

General Assembly Meeting 20 October 2020

Meeting starts at
09.15



President

Szabina Baros - President

- Roll Call of nations
- Voting:
 - (1) Do you agree to the Minutes of the last General Assembly Meeting held on 28 September 2020?

Please unmute your microphone when you speak

Members Farewell

Olivia Ronayne Casimiro – Membership Coordinator

Lithuania

- ANR – Vilhelmina Jazdauskaite

USA

- ANR – Gretchen Escribano

Welcoming Members

Olivia Ronayne Casimiro – Membership Coordinator

Lithuania

- ANR – Jolanta Novickovaite

USA

- ANR – Erin Heusser
- ANR – Mari Lu Shore



Membership

Olivia Ronayne Casimiro – Membership Coordinator

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:

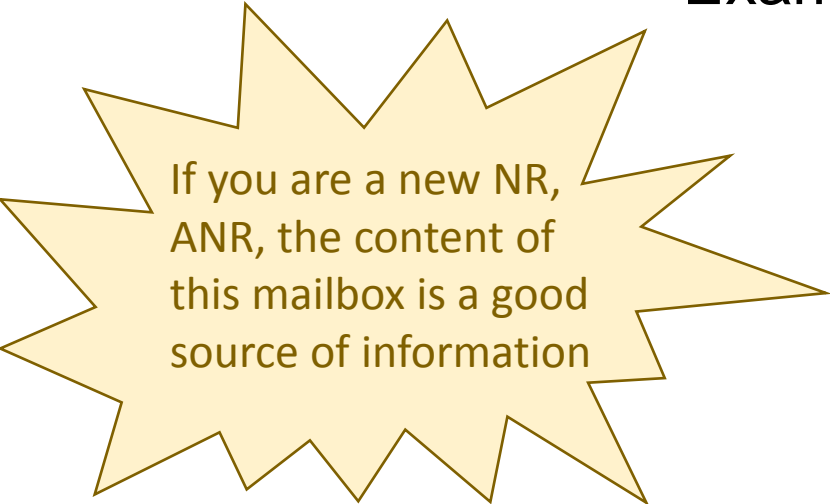
membership@natocharitybazaar.org

Membership

Olivia Ronayne Casimiro – Membership Coordinator


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:



If you are a new NR, ANR, the content of this mailbox is a good source of information

bazar.otan.esp@hotmail.com
charitybazaarp@gmail.com
dnkncbteam@gmail.com



Check your Spam folder regularly

Charity Bazaar logo use for Members (NRs, ANRs)

- ✓ Special format
- ✓ Yearly update
- ✓ For own correspondence of National teams (sponsor letters, thank-you letters...)



Charity Bazaar Newsletter at NATO HQ

- ✓ We have the permission to send more NLs throughout the year
- ✓ Content: Editorial message, info on Product Sales, links to Catalogues, info on Tombola, info on our campaigns, highlight on 1 Belgian and 1 International charity project, Sponsor info and logos
- ✓ Distribution: International Staff, International Military Staff, Delegation Registries
(Registries forward the Newsletter to the the individuals according to their internal rules)

Fund-raising best-practices:

- ✓ Sharing is Caring – working as a team
- ✓ Testimonials today from:
 - ✓ North Macedonia/Ivica - Finland/Marjo -
Kazakhstan/Saule - Lithuania/Zaneta - Spain/Lucia
- Estonia/Hedi & Bosnia & Herzegovina/Sinisa
- ✓ Q&A (“Country name” in the chat)



Examples from the up and coming Spanish Catalogue:



NATO CHARITY BAZAR 2020

PADEL TOURNAMENT 6th Nov



WHY: BECAUSE IT'S FUN, BECAUSE WE CAN HELP OTHERS !

WHERE: EVERE WHITE STAR (BIG THANKS TO THEM FOR MAKING IT POSSIBLE)

DETAILS: - 4 CATEGORIES:

- FEMALE BEGINNER & INTERMEDIATE (INITIALLY FROM 10H30 TO 13H30)
- MALE BEGINNER & INTERMEDIATE (INITIALLY FROM 13H30 TO 14H30)

- WE WILL PROVIDE YOU WITH A PARTNER IF YOU DON'T HAVE ONE

- 2 HOURS OF MATCHES GUARANTEED

- UP TO 20 TEAMS (5 TEAMS (10 PEOPLE) PER CATEGORY)

SUBSCRIPTION: - 15 € / PLAYER (TO BE PAID BEFORE THE 1ST MATCH)

ALL THE MONEY WILL BE DONATED TO CHARITY

- EMAIL: PAVLOESTRADA@HOTMAIL.COM
- DEADLINE 23 OCTOBER.

* IF YOU CANNOT MAKE IT BUT YOU WANT TO COLLABORATE,
PLEASE DO SO USING THIS ACCOUNT: BE 77 3631 8488 2242



Coffee Break

10 min



Product Sales by Nations

Scenario B – Activity 1

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

Template of 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








NATO Charity Bazaar
a.s.b.l.

[Country name]

[phone number]

[email adress]



Product [name]


Description

Product description

Description: :


Price: :

Delivery - Pick up



[Location]

[Contact person]



Product Sales by Nations

Scenario B – Activity 1

The template and guidelines sent to Nations on September the 25th.

It is easy to fill.

By the end of October. The sooner, the better.

National Catalogues are uploaded to Facebook, NCB site and NATO-wide.

Special thanks to NIC!

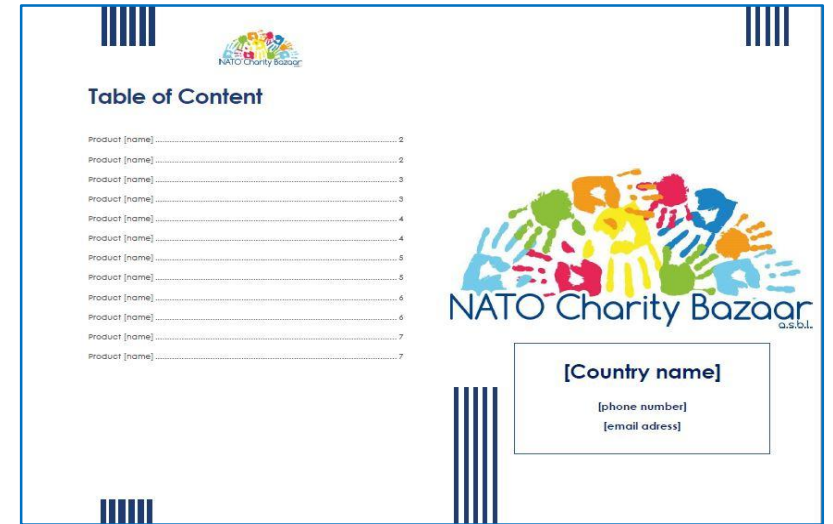


How to find the Catalogues in www.natocharitybazaar.org :

- Log into the Member's layer with your password
- Click on the blue icon of 2 little persons (upper right corner)
- In the "Current" section click on "Bazaar 2020 - Material for Members"
- Click on "Catalogues of National Products"
- You find the Catalogue (catalogues + template + guidelines)

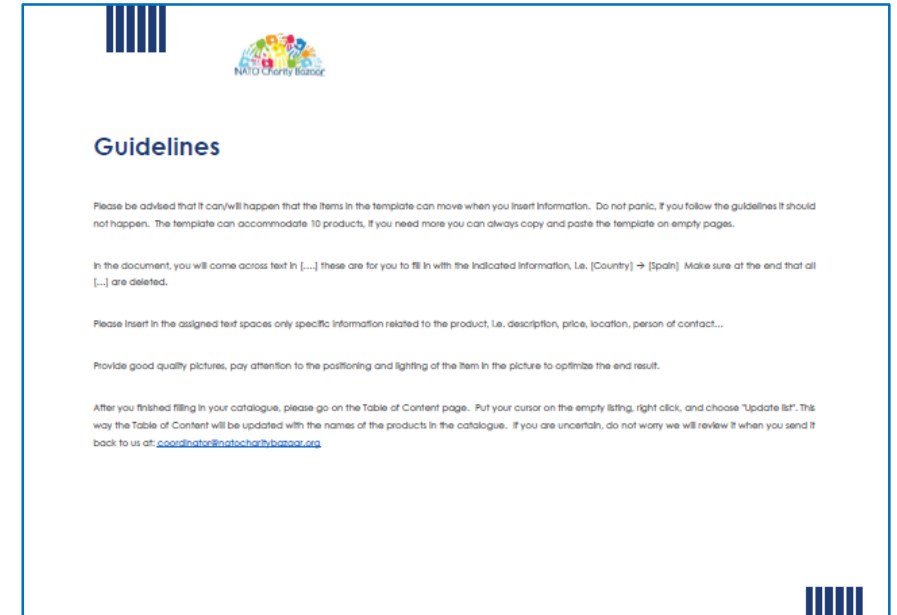
20 October 2020

www.natocharitybazaar.org



How to fill the template:

- You have a Guideline document, which has been sent to NRs with the Catalogue template.
- In order to avoid problems in filling your Catalogue:
 - We suggest respecting the format of the form as much as possible in including pictures and text spaces.
 - You can be a little “artistic” but please respect as much as possible the general aspect of the template.
 - Be aware, once you have filled all spaces, to update all fields on page “Table of contents”.
 - Any other concern you can’t solve? I’ll try to help you.
- Once it is filled, please send it to Alicia Arjona in Word format (coordinator@natocharitybazaar.org)



coordinator@natocharitybazaar.org

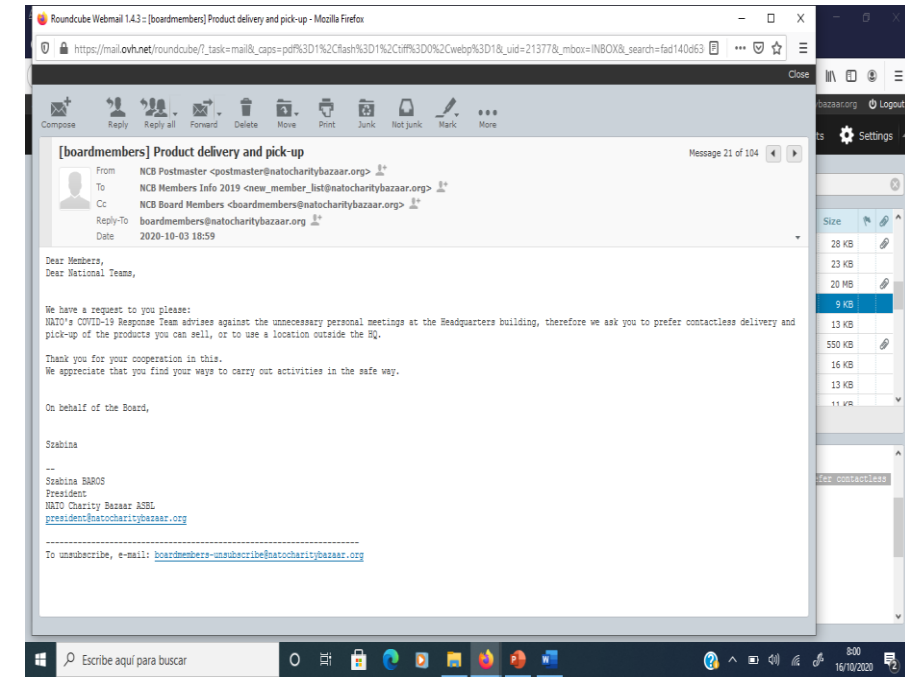
Mail sent to Member from Postmaster account on 3rd of October

“NATO's COVID-19 Response Team advises against the unnecessary personal meetings at the Headquarters building, therefore we ask you to prefer contactless delivery and pick-up of the products you can sell, or to use a location outside the HQ.”

In the Catalogues received so far we see good practices to care for each other – thank you!

Catalogues received

- Greece
- Germany
- USA
- Bulgaria
- Denmark
- Albania
- Italy



coordinator@natocharitybazaar.org

Board Sale Events

Scenario B – Activity 2

✓ Face Mask Sale

- ✓ Masks are here to stay – we keep selling them (approaching €2500,- in sales)

✓ NCB Merchandise

- ✓ Bags, cups & rain gear

✓ Bake Sales Alternative

- ✓ Lots of activity in the delegations

✓ Support to Nation Members

- ✓ The Board Members will continue to offer support to all Nation Members as needed via:
 - ✓ Meetings, calls and emails – feel free to call Hanne on +32 (0)477 17 40 07 with questions
 - ✓ Posting initiatives on the NCB FB site, NATO HQ Newsletters, Instagram & NCB website



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

Tombola

Scenario B – Activity 3

TICKETS: checking in by email

PRIZES:

THANK YOU for the Prize Submissions and Photos!

- ◆ **Master Tombola Prize List** is published at least once a week
 - **NCB Facebook Page and NCB Website**
- ◆ **Instagram** #natocharitybazaarbrussels
- ◆ Please send your **Prize Descriptions & Photos**
by email to: tombola@natocharitybazaar.org
no later than 02 November 2020

PRIZES:

- ◆ **Prize Description Form**
 - available on the NCB Website
 - also available from Tanya
- ◆ **DESCRIPTIONS:** as many details as possible
 - TRAVEL-RELATED Vouchers **should** be valid for 12 months
- ◆ **PHOTOS:** representational photos of your Nation's Prizes
 - **if photos are difficult, let's talk about options!**

Each nation donates TWO prizes (*each prize = minimum value of 100 €*)

Tombola

Scenario B – Activity 3

- ▶ **Prize (and Ticket) Drop-Off:** *address & details will be sent by email*
 - Friday **20 Nov:** 16.00-20.00
 - Saturday **21 Nov:** 10.00-18.00
 - Sunday **22 Nov:** 12.00 – 17.00
 - ▶ **Planned Date of DRAWING:** **Friday 27 November 2020**
 - ▶ **Pick-Up of Prizes:** 28 November – 11 December 2020
address & details will be sent by email
- **Any questions?** Please contact Tanya at: tombola@natocharitybazaar.org

THANK YOU!

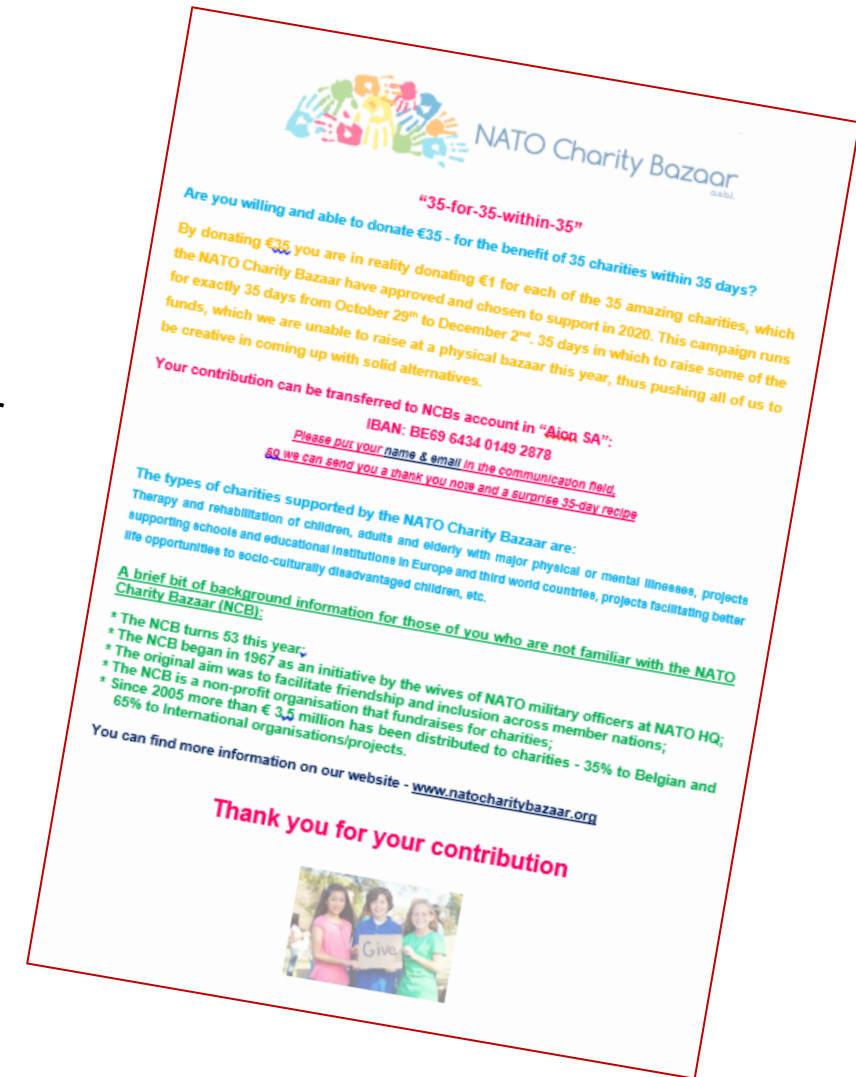
Individual Contributions

Scenario B – Activity 4

„35 for 35 within 35”

- ✓ Campaign for individual contributions
- ✓ EUR 35 for 35 charity projects within 35 days
- ✓ Mainly for those of NATO staff who are interested in supporting our cause but may not order products
- ✓ How: 1-page info sheet (1-pager) with NCB bank account will be sent to all of you with some helpful instructions
- ✓ Other channels: NATO Newsletter, FB page, direct contacts
- ✓ Thank-you-letter to each donor from NCB Board + a surprise gift
- ✓ Watch your inbox for details

POC: Szabina (president@natocharitybazaar.org)



Cash donation cases

- ✓ „35 for 35 within 35”
- ✓ Generous donors wishing to donate more – please have it transferred or added to your national accounts/cash box and transfer them on to NCB account together with the rest of your funds raised this year
- ✓ Sponsoring companies wishing to donate EUR 500 or more – please contact NCB Sponsor Coordinator Lara Ronayne Casimiro at sponsor@natocharitybazaar.org We provide visibility to these donors via one of our Sponsorship Packages

POC: Szabina (president@natocharitybazaar.org)

Sponsors

Scenario B – Activity 5

✓ Sponsorship packages

- ✓ Negotiations with sponsors are in progress

POC: Lara (sponsor@natocharitybazaar.org)

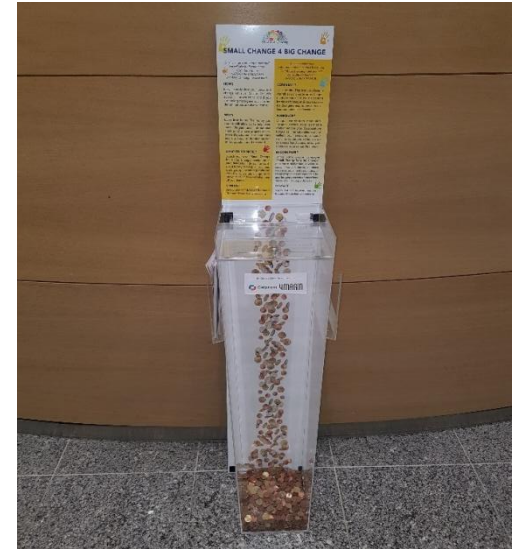


Small Change for Big Change

- ✓ **How to "lighten the load" when the jar is full:**
 - ✓ New urn to be set up in the Public Square (STILL pending approval from NATO)
 - ✓ Deposit in the bank with other funds raised (see transfer details later)
 - ✓ Feel free to post the picture of your jar/box/tin on the NCB Facebook page



POC: Olivia (membership@natocharitybazaar.org)



Transfer funds into the NCB account

Erin McCoy– Treasurer

Transfer instructions: 3 easy steps



Transfer Funds



Accounting Form



Email

Transfer funds into the NCB account

Erin McCoy– Treasurer



Transfer funds by

- **Online account transfer or**
- **Bank transfer from your bank**

Transfer funds into the NCB account

Erin McCoy– Treasurer



Transfer funds to

NATO Charity Bazaar ASBL Bank Account Details:

Aion SA

IBAN: BE69 6434 0149 2878

BIC: BMPBBEBB

Transfer funds into the NCB account

Erin McCoy– Treasurer

1

Transfer Funds

VERY IMPORTANT

Include in the communication section of the transfer:

**“Contribution to the 2020 NCB by ...
(specify your Nation’s Name)”**

Transfer funds into the NCB account

Erin McCoy– Treasurer

1

Transfer Funds

DON'T FORGET!

All electronic transfers must
be completed by:

Thursday, 3 December 2020

Transfer funds into the NCB account

Erin McCoy– Treasurer



Accounting Form

Nation's Name:			
Person making the Bank Transfer:			
Phone:		E-Mail:	
NATIONAL CONTRIBUTION			
Tombola Ticket Sales :			■
Delegation Sales :			■
Small Change for a Big Change :			
Total Bank Transfer Amount:			

Transfer funds into the NCB account

Erin McCoy– Treasurer



Email

**Send via email to NCB Treasurer
treasurer@natocharitybazaar.org
with following attachments:**

- **Completed Accounting Form; and**
- **Bank transfer transaction receipt**





Transfer funds into the NCB account

Erin McCoy– Treasurer

If you have any questions, please contact the treasurer, Erin, via email at

treasurer@natocharitybazaar.org

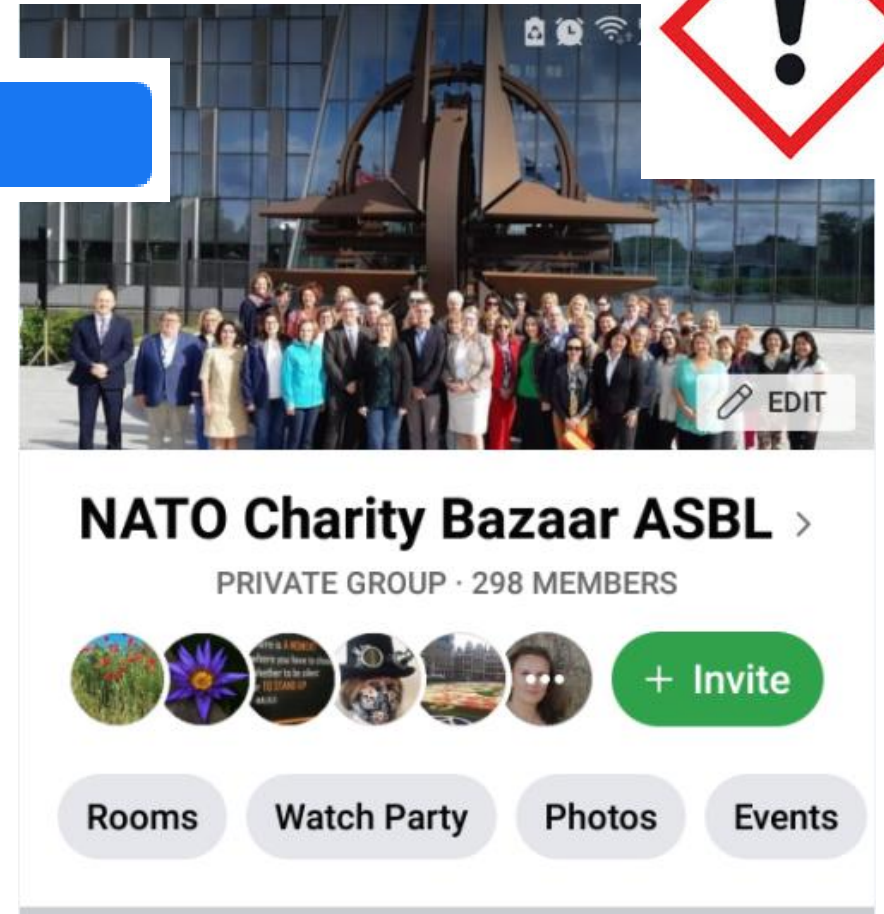
NCB on Social Media

Hanne Jørgensen – Vice-President

NATO Charity Bazaar ASBL ▾

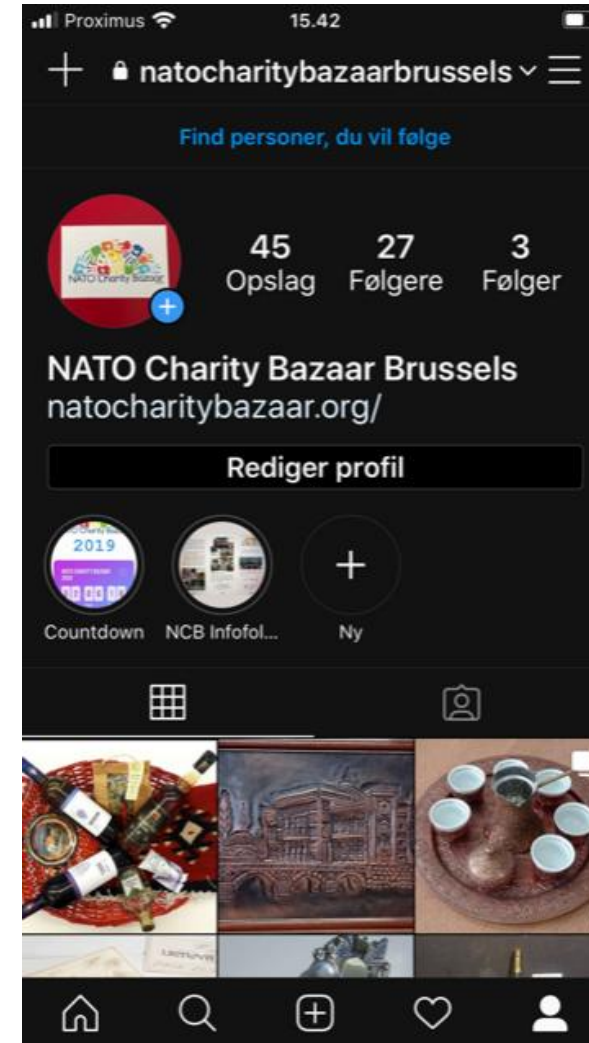


Antwortet i.d.R. innerhalb von ein paar Stunden



NCB on Social Media

Hanne Jørgensen – Vice-President



Any Other Business

Szabina Baros - President

Any questions or contributing words?

„No amount is too small!”

„No effort is wasted!”

„Charity doesn't make you poor,
it makes you - and someone else - happy”

Upcoming General Assembly Meeting:
20th November 2020



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



Board members please stay logged on