



Board Meeting Minutes

26 March, 2019

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

Attending persons:

- Serge Devynck (President)
- Anja Malms (Vice-President)
- Berthold Malms (Bazaar-Coordinator)
- Erin McCoy (Treasurer)
- Lara Ronayne Casimiro (Sponsorship Coordinator, Webmaster)
- Nevena Sic (Charity Coordinator – International Applications)
- Karine De Koninck (Charity Coordinator – Belgian Applications)
- Stacey Gingrich (Assistant Charity Coordinator, Guest Coordinator)
- Yurii Senchuk (Assistant Restaurant Coordinator)
- Baros Szabina (Secretary, Teen Coordinator)

Absent persons:

- Thomas Baldzuhn (Restaurant Coordinator)
- Petra Havrankova (Tombola Coordinator)
- Olivia Ronayne Casimiro (Membership Coordinator)

President

- Opens the meeting
- Meeting minutes approval delayed to next Board Meeting due to technical problems of several Board members

Introduction of new Board and review of working methods, dates, events

- Old and new Board members introduce themselves briefly
- Serge mentions that new Board members are registered at Moniteur Belge when the Board changes and explains the main responsibilities of the Treasurer
- Serge summarizes the dates, duration, place of Board meetings and GAMs to the new Board members. He gives some ideas on how to prepare for GAMs concerning PPT material, agenda points
- Anja proposes to include new Board members in our Messenger and WhatsApp groups – WhatsApp is decided to be the main point of contact for urgent issues
- Serge asks Karine if they had the handover with Patricia: yes
- Lara asks the Charity Coordinators to use the official e-mail account for emailing and informs them that incoming e-mails can be auto-forwarded to their private one. She

asks them to change signatures attached to the charity@ account. She will change the passwords since the handover is done. She explains the content and security levels of the NCB webpage, the login process (public, members' and Board member layers)

- Serge explains how the public and the private Facebook sites work, what they are used for and what not, what content is OK, security measures for pictures
- Lara suggests that new charity responsible persons should have a last look on the Application Form before she publishes it on the webpage ("Forms" part), to be done this week. Szabina will send out the last version to the NRs and ANRs by Postmaster. Nevena will finalize the Form and will send it to Serge, Lara, Szabina.
- Anja: events and sales of the Nations are not the responsibility of the Board, but we can take photos and publish them on NCB Facebook and Instagram account. She has just created an Instagram account, connected to the account of Vice-President which is going to be secondary to our Facebook page for publishing photos on activities happening, not to duplicate efforts. This Instagram account is in its first steps, not to be published to Members yet, only for the Board so far
- Group photo will be taken with all the Members and Board members, to be used on public material, e.g. trifold for the Bazaar. Date: 4th June, at the time of farewell to Mrs Broeks Honorary President of NCB and the welcome of the new Honorary President Mrs Peach. Berthold volunteers to ask the NATO photographer to do it, venue: NATO Compass. It should be announced it in the Agenda, time: 9h30 before starting the GAM
- Anja will update and send out the excel sheet with all the meetings for this year
- Anja asks Nevena and Karine how many persons they need to help them to review the applications, she also reminds them about the deadlines of evaluation
- International Bake Sales and their dates: we need 2 Board members to be present for supervising and taking care of the cash – Nevena and Erin volunteer for the first one (14th May). Serge already prepared a bilingual flier
- Anja proposes a trifold for introducing the Bazaar to be distributed at the first Bake Sale (if it will be ready by that time) and later on during the year. Lara proposes to discuss its content before printing. Anja will send it out to Board members for review and feedback
- Printing materials: Board can ask for printing from Luigi at Graphics through Anja or Serge, only the Membership Coordinator can contact him directly (for certificates)
- Anja needs a copy of the Belgian ID Card (both sides) and the address from the new Board members for Moniteur Belge, to be sent to her in e-mail
- Anja asks the new Board members to put her and Serge in CC when they send e-mails concerning decisions, tasks done or to be done
- When preparing for the Bazaar later on, it is important who will attend meetings with NATO stakeholders, e.g. with Aramark, IMS, Graphics. Before these meetings the "Lessons learnt" document have to be consulted, they are available from Anja, and Berthold
- Treasury handover: 2nd week of April (9th April 13h30) Sandra and Erin will go to the Bank to sign – Executive Board will be there to countersign
- Organization chart is being prepared by Anja to understand which Coordinator "reports" to whom
- Anja will have nametags printed and she circulates the template to Board members for spell-check

- Berthold advises not to reply from private or job e-mail to the NCB e-mails (although NCB account mails can be auto-forwarded to other accounts)
- Berthold reminds the Board that nothing is backed up in Roundcube e-mail system, thus we should pay attention when deleting mails and folders, subfolders. Deleted folders are not going into the Deleted items folder. Lara gives ideas how to use the Roundcube account and application efficiently
- Anja informs the new Board members that NCB has an office in the Staff Center for storing files and Bazaar material, accessible by Serge, Anja and Berthold
- Serge explains that the Bazaar have personnel and other cost also (e.g. salary for firemen, security), and what it means that Aramark rents the Restaurant Area and Starbucks, these areas not being NATO areas
- Anja asks Board members to send her their holiday plans because there will be one Board meeting during the summer
- Logo issue: Open House organizer Lexi Norton, UK NR, asked if she can use NCB logo on certificates for those who supported her own initiative sale event. Board decision: no, it can be used for advertising an event but not for official documents and administration. Lara will prepare a visual guideline on how to use the logo, and it could be introduced during the next GAM. NCB logo is not copyrighted at the moment.
- Donation ceremony: photos are on the Members' site of the NCB webpage

President

- Closes the meeting

Brussels, Dated as above

Minutes keeping: Baros Szabina