



Board Meeting Minutes

5 November, 2019

Beginning: 17:30
End: 20.30
Venue: NNHQ German Delegation

Attending persons:

- Serge Devynck (President)
- Mrs. Brigitte Peach (Honorary President)
- Anja Malms (Vice-President, Entertainment Coordinator, Restaurant Team)
- Berthold Malms (Bazaar Coordinator)
- Erin McCoy (Treasurer)
- Lara Ronayne Casimiro (Sponsorship Coordinator, Webmaster)
- Olivia Ronayne Casimiro (Membership Coordinator, Restaurant Team)
- Yurii Senchuk (Restaurant Team)
- Baros Szabina (Secretary, Teen Coordinator, Restaurant Team)

Absent persons:

- Nevena Sic (Charity Team, Restaurant Team)
- Stacey Gingrich (Charity Team, Guest Coordinator)
- Karine De Koninck (Charity Team)
- Rachel Curry (Tombola Coordinator)
- Bernadette Nguyen (Restaurant Team)

President

- Opened the meeting.
- Approval of minutes from 15 October 2019 – approved by all Board members present.
- On the Opening Ceremony: Brigitte will take the floor to address the nations after Serge's opening words (cca at 9.45). Photographer is confirmed (Lara). Every Board member should be on the Stage please, behind the patrons and the sponsors.
- On VIP tour after Opening Ceremony, organized by Serge and Anja – the participant of this VIP tour will be: UPDATE: Mrs. SCHULERUD patron of the NCB, the DGIMS LtGen WIERMANN and his spouse, Air Chief Marshal Sir Stuart PEACH, Mrs. Brigitte PEACH Honorary President
- On change of the Board: Board members should be available, "approachable" to any persons at the Bazaar who might be interested in the Board's activity, functions. The Bazaar organization needs new members, this event is a nice opportunity to present ourselves. As of today, the following present members will not be part of next year's Board: Serge (leaves NATO), Anja and Berthold (they will remain available for our questions to answer), Nevena (leaves Belgium), Karin, Rachel (she originally took the position for this Bazaar only). Confirmed to stay: Erin, Olivia, Lara, Szabina – UPDATE from Stacy: she stays and keeps her functions as Guest Coordinator

and a Charity Team member. Yurii will decide after the Bazaar. Lara informed the Board members that she had found 2 prospective members, and will find someone for the Webmaster tasks. Serge emphasized that without the 3 positions of President, Vice-president and Treasurer there is no Board, based on Belgian law on ASBL's. He informed the Deputy Secretary General on the change of the Board.

- Brigitte asked to be on the Board distribution list and provided her email contact to Olivia.
- Anja confirmed that VIP Coffee on Sunday starts at 9.00, closes at 9.30, at 9.30 we try to have the group photo at the Stage, 9.45 Opening Ceremony

Vice-President

- Anja gave information on the VIP Coffee held on the Bazaar Day 9.00-9.30, UK will host it this year. We had to promise to help them a lot since they took the responsibility in a short notice – we will provide Teen Helpers to build up and disassemble the location, to clean up. In addition, there are 4 Teen Helpers to help at hosting the event – Anja will send an e-mail to the UK contact if it is okay to wear their own nation's traditional clothes.
- She suggests that we should not have a List of Guest to be checked at the entrance of the VIP Coffee (not every VIP brings his/her invitation, it is a bit awkward to check their identity, probably no others then VIP and family will enter the venue). We can be flexible. Access cards to Sponsors: Lara needs approximately 16, Stacey will be ready with all of them by the next GAM at the latest.
- Signs to be prepared where the VIP Coffee is – Anja will ask Luigi, maybe he has some already.
- Entertainment: big screens left and right of the Stage are okay, Luigi is finishing all the products for the Bazaar tomorrow (e.g. videos, advertisements). This year 15 nations want to be present at the Stage (more than last year), there will be only 5 minutes between the performances.
- Anja proposed to place chairs next to the Stage, at the place of the VIP Coffee, where disabled, pregnant, older people can sit down to have a rest (last year there was no such opportunity at the Agora), let's put a sign on them about who they are for.
- Last prints will be picked up next week by Berthold. Lara offered to store anything necessary in her office (still in print e.g. info folders).
- Anja asked the Board members present about who would be at the NNHQ on Friday to prepare the Agora (Stage, stands) and at the Restaurant, Starbucks seating areas: some information has already sent to Anja by the Board members, but not everything was clear. Everybody please resend it to vice-president@, Anja will do a schedule. Please add who you will bring with you as additional helpers, and the hours you will be present. Szabina leads the preparation in the Restaurant Seating Area (did it last year so remembers what to cover).
- Berthold added that he met the Chief of Fire Brigade, they measured the tables and the final plan is OK for them too.
- For the Board it is a must to be there during the 3 days.
- Movers will be at the Agora after the Bazaar to help us with the tables.

Treasurer

- Moniteur Belge still needs IDs – Olivia needs to send other documents/data, she will send her new Belgian ID Card to Erin.
- Erin will go to MB next week one day (11 November Monday is a public holiday in Belgium, although NATO is open)
- She is waiting for Charity Team to finalize the bank data of all the eligible charities.

- She will bring petty cash with coins to the Bazaar for the Saturday and Sunday Board Tombola sale at the NCB Information Desk. She will meet Anja at the NCB office for getting the cash.
- Financial accounting form to every delegation: she decided to hand it out in a hard copy to every nation.

Charity Team

- Nobody is present from the Team (Nevena and Stacey are excused) but there is no urgent issue on Charities.

Bazaar Coordinator

- Berthold had sent 3 e-mails to 3 persons at NATO: (1) equipment (chairs, fence, blue walls, etc.) – done, (2) technical equipment – done, (3) electricity at IFM: nobody complained yet. He talked to each of them before he sent the mails. All 3 persons got all 3 mails in CC. Friday from 16.00 movers will be provided, installation of Stage and its equipment will be done maybe earlier than 16.00.
- Tombola Drum will be moved: AVI guy, return of the drum: Monday morning – Berthold will approach the appropriate person and will ask him to store it somewhere (NCB office is too small). Storage area of nations in the basement can work too (Lara's idea).
- Agora floor plan is final, everybody is happy, he started to send out e-mails to nations attaching the general plan (without details of tables).
- He needs the Bazaar Instruction signed by the nations, via e-mail, only 13 were received so far.
- Screens: there is a new responsible person for the screens, and with her this year is much easier. Luigi produces the videos, sends link to the responsible lady, the slideshow Berthold saw looks good.
- Electricians: Restaurant part is the most intensive part. Which nation plugs what equipment – we still need data.
- Some bar tables will be placed into Starbucks (Movers will move out the sofas, to their place).
- Berthold confirmed that it was a really good decision to speak to all stakeholders and that the only POC is Anja, Serge and Berthold to any nations.

Tombola Coordinator

- Rachel is excused from today's meeting, and sent her update to Serge and Anja. Lara volunteered to sell tombola tickets at the Info Desk most of the day on Saturday and Sunday, Anja can join on Saturday.
- Serge summarized Rachel's update:
 - ✓ It is a lesson learnt for next Board that the overview of prizes should be done earlier.
 - ✓ Ticket accounting form: an action for her.
 - ✓ She asks for closing the Press Briefing Room – Board: there is no key to it, but during the Bazaar weekend there is always someone (Rachel, Teen Helper) in the room.
 - ✓ She needs a phone to send out the messages to winners (from her phone there is cost of 15c/message). Lara volunteered to get one for her from NCIA. FYI, there is very little connection in the PBR, so you need to go out of the room to get contact.
 - ✓ She needs a printer – Board: a printer is not necessary there, almost impossible to get one. If there is something really important, somebody can print it in a delegation.
 - ✓ She needs a laptop – Board: so far, every one of us used their own laptop if it was necessary for any job at the Bazaar.

- ✓ Storage of prizes not taken by winners on the Bazaar day: they should be taken to the NCB office, maybe there will be a storage room in Public Square temporarily.
- ✓ She asks for a trolley – Berthold volunteers to solve it.
- ✓ Rachel needs to give an idea about the schedule and mechanism of prize pick-up after the Bazaar. No selling or highest bid option, they must be picked up until 9 December. If not, we will reenter such prizes to next year's Tombola.
- ✓ She asks Board members too to help her before the draw, above the already provided 6 Teen Helpers.

Restaurant Coordinator

- Yurii: everything is fine, he wrote his nations to prepare every food beforehand and that they cannot use the space in front of their stalls – it seems that they understood. Anja: Italy wrote to Aramark, Anja had to stop them. Anja asked Yurii to forward any future e-mails of Italy to her, she will handle them. They were very rude to Aramark (Pizzaiolo issue). Portugal is okay. Georgia needs a fridge, Chantal and the 2 other nations let them to use a fridge in the corner where they are having their stall. Yurii's observation is that otherwise nations are friendly with each other and share places.
- Berthold: at Starbucks everything is fine. These nations' restaurant coordinators had meet together with Chantal and fixed everything among themselves.
- Anja and Berthold will not be able to be present in the Restaurant and Starbucks areas for most of the Bazaar day.
- Anja asked who will do the Restaurant slides and speak about them, the Restaurant Team members present did not volunteer.

Guest Access issues

- Olivia gave 4 envelopes to Serge to be given to Stacey.
- Serge informed the Board members that a security themed office note will be sent out by NOS within NATO, we suppose 1 week before the Bazaar.

Sponsorship Coordinator

- Lara gave the rest of Invitation Cards for the Archives to Anja.
- Income from sponsors will be 17.000 EUR total, together with the donations – it is less than last year, but for next year 4 sponsors have already said yes.
- Poster ("Small change for 4 Big Change"): will be translated into French too and will be attached to the the donated urn, which will be put in Public Square at the beginning of the Bazaar. Lara will contact IFM if we can keep the urn in the Agora with a foam poster for the rest of the year. Luigi will prepare a "donated by..." label on it. The urn will be ready by 14th November in Ixelles – Szabina volunteered to pick it up by car because they won't deliver it.
- Erin asks when to count what is inside the urn. Anything that goes in will be counted for the next Bazaar. A small change bag can be obtained from ING, they count it for us for 4 EUR.
- Next year's offers: Marriot gave us a hotel voucher for this year's Tombola but for next year NCB can ask for one of their chef+equipment+food for a food stand. Maserati, Renault, Total also said yes for next year.
- Lara prepared a new sponsorship package: only a visibility and stand package.
- T-shirts will be ordered tomorrow, Brigitte asked for one with M size.
- Lara has most of the visuals, videos for Cafeteria and Agora, missing: access info from sponsors.
- Sewing mashine will be delivered to Rachel's home address and she will deliver it to the Bazaar.

- The watch will be produced by June 2020, but they offered to ship it to the winner in case s/he will have been left NATO by that time. Agreed with sponsor: flyers of this sponsor to be put out on Tombola Bake Sales tables.

Teen Helper Coordinator

- Szabina summarized that we will have 52 Teen Helpers:
 - ✓ 3 for Entertainment with Stage and microphone experience – Berthold will try to get a laptop for this Team, if he cannot then 2nd option: Szabina asks the volunteers to bring one. (NB: on Saturday there will be a technician on duty)
 - ✓ 4 for VIP Coffee as welcoming team in traditional clothes
 - ✓ 1 for helping to build up the venue
 - ✓ 2 for dismounting the venue (they are the Agora helpers)
 - ✓ 4 Agora Helpers (2+2, Sunday only)
 - ✓ 32 for Restaurant and Starbucks seating areas (Saturday and Sunday)
 - ✓ 6 for Tombola Team (Saturday and Sunday)

Membership Coordinator

- Bosnia and Herzegovina is the only missing contact, they are not answering
- Albanian contact is on the membership and distribution lists
- There is no leaving member since last GAM
- After the Bazaar Olivia will push nations to set up a generic e-mail (couple of nations have already done it)

Webmaster

- Update of website issues: there is no automatic payment system we could use for hosting of NCB website, Lara needs to ask for the invoice every year, the service provider issues it in 3 weeks, by that time it is overdue, cca 87 EUR. She already asked the invoice for next year, but they won't provide it in advance. (Automatic payment could be done only by PayPal, credit card, and a system unknown for us.)
- Webpage uses an outdated php version – she is going to update the version only after the Bazaar, because there could be some issues with the updates, glitches to be solved. A new password will be set next year.
- Berthold's question: can the Agora floor plan and the whole brochure displayed on the website? Yes, Lara will put them on the Members only section.

Any Other Business

- After-sales: during the 24 September Board meeting we decided to use the doodle form for nations to book their place, Rachel can use it (*"25-29 November 2019 – After-sales period (NB: there is a ministerial meeting on the week after the Bazaar and at the beginning of December a lot of people will travel to UK). After sales is optional for Nations. Rachel will prepare the Doodle forms for the Nations to book the stalls"*). There are 2 spots always. We can talk about it during the GAM 12 Nov.
- Schedule reminder: transfer deadline for nations: 3 December (that is why the After-sales cannot be organized later), then the Board discusses which charity can get which amount (at 10 December Board meeting), then the funds are transferred to charities before Christmas. Last Board meeting of the year: 10 December, please all Board members attend. It will be held at the Belgian Delegation. Brigitte cannot attend, Berthold only for 1 hour.

- A reminder should be sent to Rachel about organizing the After-sales.
- Farewell and Welcome Board meeting: saying goodbye to old ones and welcoming new ones. 2020 February is the last moment to bring in new members. Board agrees on the idea of having it on a Friday in March at Lion Belge (was a good place this March). Anja will ask the restaurant which Friday they are free next March for our big group.
- Brigitte asked when she would talk at the Opening Ceremony: approximately at 9.45, after Serge has opened the floor, it could be 2-3 minutes long.

President

- Closed the meeting.

Brussels, Dated as above

Minutes keeping: Szabina Baros