



# Board Meeting Minutes

03 September, 2019

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

## Attending persons:

- Serge Devynck (President)
- Anja Malms (Vice-President)
- Berthold Malms (Bazaar-Coordinator)
- Nevena Sic (Charity Team)
- Stacey Gingrich (Charity Team, Guest Coordinator)
- Bernadette Nguyen (Restaurant Team)
- Lara Ronayne Casimiro (Sponsorship Coordinator, Webmaster)
- Thomas Baldzuhn (Restaurant Team)
- Yurii Senchuk (Restaurant Team)
- Olivia Ronayne Casimiro (Membership Coordinator)
- Baros Szabina (Secretary, Teen Coordinator)

## Absent persons:

- Erin McCoy (Treasurer)
- Karine DeKoninck (Charity Team)
- Rachel Rampling Curry (Tombola Coordinator)

## President

- He was registering Board members with UBO today, and several technical problems occurred during the data input
- Approval of minutes from 18 June 2019 – approved by all Board members present.
- Lara will check if Erin's private e-mail is on the Board e-mail distribution list ([erinkmccoy@gmail.com](mailto:erinkmccoy@gmail.com)) and checks the different views of the webpage (administrator/member/boardmember) – the 2019 info will be displayed from September, because the Bazaar year starts in Sept

## Vice-president

- Printing, graphics: nearly everything is printed or at least is ordered to be printed as of today. To be ordered later: material with Sponsors on it, Bazaar Coordinator and Restaurant Team material. A short film is being prepared for the screens too. The Restaurant stickers are printed for those who will be allowed inside the kitchen area, also food vouchers. In preparation: the stickers for the Teen Helpers, Guest passes (several types). The sponsor material is prepared,

only logos has to be put on. The Bake Sale info folder will be ready next week, the roll-ups are being prepared displaying that it is an international sale

- Tombola: Rachel is excused from today's meeting, tickets has been printed already and are in the NCB office. During the Bazaar, we will have a tombola table separately from national stands, next to the Board's INFO stand. All tombola places are reserved for October and November, Rachel will ask the nations to sell all sorts of national products too, not only cakes. Lara told us that Switzerland contacted her and a superexpensive sawing machine was offered as a price (Banina) – they will get a sponsor visibility in exchange, considering its value
- Timetable of Tombola: so far the draw was held on Sunday at 14.00 (and then lots of prizes were not picked up) – should we start it earlier? Lara's idea: let's sell the prizes that were not sold. We should have an access to the TV system to display the numbers drawn, list of prizes should be stored at the Info Corner too. Agreed: we start drawing at 13.00, we stop selling tickets at 12.00. Tombola Coordinator should speak to NRs and ANRs to urge people to pick up prizes.
- Mr Roth has to be informed directly about anything to be displayed on the screens (e.g. Bake Sale, Bazaar)
- Anyone who needs a T-shirt should approach Lara and she will order it (pls provide your size). NCB buys it for everyone but members will need to return it when they leave the Board
- Bake Sale on 12 September: every Board member should be there to introduce ourselves to the people, wearing the NCB T-shirt, and to represent the internationality of the event. 12 tables will be there in front of the Starbucks. 7.30 – Stacy, Olivia and Berthold will be at the Staff Center NCB office to help. Erin should receive an e-mail to bring money, change. The period of 8.00-14.00 should be covered with our presence, Olivia will arrange for a time-frame, pls write your preferences to her. Lara will put info on Bake Sale on Athena system. Luigi prepared a video for the Bake Sale and it is going to be on during the day of 12 September
- Children: child care during the day of the Bazaar by Colonie de Vacances from Staff Center (face painting etc)? We don't want them to charge the parents and not give the income for the charity – Lara will ask them how they plan their participation this year
- Entertainment programs: 4 groups have already notified us about their participation
- UK is throwing a tea party on 17 September, the entry fee goes to charity, we can reserve tickets, Anja will send us the invitation

#### Bazaar Coordinator

- After this Friday's COB we will know if Bazaar can take place on the day planned
- Based on the participation questionnaires that he has received, 32 nations requested a national stand, but we expect 41 including NIC, based on some earlier conversations (no participation questionnaire has arrived from e.g. Ukraine, US, Portugal, etc.)
- 17 nations need a restaurant area (not everyone with kitchen facilities or in the Restaurant area), but we still expect more requests to come
- Olivia will update the NR and ANR list and will also ask nations to send the contact of their dedicated Restaurant Coordinator, she will share these info with Berthold too
- Fire Brigade asks us to leave some space between the stalls and the rescue ways, elevators, etc., thus we need to do a new floor plan, incorporating the Sponsors as well
- Lara: this year the Sponsors will be installed in the Agora to get visibility because last year they had a bad experience, practically nobody stopping at their stands – this year we need to generate traffic at their stands definitely. Most of the old Sponsors are coming back this year
- Next steps: new meetings with NOS, Fire Brigade, stakeholders

- Restaurant: the new Restaurant Team has to be introduced to Aramark. Also, on 22 October before the GAM (8.15) the Resto Team has to take and escort the national Restaurant Coordinators to show them the Kitchen area. Yurii will be the lead, Thomas will be abroad. An NCB-guided visit to the Kitchen area is only possible this day.

#### Guest Coordinator

- Anja contacted Mr. Lambert but she has not received an answer yet (we need him for specifications for this year). He must be present during one GAM, 22 Oct the latest. General information is enough to be given during the 10 September GAM by Stacey, details later.

#### Teen Helper Coordinator

- Discussing areas where help is needed: Anja suggests to have teen helpers in the Agora too, etc. to pick up garbage. Teen helpers to VIP Morning Coffee – pending.

#### VIP Morning Coffee

- Not yet decided if we will hold one – Lara: it is very popular with the Sponsors, it is part of their package, Anja: not popular with other people, NCB has lots of work with it and it becomes a national event of Azerbaijan at the end
- Lara's idea: let's transfer it into a lounge for VIPs to wait comfortably until the Tombola draw, having a cup of coffee on some sofas. Problem: it is not sure that will have The Diplomat actually, there were not too many MilReps present last year, etc. Is there any other option instead of VIP Morning Coffee? Restaurant Team should think about it, could be a small version somewhere:
  1. Yes or not
  2. If yes, where (not The Diplomat)
  3. If yes, which nation, the nation has to suggest a place
- Berthold will announce this issue on the GAM

#### Charity

- Nevena provided an update on the charity organizations on hold, see as follows:
  - No.4. Ukraine – Autism Support with technology, they did not provide equity or revenue data. By law, they say, they don't have to have equity. They provided a document with 0 EUR, looks like an extract from a ledger, signed and stamped – Board decided: they are **in**
  - No.7. Slovenia – Storytelling project, they do not have the document on the property ownership – Board decides they are **out** this year because of it
  - No.33. Slovenia – Scuba diving. They applied in 2017, so they are **out** this year
  - No.6. Slovenia – Montainier – goes from Reserve list **to Priority list** because No.33 is out
  - No.21. Lithuania – their name is very similar to another project last year, Nevena checked their registry number, which is different, so it is **in**
  - No.39. Montenegro – hasn't sent the missing document, so they are **out**
  - No.42. Switzerland – they cannot get a stamp or they can get it for a very high price, they also miss the financial report only possess an audit report, they had told they could not prepare documents for their application until July, all in all they seem to be reluctant. Decision: they are **out** and can reapply next year
- Charity visits: Stacy briefed the Board about the one visit, that was paid to:
  - project No.6. (victims of terrorist attack), Belgian charity organisation. Thomas and Stacey were the visitors, they received information from the owner of the project on why they started it, the scope (twice a month they meet at a coffee place, a psychologist helps them during these occasions) and that they are trying to get financial compensation to these

persons. The decision on this project was on hold because the Charity Team wanted to meet them to clarify their focus of activity. Thomas and Stacey would support them to keep them in, the project owner needs donation for financing the coffee mornings, not the compensations or a specific person. They had to clear or modify their original concept that was understood as supporting 1 person only – Board decided that they are **out** since they still has not provided the requested written modification of the concept although we contacted them several times, we cannot wait more, the Pre-briefing books has to go out to the Members

- We have altogether 35 charities without the 2 who were to be still on hold (Pinocchio and Victims). Board can support maximum is 35 organizations (if there are more, we can exclude the lowest ranked 2 at the end, after voting e.g.)
- Ballots: should we hide the place of the project too, not only the name of the organization and the project? Yes, for Africa we can write 3rd country. Can we exclude the pictures of the ballots from the GAM slideshow? Yes, but have all the info with you on paper. Should we print ballots for all countries? Yes, but only NRs can vote, ANRs only with a proxy from the NR. Olivia will be checking the names when Members will be entering the GAM location, she is going to check the Proxies too.
- Pre-briefing book: only electronic version, to gain time. It will include the maximum amount requested, and the breakdown. Ballot is the same but without the breakdowns **and the amounts**. Briefing-book: separate pages for every organization with pictures
- Charity Team has to send a short summary of projects (1 line) and name and 1 picture to Anja for the trifold. Lara should get the results of the voting too.
- Belgian Pre-briefing book is still missing. Ready: Pre-briefing book for international charities, the Ballots for BE and INT charities.

Brussels, Dated as above

Minutes keeping: Szabina Baros