 General Assembly Meeting

 Minutes

 5 June 2020

Beginning: 09.15

End: 11.20

VTC: Zoom

Attending Board Members:

 Szabina Baros (President)

 Hanne Jørgenson (Vice-president, Restaurant Coordinator)

Alicia Arjona (Bazaar Coordinator)

Stacey Gingrich (Charity Coordinator - Team Lead, Guest Coordinator)

Karine De Koninck (Belgian Charity Coordinator)

Ashley Roche (Charity Co - Coordinator - International)

Ildikó Incze (Secretary, International Charity Coordinator)

Yurii Senchuk (Assistant Restaurant Coordinator)

Monica Fornari (Assistant Restaurant Coordinator)

Tanya Borchert (Tombola Coordinator)

Mrs. Brigitte Peach (Honorary President)

Mrs. Kati Schmidt (Honorary Vice-president)

Absentees:

Erin McCoy (Treasurer)

Olivia Ronayne Casimiro (Membership Coordinator)

Lara Ronayne Casimiro (Webmaster, Sponsorship Coordinator)

Attending Members/Nations (see attached Attendance List)

President - Szabina Baros

*Opening, welcome, housekeeping rules of VTC*

* Szabina opens the General Assembly Meeting, presenting as the new President of NCB, former Secretary, and Teen Helper Coordinator at the NCB.
* As it is the first online GAM in the history of the NATO Charity Bazaar it is planned to last max. 2 hours. She informs about the housekeeping rules of the teleconference meeting:
	+ The meeting will be recorded, available only to the members
	+ All members are muted and when a participant would like to ask questions, the NRs/ ANRs are asked to type only their country name in the Chat window of the Zoom
	+ Unmute microphones when speaking.
	+ Speaker view of the Zoom window is recommended.

*Roll call of Nations:*

1. Vote on Minutes of the e-mail voting by the Members during the period 19-27 March 2020: attending Members accepted it (29 votes), no abstentions, nobody against.
2. Vote on the NCB budget for year 2020: attending Members accepted it (29 votes), no abstentions, nobody against.

*Farewell NCB Board members, Board 2020*

* Words of appreciation and thanks for the legacy they have left, former NCB Board members: Serge Devynck, Anja Malms, Berthold Malms, Nevana Sic, Rachel Curry, Bernadette Nguyen.

Vice president - Hanne Jørgenson

* Hanne’s introduction to the new Board members and the summer newsletters which will include a more personal introduction to all the board members.

President:

* *NR/ANR Members Farewell:*
* Early summer period is the time when some of NRs are leaving and are handing over tasks to new members, the departing members will receive their certificate in emails
	+ Austria : NR – Doris Bachler
	+ Bosnia & Herzegovina ANR – Nada Purkovic, 2nd ANR – Ivana Duvnjak
	+ Canada NR – Julie Hawco
	+ Czech RepublicANR – Pavla Hrubá, 2nd ANR – Šárka Kuželová
	+ DenmarkNR – Hanne Margrethe Jørgensen
	+ Greece NR – Paraskevi Sotiropoulos, ANR – Mania Thomais Botsi
	+ Hungary NR – Judy Bolykiné Megyeri, ANR – Edina Miklósi
	+ Montenegro NR – Nevena Sic
	+ NIC NR – Tanya Borchert, ANR – Alessia Usai
	+ Turkey ANR – Selcuk Cumhur Kabasakal, 2nd ANR – Alpaslan Guldal
	+ United Kingdom NR – Alexandrine Norton

*Welcoming members:*

On behalf of NCB said farewell to members and she welcomed the new members.

* NRs are advised to create a generic email account, which facilitates communications during all periods of transition that will occur as NRs/ANRs come and go.

President

*Financial Report and Budget*

* Szabina summarizes the 2019 numbers: 35 projects were financed, 268.206 € were donated.
* The breakdown: total contributions: 228.771 € including 7.642 € (income from Sponsors, NCB Board activities, tombola, bake sales, “small change for a big change” actions. Countries’ contribution in 2019 was total 208.629 €.
* We spent more than we collected in 2019, because there was a reserve from 2018, in part
* The proposed budget for 2020 is 200.000 € income from charity donations and the maximum administrative cost budget is 3.000 € which we will try to keep lower, similar to the 2019 cost level.
* Any financial question may be addressed to Erin at treasurer@natocharitybazaar.org
* If members have international sponsor ideas, are asked to share them

Charity Team Coordinator - Stacey Gingrich

 *Charities 2020*

* Deadline of application was changed to June 1st;
* The Board is currently reviewing and approving applications:
* Belgian charities 14 projects received from 14 organizations
* International charities 45 projects from 19 countries.
* The Charity vote will take place during the first GAM of September
* Pre-Briefing Book will be sent by email in August
* This booklet lists the project summaries and breakdowns from all eligible charity applications, as well as target the number of beneficiaries, total project cost, requested amount proposed by the Board
* NR Teams will also receive the Ballots and Charity Voting Overview
* Considering Covid-19 we will not be doing Belgian Charity visits this year

Bazaar Coordinator - Alicia Arjona

* NATO stakeholders support NCB and holding the Bazaar this year too,
* Our main concern is to avoid health risk around Bazaar.
* The 2020 Bazaar might have a different set up, more spaced out, with different set up and rules
* Negotiations with stakeholders are in progress.
* Any questions and ideas may be sent to the following addresses: coordinator@natocharitybazaar.org, president@natocharitybazaar.org
* NATO Charity Bazaar weekend is booked for 14th and 15th November,
* Lessons Learned (LL) document received and evaluated.
* Meetings with IFM, NOS, Fire Brigade, Aramark will follow (LL recommendations will be considered)
* Feedback and additional information will be sent out before upcoming meetings
* Participation Questionnaire will be sent out after the General Assembly Meeting
* NRs are asked to fill it in for National and Restaurant Stands. Deadline is: 31 July 2020 to coordinator@natocharitybazaar.org
* Additional information will be sent out accordingly
* Meetings with individual Nations will be scheduled after the holidays

*Questions:*

* Latvia / Svetlana: asking if their country consideration about the Bazaar was received
* Hanne confirms that it is read, and she will get back with the response later in the meeting
* Turkey / Ziya: As the format of the Bazaar will be different probably, the preparations may become a bit confusing, as we don’t know in terms of planning, can you please consider this?
* Szabina: At the moment we collect the possible scenarios, and in September we will accommodate our solutions, we will contact nations with the alternatives offered which will be in line with Nations demands. The stakeholders are looking at the options, now it’s time of sharing ideas, we will probably know the full concept later in September
* Greece / Evdokia (Evi) - question: What if a second phase of Covid-19 will break out? What is going to happen in that case?
* Szabina: we are aware of the situation and are considering this fact, we follow and watch the authorities, we are aware that anything could happen. We still encourage you to reach out to sponsors, there is always a solution to sell the products, nations can still generate a great income
* Greece / Evdokia: regarding methods of selling, the use of masks, Internet selling? She has one suggestion, if is it possible to help animal organizations?
* Szabina: all the details of how to sell will be decided later in September, but a simple way of online selling is also considered. At the question of sponsoring animal charities: at the moment we consider adults and children with illnesses or handicaps and people from challenging social backgrounds, these are the main focus of NCB, we don’t see an option of widening the target group in the next future.
* Hanne: thanking for relevant questions of Evi, confirming that her questions will be discussed further later in an individual meeting.

Vice president:

*Restaurant update*

* Hanne: Participation Questionnairewill be sent out in the next few days, members are asked to return it by 31 July 2020 to restaurant@natocharitybazaar.org
* 2020 is a different year – collaboration and the ability to adapt to change is key

Tombola coordinator - Tanya Borchert

* Tombola is a large raffle and is part of NATO Charity Bazaar every year.
	+ each nation donates at least 2 prizes each valued 100 €.
	+ the raffle takes place on the day on the Bazaar;
* The Prize Description form is available on the NCB website
* It is never too early to start thinking about Tombola prizes, as some people will have the opportunity to return home or receive guests. Think about what would you like to have to represent the national team.

 *How many Tombola tickets do we need?*

* Each nation sells tombola tickets to delegations, colleagues, friends at NATO HQ for 2.50 € each (booklets of 10). This usually begins in September.
* Questionnaires will be sent by email this weekend to each nation; this will help us know how many blank ticket books to be printed during the summer.
* There will be more detailed information about the NCB Tombola 2020 in the email and Tanya is available for any questions you may have.
* Please fill out the Questionnaire and send to tombola@natocharitybazaar.org

Vice-president / Restaurant Coordinator

*Upcoming Events & Sales:*

* *Tombola tickets* sales bring a substantial amount of money, they supported 3 charities last year,
* Other upcoming info on event sales:

Bake Sales are planned for the fall of 2020

* Kick off Bake Sale first half of September, also the first day of selling Tombola Tickets
* Be prepared for **other events** or sales are likely to replace the Bake Sales

*The Face Masks project* – an alternative

* The income from sales of the masks are done by bank transfers to the NCB account: AION SA - IBAN: BE69 643401492878 BIC BMPBBEBB
* Important: list the name of the *Country* + *Face Mask project* in the comments field of the transfer
* Some delegations have initiated local bake sales – as option (snacks, drinks, etc.)
* Turkey / Ziya: Is there a way the Board shares how many nations participated so far on mask sales, just to have an idea if it’s not confidential?
* Hanne: The Treasurer can let us know of the amount, but we need to ask those who donated if they are willing to share? We can make it public, but will need to ask for permission.
* Svetlana / Croatia: Is it possible we can sell other products or only Bake sales or Face mask sales are possible?
* Hanne: you can sell whatever you believe will sell and is of decent quality e.g. homemade stuff, snacks as other delegations have done
* Szabina confirms that any product which is safe and of good quality can be sold, it can be national products, olive oils, handmade crochet, drawings, and paintings. Would be great to ask around if there is a demand for a specific product and it`s fine to start selling.

Vice president: Questions sent to NR teams & responses:

1. *What are your experiences reaching out to your* ***national sponsors*** *so far, to receive products to be sold at the Bazaar and / or at the national sale events?*

 The methods of receiving products to be sold at the national stands are very varied:

* Some nations purchase goods from home to sell at a profit at the bazaar – a profit which is donated solely to NCB
* Other nations rely on sponsors and on selling homemade products
* Some already reached out to sponsors and others will do so in the coming months
* The logistics in getting the products to Belgium are complicated time-consuming and expensive
* Overall, nations express concern this year due to the situation.
* Expressing thanks for all inputs, hard work and efforts which result each year in amazing national stands
1. *What are your experiences at reaching out to sponsors to receive the Tombola Prizes?*

Approaches and responses are as varied as the different nations themselves:

* Some nations have reached out to sponsors, and have not received answers yet
* Some are going to reach out to their sponsors in the coming months…
* Some nations receive the tombola prizes courtesy of their MILREPs, Ambassadors or Regional Representatives…
1. *If you joined the Face Mask project, please tell us about your experiences, successes/failures, feedbacks – and if you would like us to post a little something on the Bazaar FB on your behalf, please send us text/photos to post*
* Not many nations joined this specific project,however some did, and the masks sold very well;
* Other nations did other local delegation sales of food/snacks, which also did well
* Other nations are planning on selling items at their delegation or at the NATO HQ in the coming months.

*Questions:*

* Bulgaria / Peteva: Must homemade stuff be packaged, e.g. cookies need to be packaged?
* Hanne: We have already discussed this on the Board. And yes, packaging must be careful, safe, hygienic and we must be more careful with safety of products, listing the ingredients, allergens.
* Monica Fornari, Assistant Restaurant Coordinator:
	+ As coordinator of the information on the Face mask project I have a proposal: why not to use your own ideas of what would like to sell.
	+ We initiated the Face mask sales, but it can be anything other nations would need or buy,
	+ Try to understand what the needs are forother special products and try to sell those.
	+ Let us know - we could provide good marketing for you on the NCB FB site.
* A newsletter with info of all Board members will be sent out 3-4 times over the summer:
* When selling, if nations would like to publicize their sales & events, we are happy to post them on the NCB FB site and can probably get more publicity for the individual nations this way
* Denmark / Berit: Can it be a list of products available on site?
* Hanne VP: It is possible, if the Nations wish to promote their sales through the NCB, they need to send text, photos and email/contact addresses
* Marjorie / USA:
	+ we can approach sponsors, but we have strict limitations and restrictions
	+ there are long distance challenges for USA members,
	+ Nearly 20 years ago the USA came up with the idea to create NATO related items, (blankets, pillows, shoulder bags)
	+ This year we have redesigned the bags to include Macedonia as new NATO member, we ordered and received our shoulder bags, we started to do the sales, we`ve taken the action to social media,
	+ They are memorable NATO products, anyone who transfer money into account can have the shoulder bag for price of 40 €.
	+ Our Bazaar media responsible is posting on Facebook, USA has some local Facebook pages and volunteers who monitor these pages, flexibility is key in our teams.
* *Zoom Chat message:*
* Elena DeCurtis / Canada: How will the bags be delivered to the purchasers?
* Marjorie Love / USA Chat reply:
	+ We have a volunteer who is arranging drop-offs. If it is someone from NATO, then she is sending the item in with her husband and having the spouse do the pickup. It is totally at the discretion of the volunteer and the purchaser what will work best to get them the product.
* Any alternative ideas on what products could be sold instead of or in addition to a Bake Sale, please feel free to share it with us. We use these ideas to boost the income of the Bazaar and to share information with fellow nations.
* Unfortunately, the Board does not have the resources and manpower to handle extended on-line sales, packaging, distributing, stocktaking, shipping, etc.
* Szabina: nations can share their experiences, best practices, in order to inspire others
* Also, nations can contact each other without reaching out to the Board, the Bazaar is a team effort - now more than ever.

President:

*Documents*:

* documents and information are available on the website accessible for NRs, ANRs with a password; on how to access the site: NRs and ANRs have already received a ppt slide with instruction,
* In case of log in issues pls. contact our webmaster web@natocharitybazaar.org

*Membership*:

* In case of leaving/joining the NCB don’t forget to send information to our Membership Coordinator membership@natocharitybazaar.org

*Logo use:*

* The NBC logo use is permitted to be used only by the Board on creating documents that are related to the whole international part of NATO Charity Bazaar. Any questions regarding the logo use contact the president.

*Future GAMs:*

* There are four planned General Assembly Meetings in the fall:
* 10th September 2020
* 28th September 2020
* 20th October 2020
* 10th November 2020
* Dates of booking possibilities at HQ not yet scheduled, if personal meetings will not be allowed, we will set up Zoom Meetings.

President wished everyone a good summertime and closed the meeting.

Brussels, 5 June 2020

Minutes keeping: Ildiko Incze