 General Assembly Meeting

Minutes

12 November, 2019

Beginning: 9.15

End: 11.20

Venue: NNHQ, The Press Briefing Room

Attending Board members:

* Serge Devynck (President)
* Anja Malms (Vice-president, Restaurant Team, Entertainment)
* Erin McCoy (Treasurer)
* Berthold Malms (Bazaar Coordinator)
* Nevena Sic (Charity Team, Restaurant Team)
* Stacey Gingrich (Charity Team, Guest Access)
* Yurii Senchuk (Restaurant Team)
* Rachel Curry (Tombola)
* Szabina Baros (Secretary, Teen Helpers, Restaurant Team)

Attending Members / Nations (see attached Attendance List signed)

President

* Welcomed the Members and opened the General Assembly Meeting. This is the last occasion for Members to ask questions personaly from the Board before the Bazaar.
* Opened the floor to the Treasurer due to her unforeseen engagement this morning.

Treasurer

* Provided a financial update to the members: we have already received 5.000 EUR from the Sponsors and more is coming, expenses were table covers to protect furniture (225 EUR) and T-shirts for Board members (180 EUR) to be recognisable during the Bazaar weekend.
* Provided an important update on the bank where NCB keeps its accounts: due to new ownership the new name is Aion SA, the new owner decided on no longer taking cash deposits. The long-term plan is an automatic teller machine in the branch office but it hasn’t been installed yet, and the bank has not provided any date for its installation in the future. Important implication of this change: Nations can do the last cash deposits on 29 November 2019 (consider After-sales too!)
* The deadline (due day) for the bank transfers remains 3 December 2019.
* Repeated the information on the transfer scenario, which was already sent to the Members by e-mail last weekend. Asked the Members to contact her in case they still have questions. She also detailed the means of depositing money on the NCB account.
* Drew the attention of the Members to use the new name of bank when doing the transfer.
* Emphasized that it is very important to include the communication in the transfer: *“Contribution to the 2019 NCB by NATION’S NAME*” to know which country the different amounts come from.
* Accounting form: they were sent by mail already too, and must be sent filled in to [treasurer@natocharitybazaar.org](mailto:treasurer@natocharitybazaar.org), the last step is to write an e-mail to this address and attach the 2 requested documents (Accounting form and proof of transfer).
* Reminded the Members to the 2 deadlines again (29 Nov and 3 Dec)

President

* Vote on Minutes of GAM of 22 October 2019 – Switzerland and Slovenia 1st motion, Members accepted it, no abstentions, nobody against.
* Welcomed the new NRs and ANRs.
* Informed the Members about the names of the VIPs invited for the Opening Ceremony and taking part in the VIP Tour in the Agora, and expressed his hope that they will be able to participate at the VIP Coffee too. They are the usual persons/functions considered as VIPs for the NATO Charity Bazaar every year.

Bazaar Coordinator

* 40 National Stands including NIC, 23 Restaurant Stands (no answer from Iceland)
* Displayed the Agora floor plan which was already sent to the Members by mail, it is an overview of the Stands placed in the Agora. The space which will be provided is based on their questionnaire request. Nations received an email concerning the tables requested and tables provided. If the amount of tables has been reduced, Nations are allowed to carry the missing amount of tables out of their delegation into the AGORA. Members had no questions.
* Bazaar Instructions: as of today, he received 31 signed ones, 9 are missing – asked the missing nations to provide their signature during the coffee break or send it by e-mail (printed, signed, scanned) by Friday. Emphasized its content is about accepting the rules by the participants, it is a must for participation at the Bazaar.
* On waste management: there will be 2 areas of waste bins, one is inside the Agora for a short time at the end of day (Saturday 15.00 and Sunday 15.30), other is outside, all your waste can be stored at these facilities. There will be more mobile containers too then last year. The Fire Brigade let us to have the big containers inside for a short period, which is a change from last year and must be enough to handle waste.
* Displayed the timetables for both days (they are included in the Bazaar Instructions also, it was sent out to Members earlier). He drew the attention to some items, e.g.
* Saturday from 10.45 – rehearsal for next day Opening Ceremony (please bring flags to wave, we will provide some updated information also)
* from 11.00 National and Restaurant Stands can start presale
* from 12.00 there is a walk-through of the Fire Brigade, if they find something to be changed at the Stands, please do so
* Saturday at 15.30 Bazaar is closed – waste containers will be brought in at 15.00 for a short period
* Sunday from 9.00-9.30 – VIP Morning Coffee thanks to UK for hosting this year
* from 9.30 – photo session in front of the Stage, please be there, you are representing your nation, NATO’s official photographer will take photos that will be used in the future to promote the Bazaar
* from 10.00 the Bazaar is officially open, nations can start selling at National and Restaurant Stands
* Tombola sales will end at 12.00 and the draw is at 13.00 – do pick up your prizes ASAP (FYI, on the tickets you can find 14.00 as draw date but we want to provide more time for the winners to pick up their prizes until the end of the Bazaar.)
* 16.00 Close of the Bazaar, the waste containers will be brought inside the Agora (at 15.30), you can start cleaning up your stands. You can leave the Bazaar when a Board Member checked your area and signed the clean-up sheet for you. Please note that without it the Board members has to clean up, because no cleaning personnel is provided to us.
* Please see the full Schedule in the Bazaar Instructions
* Question from USA: if we finish earlier on Sunday, by what time we have to be out – A: there is no specific time. Just tell us if you finished and we will go and check. You can even stay until 19.00.
* Question from USA: what colour is the NCB T-shirt – to be different form USA volunteers. A: dark blue.
* Question from USA: what is the seating area – A: the area with the tables in the Cafeteria/Restaurant/Starbucks, where people can sit down to the tables to eat.

Teen Helper Coordinator

* She thanked the representatives for their efforts in recruiting Teen Helpers, there are 55 persons from 18 countries (kudos to Lithuania and Denmark above the usually very active countries).
* We take care to keep the teenagers and the parents informed, but we do ask everyone to check their Spam Folders because lots of NCB mails from our accounts land in the Spam and then information is lost – this is a general problem.
* Told the representatives that although the last shift finishes at 16.00 on Sunday, we would be happy if some Teen Helpers could stay 30 mins longer for the final clean-up.
* Question from USA: How will the Restaurant Stands know what food they can provide on the food voucher to the Teen Helpers? Do they know they have to accept it? A: there are 3 parts of the food voucher (main dish, dessert, food), please give the teens 1 item they ask. We used this system last year, nations please accept the vouchers.

Restaurant Coordinator

* We received lots of questions concerning delivery on Friday. Aramark will allow it only form 15.00-17.00 and by only NATO badge holders, please respect this slot very strictly.
* Normal delivery should be on Saturday 8.00-14.00 (until closing of Restaurant Area), should there be any urgent deliveries for Sunday, please contact Stacey at guest-coordinator@natocharitybazaar.org. No questions were asked by Nations on delivery.
* Displayed the floor plan of Kitchen area that the Nations already know from their 22 October Restaurant visit. In the Seating Area there will be Latvia and Belgium with beer stands.
* New this year: Coffee Corner, where any interested Nation can sell coffee.
* Displayed the Starbucks floor plan.
* Displayed the Public Area floor plan (only 2 stands: USA and the ice-cream stall of Turkey).
* At the end of the Bazaar on Sunday, the Le Samaritains will come to the Restaurant areas to pick up prepared and unsold food for distribution to people in need.
* Members were asked to contact Anja with their special questions after the GAM or during the break.

President

* Expressed his thanks to Anja who volunteered to do the Restaurant Coordination above her other functions.
* Referred back to the VIP tour sharing the answer to a question from earlier: there is no obligation of any Stands to give gifts to VIPs during their visit. Nations are here for raising money, VIPs know it too, it is absolutely fine not to give free gifts, it is your own decision.
* At the Agora there is a very limited option to offer sample of drink to taste, but keep in mind that Agora is not for food stands. Keep it very very small and basic.

Guest Coordinator

* All the access passes were supposed to be taken over by today: only Spain is left for VIP passes. We had no problem with the lists so far by NOS.
* NATO personnel received a note on access information on the Bazaar Weekend. President added that you can get this note from your delegation.
* If a person has a paper pass, s/he can get through the gates by themselves.
* Visitors are not allowed to be escorted to nations’ offices, to use the elevators, to go to any other place than the Agora.
* Taking photographs is prohibited in the security area. You can take photos only in the event zone, and only in a way to respect other persons privacy, and don’t post it on social media.
* If you escort 4 family members in, you have to do it through the Visitor Centre at the main (south) entrance. They should be close family members.

Tombola Coordinator

* Informed the Members that the prize list will be sent out today in a table format, and is available too on the Desk here in the room. The reason for not being able to provide it earlier is that lots of nations did not answer by the deadline of 1 November so the book was not prepared and presented right after it at the Ticket Bake Sale tables.
* Saturday 9.00-12.30 delivery of tombola prizes to the Press Briefing Room.
* Reminder about vouchers as prize: put them into an envelope with the details (see slide), add an English translation with the most important info on how to use it.
* Please attach the prize information sheet very securely to the prize.
* Tickets must be handed in at the same time as the prizes on Saturday, she had distributed the hard copy of the Ticket Accountability Sheet to every Nation today, please fill it in and return it with the necessary attachments (see details on slide).
* Apologies for no extra tickets to Germany and Kazakhstan, please come to meet me after the GAM to add these tickets (their tickets haven't been added to the Ticket Accountability Sheet yet)
* Draw will be in this room at 13.00 of Bazaar Day, prize collection from time of draw.
* We will try to do a photocopy of the winning numbers and deliver it to each Stand, it will be sent out to Members next Monday too. Please send winners to Press Briefing Room if you know someone who won.
* Uncollected prizes will be forfeited if not picked up by 16.30 on Friday 6 December. We will provide limited time slots to collect them, announced after the Bazaar in NCB Office at Staff Centre.
* President announced that a laptop would be necessary to Tombola Coordinator for the Bazaar weekend, if somebody of a delegation can help Rachel, please contact us. NATO cannot provide it because all laptops are personalised here. Stacey Gingrich volunteered to provide one.

Entertainment Coordinator

* Repeated the earlier information that 15 nations offered entertainers for the Stage, it is a new record, thank you for the participation.
* Stage equipment: 3 microphones and a laptop. There will be 3 Teen Helpers. If you want to provide music on a USB stick, give it to them well in advance, they will have 5 minutes to change. Stage is empty, only the microphones are there, the size of the Stage is maybe 8x4m, there is no exact measure, but this is the biggest podium on stock.
* Descriptions of the performers were sent by some nations, but some are still missing – please check with your group latest by tomorrow evening, because the teen helpers need to practice the announcing of the groups. If not sent, Anja will write something short, but would be good to have a proper introduction of the artists.
* Performers should arrive at the Stage as early as possible and to be ready to start at the time of their performance. If not, they will have less time to perform because we want to keep the time slots for every performer. There are only 5 minutes for the groups to change on the Stage.
* The whole Stage program will be shown in the big screen and on the 2 small screens next to the Stage too. We will distribute a Brochure this year, including e.g. the entertainment schedule, the floor plans, information on charity projects, and other information important to visitors in general.

President

* After-sales: due to events at NATO, the after-sales cannot be organized on the week right after the Bazaar, the next week is a Zero Waste Week and no possibility to reserve any space on Public Square. We can have it only on 28-29 November, but be aware that 29 November is the deadline for cash deposits at the bank. If your stock is sold out at the Bazaar, then you don’t need this opportunity. Thanks to good internal contacts, we got these 2 days in November, otherwise we could have gone with December dates only (3 December is transfer deadline!) ING continues accepting cash and coins in the future, so that is an option too. We will approach the Members with the details as soon as we will have an agreement with NOS and Fire Brigade, probably 1 or 2 tables per nation will be possible.
* Question: our nation had requested for a spot on 21 November and we got it. Can we keep it? A: If you arranged it through your delegation, then it is okay. The 28-29 November is the after-sale event that is organized by the Board.
* Announced a new opportunity for delivery of products: IFM last week approached him informing about the services giving a free service to deliver at the North Gate on the week before the Bazaar. It can be requested from the NOS by your nation. Nations can announce this visit to the Logistic team on the spot, based on your e-mail (provide details, phone number, truck information, time), then the Logistic team will decide and give a schedule. Please address your request to: Mailbox IFM Logistic Supply Desk at [ISEM-HQST-IFMLogisticSupplyDesk.Mailbox@HQ.NATO.INT](mailto:ISEM-HQST-IFMLogisticSupplyDesk.Mailbox@HQ.NATO.INT) and to Team Mail Logistics NATO at [logistics.nato@essers.com](mailto:logistics.nato@essers.com). You can communicate to NOS from an unclassified network, it is a useful help. Can be used for other occasions for delegation.
* Question from USA: Will the lockers in Public Area be available at the Bazaar? A: Last year they were open, there is another locker room next to pharmacy too.

President closed the meeting.

Brussels, Dated as above

Minutes keeping: Szabina Baros