

# General Assembly Meeting 10 September 2020

Meeting starts at  
09.15



- Roll Call of nations
- Voting:
  - (1) Do you agree to the Minutes of the last General Assembly Meeting held on 5 June 2020?

**Please unmute your microphone when you speak**

# Members Farewell

Olivia Ronayne Casimiro – Membership Coordinator

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## Belgium

- NR – Serge Devynck

## Finland

- ANR – Aija Palokangas

## Georgia

- NR – Tea Karchava

## Lithuania

- NR – Vilhelmina Jazdauskaite

- ANR – Diana Mickuviene

## Portugal

- NR – Sandra Santos

- ANR – Patrícia Guedes

# Members Farewell

Olivia Ronayne Casimiro – Membership Coordinator

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## Slovenia

- NR – Anita Humar
- ANR – Tea Turk Sajovic

## Spain

- 2<sup>nd</sup> ANR – Maria Encarnación Dorado

## Sweden

- NR – Anna Ölmerud

# Welcoming Members

Olivia Ronayne Casimiro – Membership Coordinator

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## Austria

- NR – Angelika Stöckl

## Belgium

- NR – Gregory Hutsebaut

## Finland

- ANR – Henna Forsell

## Georgia

- NR – Ketevan Kapanadze
- ANR – Guranda Gurchiani

## Lithuania

- NR – Zaneta Baltreniene
- ANR – Vilhelmina Jazdauskaite

# Welcoming Members

Olivia Ronayne Casimiro – Membership Coordinator

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## The Netherlands

- ANR – Annette Meibergen

## Portugal

- NR – Isabel Mateus
- ANR – Manuela Glória
- 2<sup>nd</sup> ANR – Regina Garcia

## Slovenia

- NR – Damjana Žurman
- ANR – Ines Marinšek

## Spain

- 2<sup>nd</sup> ANR – Ana Añon Miguel

## Sweden

- NR – Ulrika Nykvist

# Membership

Olivia Ronayne Casimiro

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In case you are **leaving the NCB**, don't forget to send information to our Membership Coordinator.

Membership Forms for all **new NRs, ANRs, 2nd ANRs** must be sent to:

[membership@natocharitybazaar.org](mailto:membership@natocharitybazaar.org)

# Membership

Olivia Ronayne Casimiro

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Please be advised that creating a **general email account** will facilitate communications during all periods of transition that will occur within your Representative Team for the Nato Charity Bazaar.

Example from Nation's that have already done it:

[bazar.otan.esp@hotmail.com](mailto:bazar.otan.esp@hotmail.com)

[charitybazaarpt@gmail.com](mailto:charitybazaarpt@gmail.com)

[greekboard2018@gmail.com](mailto:greekboard2018@gmail.com)



## NCB Financial Report

### Deposits:

**1865 € Mask Project**

### Withdrawals:

**339.65 € for the following:**

- 36€ Aion bank fees
- 60€ Zoom fees
- 133.58€ Moniteur Belge fee
- 110.07€ Transportation

# Treasury Update 2020

Erin McCoy – Treasurer

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**Should you have any questions,  
please don't hesitate to contact the Treasurer**

**Erin McCoy  
by e-mail at  
[treasurer@natocharitybazaar.org](mailto:treasurer@natocharitybazaar.org)**



# Charities 2020

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## Belgian Charities

14 projects from 14 Organizations

- 10 Eligible Projects

## International Charities

45 projects from 45 Organizations

- 25 Eligible Projects

\*Applications were rejected for the two-applications-per-country rule and others were not eligible based on the criteria stated in the application.

# Charities 2020

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**The list of eligible candidates is presented in two pre-briefing books e-mailed to you recently:**

- 2020 Belgian Charities Pre-Briefing Book
- 2020 International Charities Pre-Briefing

## **Pre-Briefing books**

Content was compiled from the information the charities provided on their funding application

For each charity you will find:

- the focus group
- target number
- a summary of the project
- the amount of money requested

# Charities 2020

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Each nation will be asked to rank the charities:

- **1 through 10 for Belgian Charities**
- **1 through 25 for International Charities**

#1 is the first choice = highest priority

#10 (Belgium) or 25 (International) are last choices = lowest priority

Each Countries' National Representative (NR) must vote by

**12h00 on 11 September**

**\*Only online votes will be accepted**

**\*1 vote per Nation**

# Charities 2020

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## Rank charities 1-10 (Belgian) and 1-25 (International)

- Survey Monkey will automatically calculate the overall rank score based on the responses each country has given.
- The charity with the highest rank score has the highest priority for funding.
- In the event of a tie, the charity with the most 1's will get priority. If the number of 1's is the same, the number with the most 2's will get priority, and so on.

# Charities 2020

- **VOTING LINK:**

<https://www.surveymonkey.com/r/QFGXVK9>

- All fields are mandatory
- Your nation will be contacted if you have not submitted a vote by the deadline or if there are multiple votes for your country
- Review your selections carefully!

https://www.surveymonkey.com/r/QFGXVK9

## 2020 NATO Charity Bazaar ASBL Ranking Vote

\* 1. Which Country do you represent?

\* 2. Contact Information

First and Last Name

Email Address

\* 3. On a scale of **1** through **10** rank the BELGIAN Charities, where **1** is the charity with the *highest priority* and **10** is the charity with the *lowest priority*. Please see the charity briefing booklet for the complete description of each charity.

☰

0 of 5 answered

# Charities 2020

## VOTING LINK:

<https://www.surveymonkey.com/r/QFGXVK9>

- Charities are listed as #s without names to avoid bias
- You can individually select which charity is your first priority
  - OR
- You can drag and drop in the order you have chosen and it will automatically fill in the rank for you
- List the numbers on a sheet of paper and double-check to be 100% certain
- Do not forget to submit at the bottom for your vote to be counted!

\* 3. On a scale of **1** through **10** rank the BELGIAN Charities, where **1** is the charity with the *highest priority* and **10** is the charity with the *lowest priority*. Please see the charity briefing booklet for the complete description of each charity.

☰	1	Belgian Charity #3
☰	2	Belgian Charity #10
☰	3	Belgian Charity #9
☰	4	Belgian Charity #4
☰	5	Belgian Charity #7
☰	6	Belgian Charity #5
☰	7	Belgian Charity #2
☰	8	Belgian Charity #8
☰	9	Belgian Charity #6
☰	10	Belgian Charity #1

OK

0 of 5 answered



# Charities 2020

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- Once the voting process is complete, two (2) board members will review the results. Members can request the results be sent to one (1) NR to verify the findings.
- Results will be exported to an Excel spreadsheet, printed, and stored in an envelope for at least two (2) years.
- Only the Executive Board (the President, the Vice-President and the Treasurer) will have access to the physical results and the Charity team will have access to the online results which is password protected.

**The final result of the vote will be announced at the next  
General Assembly meeting.**

# Charity Bazaar 2020

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- Thank you for all the nations sending their Participation Questionnaires!
- Instead of a Bazaar event this year, Nations will do fundraising activities, please see upcoming slides

After a long consideration, and with genuine and great regret, the HQ decided not to provide facilities to hold a Bazaar this year.

Very high rank NATO officials were involved in the decision because our Patrons see the Bazaar event equally important to NATO official meetings: the Bazaar is what brings life and fun to this huge organisation once a year.

The reasons are obvious: the HQ tries to keep the safest bubble for its core activities in the second part of the year too, and we are still in a state of uncertainty for a couple of months more.

BUT

In the last week you read the pre-briefing books on charities, you will rank these projects in the next 24h, and no doubt you understand why we need to keep on working for fundraising.

FUNDRAISING is the key-word for the next 2,5 months for us: the more energy we put into continuing our fundraising activities, the more projects can be supported at least with their minimum amount requested.

After the Coffee Break, you will get a good summary of those activities that NRs, National Teams can still do to raise money, to feel active and useful, to do something to help those who are much-much less privileged than us, NATO employees, NATO spouses and families.

As the President of NCB, I see it important that each nation would participate in these fundraising activities as best as they can, regardless of having a Bazaar event or not. Patrons and stakeholders at NATO do support our activities, and besides, we are negotiating on how they can further help these other activities.

# Coffee Break

10 min



# NATO Charity Bazaar 2020

Alicia Arjona - Bazaar Coordinator

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**The “A scenario”** => proposed by mail on 6<sup>th</sup> July to Headquarters stakeholders

In order to:

- ✓ Respect “safe bubble” of NATO’s employees and core business
- ✓ Minimize the possible spread of any type of virus in the late autumn period
- ✓ Generate income to support as many charity projects as possible
- ✓ Offer a social activity to families and employees of NATO
- ✓ Demonstrate that our Association can accommodate itself in a safe manner and in accordance with new regulations

The Board had proposed the following setup for the Bazaar2020:

2 weekends: 14 & 15 November – and – 21 & 22 November

Max 500 visitor/day. Entrance slots had to be pre-booked



# NATO Charity Bazaar 2020

Alicia Arjona - Bazaar Coordinator

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## National Stands

- Maximum 18 stands per weekend. Distance of 10 m between stands
- Access to Agora via 2 entrances. Mandatory “traffic” direction. Hydroalcoholic gels available for public.
- Max 5 persons serving each stand + wearing mask and gloves

## International Restaurant Stands

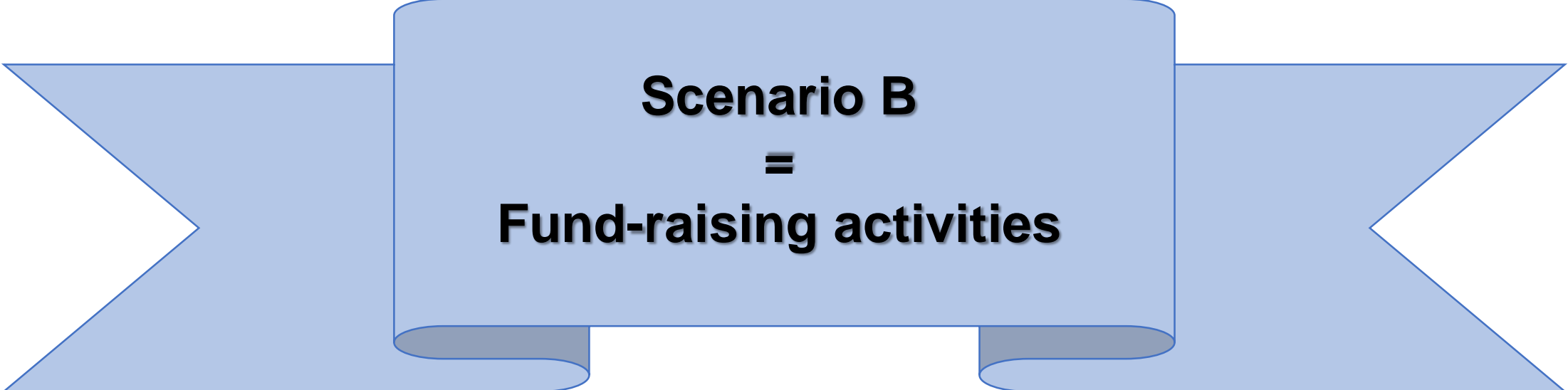
- Stands { Cafeteria and Sitting area => Maximum of 8 stands per weekend  
Starbucks area => Maximum of 2 stands per weekend  
Public square => 2 more stands (coffee, ice cream)
- Max 4 persons serving each stand + wearing mask and gloves

**Tombola event** => The Press Briefing room could be managed by 4 people at a time + time slots for Nations to hand in prizes + prizes had to be distributed to delegations.

# Bazaar 2020

## Scenario B – Activities for fundraising

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**Scenario B**  
**=**  
**Fund-raising activities**

**6 activities**

# Product Sales by Nations

## Scenario B – Activity 1

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### 1. Decide what products you can sell

Popular or well-presented products will sell well!

### 2. Prepare your „Catalogue”

Include picture of product, price, description, contact, info on payment and pick-up method(s)

Use your Catalogue for collecting pre-order if you wish (not only for selling already shipped goods)

Catalogue template (simple to use!!) will be provided to you by the Board

### 3. Choose your sales channels

e.g. upload to NCB private Facebook site, NCB webpage, send around to your own social contacts, delegation, friends at Shape, EU military, post it on your nation’s social media)

You could reach even more customers than at a Bazaar event...

### 4. Deal with delivery/pick-up of items

Location: Delegation’s office, home, public meeting point, anything you consider safe and simple

Timing: To save your time and energy, we suggest designated pick-up time windows

Time frame: start anytime, end your sales by 30 Nov



POC: [Alícia \(coordinator@natocharitybazaar.org\)](mailto:alicia@natocharitybazaar.org)

# Product Sales by Nations

## Scenario B – Activity 1

### Sample Catalogue



#### Table of Content

Product [name] .....	2
Product [name] .....	2
Product [name] .....	3
Product [name] .....	3
Product [name] .....	4
Product [name] .....	4
Product [name] .....	5
Product [name] .....	5
Product [name] .....	6
Product [name] .....	6
Product [name] .....	7
Product [name] .....	7



**[Country name]**

[phone number]

[email adress]





# Product Sales by Nations

## Scenario B – Activity 1

### Sample Catalogue



**Product [name]**

**Product description**

Description:

Price:



**Delivery – Pick up**

[Location]

[Contact person]



**Product [name]**

**Product description**

Description:

Price:



**Delivery – Pick up**

[Location]

[Contact person]



# Board Sale Events

## Scenario B – Activity 2

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### 1. Face Mask Sale

End of August the Boards Face Mask sale had raised €1865,-

Our Creative Wonder Team lead by Tanya (Tombola Coordinator) continue to produce masks

Masks are here to stay – we keep selling them



### 2. International Cook Book

Work in progress still

May be an idea for 2021 as this requires planning and time we may not have

We may be able to produce an on-line, green and sustainable version



### 3. NCB Merchandise

We are looking at producing merchandise with the NCB logo (top left hand corner)

Shopping bags and rain ponchos have been discussed

### 4. One-on-One meetings with NRs

The Board Members are happy to hold one-on-one meetings with NRs:

To discuss ideas for fundraising and exchange support and ideas

To give all the nations a voice at future board meetings



POC: Monica & Hanne ([vice-president@natocharitybazaar.org](mailto:vice-president@natocharitybazaar.org))

# Tombola

## Scenario B – Activity 3

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**Tombola = a large raffle & part of the NATO Charity Bazaar every year.**

**The NCB Tombola has both PRIZES and TICKETS.**

- **Each nation** donates (*at least*) **2 prizes**, each valued @ 100 €
  - ◆ ***MORE than 2 prizes are most welcome!!***
  - ◆ The **Prize Description Form** is available from Tanya & also on the NCB website
  - ◆ A **Tombola Prize List** is maintained and updated frequently
    - posted on the private NCB FB page & and also on the NCB website
  - ◆ **THANK YOU to Serbia for submitting their Prize Descriptions!**
  - ◆ We also have some donations from local businesses!
  - ◆ The drawing will take place in late Nov 2020 (*logistics to be detailed at next GAM 28.9.20*)

POC: Tanya Borchert, Tombola Coordinator: [tombola@natocharitybazaar.org](mailto:tombola@natocharitybazaar.org)

## Tombola Tickets

- **Each nation** sells Tombola Tickets for 2.50€ per ticket
  - ◆ delegations, colleagues and friends
  - ◆ ideas for **increasing** ticket sales: „2 for 5€“ / „4 for 10€“ / „8 for 20€“ / „10 for 25€“
    - incentives: *wrapped cakes, coffee, tea; you know your delegation!*
    - **vital support** for charities who really need our help
  - ◆ DELIVERY of TICKETS: Tanya will arrange this individually with each nation.
  - ◆ **THANK YOU** to the nations who have returned their Ticket Questionnaires!

[tombola@natocharitybazaar.org](mailto:tombola@natocharitybazaar.org).

# Tombola

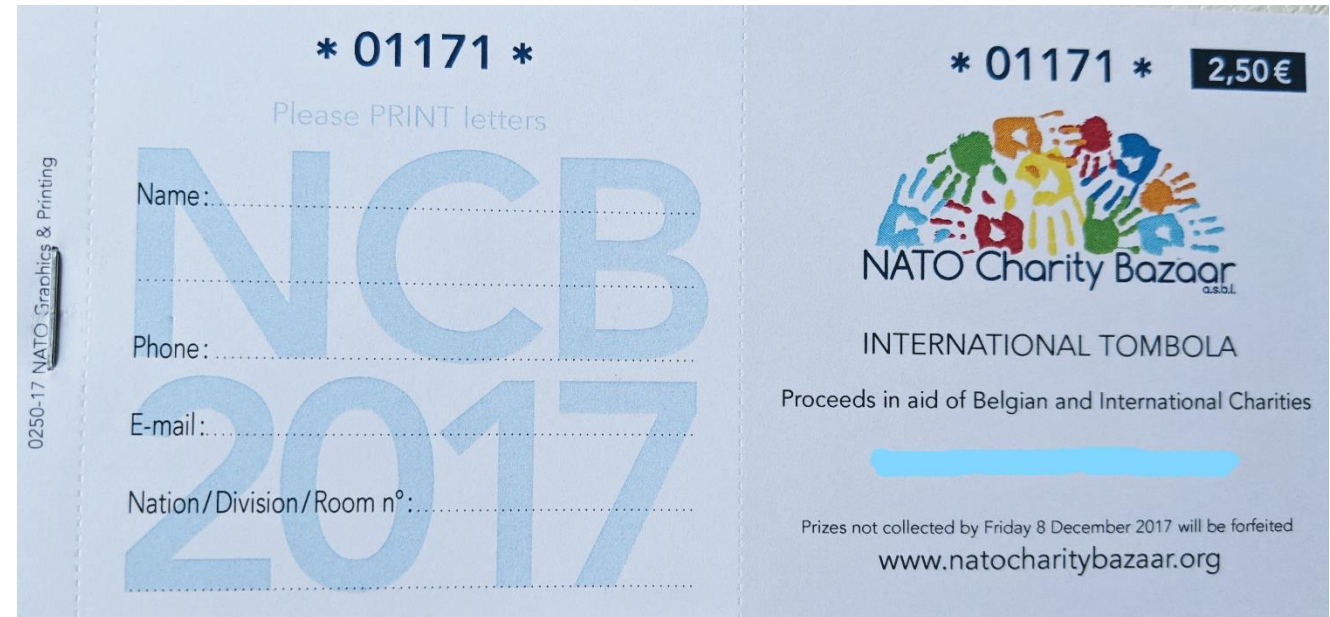
## Scenario B – Activity 3

### **SAMPLE** Ticket 10-pack from 2017:

- 16 cm x 7.5 cm
- fill out the **LEFT SIDE** →  
with **\*all\*** of the  
buyer's information!
- tear the right side of

the ticket along the perforation & give that part (*on the right*) to the buyer ↑ ↑ ↑  
→ keep the **\*left\*** side with buyer's information. **Please do not remove the staples.**

[tombola@natocharitybazaar.org](mailto:tombola@natocharitybazaar.org)



\* 01171 \*

Please PRINT letters

Name: .....


Phone: .....

E-mail: .....

Nation/Division/Room n°: .....

0250-17 NATO Graphics & Printing

\* 01171 \* 2,50€

  
NATO Charity Bazaar  
a.s.b.l.

INTERNATIONAL TOMBOLA

Proceeds in aid of Belgian and International Charities

Prizes not collected by Friday 8 December 2017 will be forfeited  
[www.natocharitybazaar.org](http://www.natocharitybazaar.org)

**THANK YOU!!**

### Campaign for individual contributions to support realizing the chosen charity projects

- ◆ financial / tax aspect is being reviewed first
- ◆ DETAILS TO BE PROVIDED LATER

POC: Szabina ([president@natocharitybazaar.org](mailto:president@natocharitybazaar.org))

### 1. Traditional sponsorship packages -

- We are working with sponsors in unique circumstances
- some sponsors have offered their support despite limited exposure this year

### 2. Very real challenges with obtaining sponsor donations this year -

- too many causes – not enough funds
- tombola prizes donated (BMW example)
- donations which are distance driven, on-line, not requiring presence
- ideas and initiatives are welcome

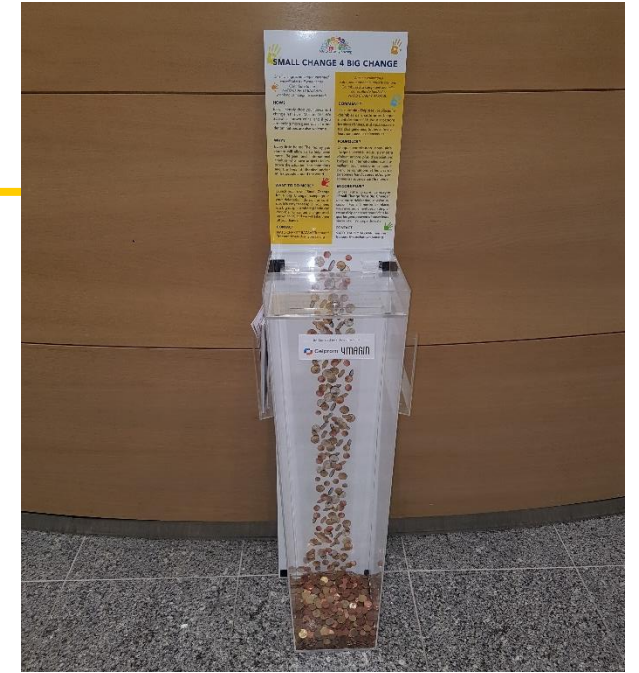
POC: Lara ([sponsor@natocharitybazaar.org](mailto:sponsor@natocharitybazaar.org)) and Hanne ([vice-president@natocharitybazaar.org](mailto:vice-president@natocharitybazaar.org))



### Small Change for Big Change



- **2019 Bazaar**
  - ✓ 2 weeks in the Public Square = **€253,49**
- **2020 Bazaar**
  - ✓ New urn to be set up in the Public Square (pending approval from NATO)
  - ✓ Year-round
- **How can delegations help?**
  - ✓ Set up an urn in your delegations so colleagues can drop off unwanted change
  - ✓ € only
  - ✓ Place an NCB logo on it





# Best practices of nations

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- ✓ USA
- ✓ Czech Republic
- ✓ Turkey
- ✓ ...anybody...use the chat function...?

## Feel free to share:

- your ideas and initiatives for fundraising
- Your concerns, obstacles and challenges
- Your expectations and your hopes



## Please feel free to ask for support from fellow NRs

## All questions are valid



### **Fund-raising activities E-Booklet**

- Practical details on activities:
  - to be sent to Members at the end of September
  - more information at the GAM end September
  - choose activities which are "a good fit" culturally & resource wise
  - timeline is NOW – we have just 2½ months
- Tombola:
  - donation of 2 prizes is compulsory
  - give it your best – easy way to raise a lot of money – and prizes are plenty

# Any Other Business

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Any questions or contributing words?

Closing words of President

Upcoming General Assembly Meeting:  
**28<sup>th</sup> September 2020**



**Thank you for your participation,  
your continuous support and  
dedication!**

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*Board members please stay logged in.*