Full Member (NR)
 - ✓ Shall we change the Article 8 on GAM invitation deadline? Decision: we keep the 10 days in advance deadline
 - ✓ Minutes for GAMs: we keep and will keep them on webpage and hard-drive of Webmaster (printed copies of 2018 GAMs are handed over to Serge)

- ✓ Emergencies in charity: Sandra and Patricia
- ✓ French version of the Statutes is on our internet webpage. Full version of the Statutes can be published later with the new Treasurer
- ✓ During the next GAM the President will read everything about Statutes: the Members have to agree the Statutes every year.
- Internal regulations of NCB:
 - ✓ Address has to be changed
 - ✓ Bank account – no change, we need 3 persons who can do actions on it. We actually have 2 accounts (current and savings – from nations the fund arrive to savings a., NCB transfers funds to charities from current a.), include this info in IR. But first Sandra will ask the bank if the savings account can be changed into a current account. If yes, we will keep only this account.
 - ✓ Expenses from bank account: change to: “Any expenses by the Executive Board exceeding 250 EUR must be approved by the NCB Board. Any expenses by any Board members will have to be discussed with the Board beforehand.”
 - ✓ Bank statements verification: for 2018 it is done. Legally this verification is not obligatory but we keep this practice for transparency
 - ✓ Membership: Lara’s initiative: Membership coordinator should check with everyone if their data are still correct. Those who do not answer, will be deleted from the distribution lists
 - ✓ New text: “Each Board members must hold a position at the Bazaar as a Coordinator or an Assistant Coordinator” rephrase the 3 sentences into one so that everyone should hold a position during the year AND during the Bazaar.
 - ✓ Do we have organization as full member? At the moment no, but we should leave it included, considering NIC e.g. if they have a more active role later on
 - ✓ Delete Artist Corner
 - ✓ First mention of NIC should be written “NATO International Club (NIC)”
 - ✓ Lara’s initiative on Honorary President and Vice-President: Board will pre-select and present the candidates to the Members, then the Members elect them on a GAM – rephrase the sentence according to it. To be added: they do not have a vote, but can attend meetings.
 - ✓ Member’s resignation: stays as it is in the IR. President can make an exception. Board members notify President in case they cannot attend for justified reason. Voting out: Lara’s suggestion: 3 consecutive years the out-voted Member cannot held a position in the Board or be a NR/ANR
 - ✓ No commercial vendors are allowed to participate: keep it. No junk should be sold, let’s approach the relevant NRs before the 2019 sales privately to discuss this issue, emphasizing that Bazaar is about national products
 - ✓ Treasurer assured that until 20 Dec all donations could be transferred to the charities, so the relevant section can stay in the IR
 - ✓ “Upon receipt of the donation from the NCB, the benefitting charity must send a written confirmation of receipt...” – actually they do not do it. They do receive correspondence from NCB notifying them that they will be funded, with exact amount, and they are invited to Donation Ceremony. Thus if no or a wrong amount is transferred to them, they have the opportunity to contact us for clarification. Charities receive the funds in local currency. Do we need the proof in fact? Decision: no, let’s delete this phrase from the IR
 - ✓ Charities “may” receive a visit, instead of “will”

- ✓ Include the back-up/reserve list of charities (3rd or 4th from the same country)
- ✓ Keep it: charity organization must exist or be based in a NATO country, delete: Afghanistan
- ✓ Update years for 2019, 2020 respectively
- ✓ Eligibility for application: let's put in the wordings from the Application Process already discussed
- ✓ Application form in MS Word format instead of PDF
- ✓ Correspondence language: preferably English, or French
- ✓ "not a branch or part of larger organization" as a clarification of "financially and organizationally independent"
- ✓ "wheelchairs, etc" for the transportation modes
- ✓ Disqualifying an eligible applicant: it is only the Board who can decide on it, GAM is not needed for confirmation
- ✓ Reserve list phrase: Max 35 projects can be funded, the actual reserve list should reflect this. Reserve list should contain any eligible project not on the main list, regardless if it is Belgian or International
- ✓ Emergencies: delete this Article 10
- ✓ Consultation article: leave it as it is

Vice-president

- Job descriptions still due: Webmaster, Sponsorship Coordinator, Restaurant Coordinator, Tombola Coordinator. Charity Coordinator: description can stay as it is.
- Lessons learnt: inputs submitted by Berthold, Anja, Maria, Petra, Lara, Szabina so far
- Info stand in the Public Square: lots of people still do not know who we are and what we do, so Anja has asked Luigi to prepare a small leaflet, document on it
- Bake Sales: Berthold changed dates to 9th April GAM, 2nd April Bake Sales which is also pending and might be changed to 4th April
- Anja needs help for Bake Sales: Sandra and Patricia can make 4th April
- Farewell meeting on 22 March around 18.00

President

- President closes the meeting

Brussels, Dated as above

Minutes keeping: Baros Szabina