

General Assembly Meeting 20 November 2020

Meeting starts at
09.15





Contacts

President, Szabina Baros | president@natocharitybazaar.org

Vice-President, Hanne Jørgensen | vice-president@natocharitybazaar.org

Treasurer, Erin McCoy | treasurer@natocharitybazaar.org

Charity Team, Stacey Gingrich, Karine De Koninck, Ildikó Incze, Ashley Roche, Monica Fornari |
charity@natocharitybazaar.org

Bazaar Coordinator, Alicia Arjona | coordinator@natocharitybazaar.org

Restaurant Team, Hanne Jørgensen, Yurii Shenchuk, Monica Fornari |
restaurant@natocharitybazaar.org



Contacts

Tombola Coordinator, Tanya Borchert | tombola@natocharitybazaar.org

Webmaster, Lara Ronayne Casimiro | web@natocharitybazaar.org

Sponsorship Coordinator, Lara Ronayne Casimiro | sponsor@natocharitybazaar.org

Membership Coordinator, Olivia Ronayne Casimiro | membership@natocharitybazaar.org



President

Szabina Baros - President

- Opening and housekeeping
- Roll call and voting
- Welcome and Farewell to members

President

Szabina Baros - President

- Opening
- Housekeeping Rules:
 - ~~(1) Voice recorded~~
 - (2) Muted
 - (3) Speaker view
 - (4) Chat button – only key words

President

Szabina Baros - President

- Roll Call of nations
- Voting:
 - (1) Do you agree to the Minutes of the last General Assembly Meeting held on 20 October 2020?

Please unmute your microphone when you speak



Members Farewell

Olivia Ronayne Casimiro – Membership Coordinator



Welcoming Members

Olivia Ronayne Casimiro – Membership Coordinator



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:

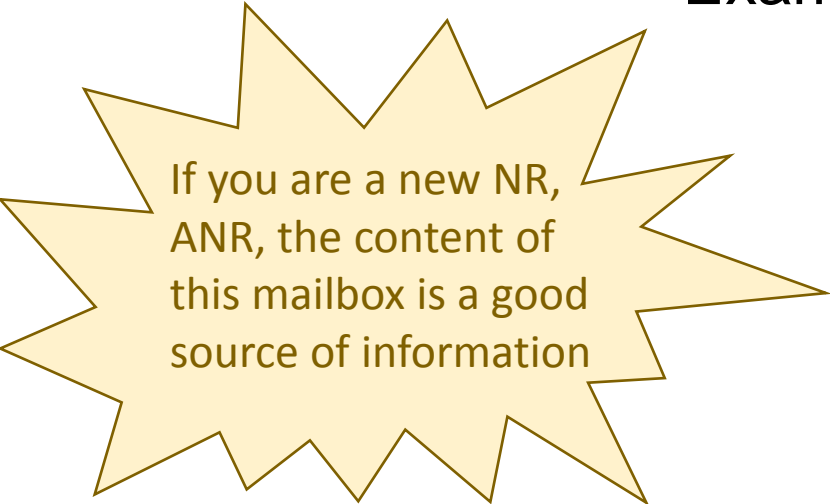
membership@natocharitybazaar.org

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
charitybazaarpt@gmail.com
dnkncbteam@gmail.com

Correspondence issues

Szabina Baros – President

Postmaster Account

(postmaster@natocharitybazaar.org)

- Technical: only for the Board to send e-mails to the distribution list of Members
- Not for daily correspondence, **do not reply to e-mails received from this address** – we rarely check it
- **Direct addresses to Board members: See the very first slides from any GAM**

Please check regularly

- Your spam folders (Spam, Social, Promotions, Junk, etc...)
- If your mailbox has free storage left (a full mailbox will reject our mails)
- Your firewall settings (be able to receive e-mail from distribution list, set the postmaster@natocharitybazaar.org as a safe sender, etc)

In case of further problems, please contact Lara Ronayne Casimiro at web@natocharitybazaar.org

”Scenario B”

Hanne Jørgensen – Vice-president

- ✓ Updates on the 6 alternative fund-raising activities
- ✓ The final (barely) 2 weeks to deadline
- ✓ Last minute chance to debate with fellow National Members
- ✓ Any questions or inputs? Use Chat function:
 - ✓ Name of nation
 - ✓ Opportunity after each activity summary



Product Sales by Nations

Scenario B – Activity 1



24 Nations decided to participate on the Product Sales by Nations.

- ✓ Deciding which products and how many could be eventually sold
 - Special restrictions in traveling and delivering products to be sold
 - Uncertainty of number potential buyers
- ✓ Preparing their „Catalogue”
 - Dealing with the template
 - Including picture of products, prices, descriptions, contact, info on payment and pick-up method
- ✓ Choosing sales channels
 - Sending around to social contacts, delegation, friends at Shape, EU military, post it on nation’s social media
- ✓ Dealing with delivery/pick-up of items
 - At home, public meeting point
 - Respecting social distancing rules - wearing a mask



Product Sales by Nations

Scenario B – Activity 1

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

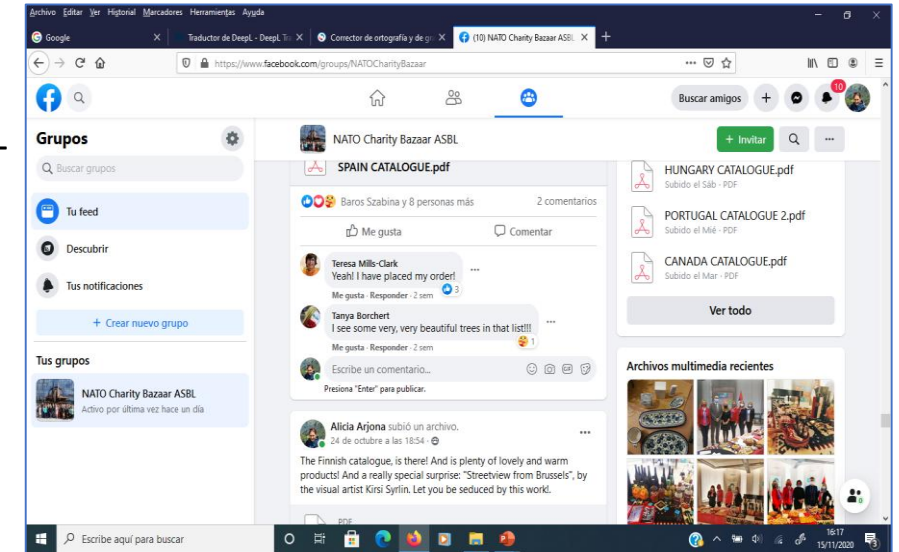
Special thanks to NIC! 35 ladies were interested in receiving each of your catalogues.

Catalogues had the opportunity to be updated.

Some Nations published more than 1 catalogue.

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)



Board Sale Events

Scenario B – Activity 2

✓ **Face Mask Sale**

- ✓ On-going activity – now with a catalogue to choose from (approaching €3200 in sales)

✓ **2021 projects planned**

- ✓ Year round sale of a few, select NCB merchandise items
- ✓ International Cook Book with input from all Nation Members

✓ **Bake Sales Alternatives**

- ✓ Lunches and home baked goods in several delegations
- ✓ Lots of activity – an idea to bring forward to 2021?

✓ **Support to Nation Members**

- ✓ The Board Members will continue to offer support to all Nation Members via:
 - ✓ Meetings, calls and emails & by posting initiatives in NATO Newsletters and on Social Media



Tombola

Scenario B – Activity 3

TICKETS: It is time to return all tickets – sold & unsold

→ Return to Tanya Borchert tombola@natocharitybazaar.org

◆ **THANK YOU** for the great efforts in ticket sales!

◆ Please double check to see that all sold tickets have been filled out

◆ Please keep the staples in

◆ **Tombola Drawing = Friday 27 November @ 14.00**

→ online details and/or link for viewing will be sent next week

→ list of winning ticket #s will be sent to all Tombola POC's + *more!*

Tombola

Scenario B – Activity 3

PRIZES:

- ◆ **Master Tombola Prize List** is now published about once a week
 - NCB Facebook Page, NCB Website, NCB Newsletter & NATO International Club Facebook Page
- ◆ **120 Prizes now!** THANK YOU to the Nations who have dropped off prizes early. This was very helpful!
- ◆ **Prize (and Ticket) Drop-Off:** *address & details have been sent by email*
 - Friday **20 Nov:** 16.00-20.00
 - Saturday **21 Nov:** 10.00-18.00
 - Sunday **22 Nov:** 12.00 – 17.00

Tombola

Scenario B – Activity 3

MORE INFORMATION will be sent next week about:

- ▶ **Reminder: Date of the online DRAWING: Friday 27 November 2020 @ 14.00**
 - ▶ **Pick-Up of Prizes: 28 November – 11 December 2020**
all winners will be contacted to arrange delivery/collection
details of delivery/collection will be sent by email to all Tombola POC's
- **Any questions?** Please contact Tanya at: tombola@natocharitybazaar.org

THANK YOU!

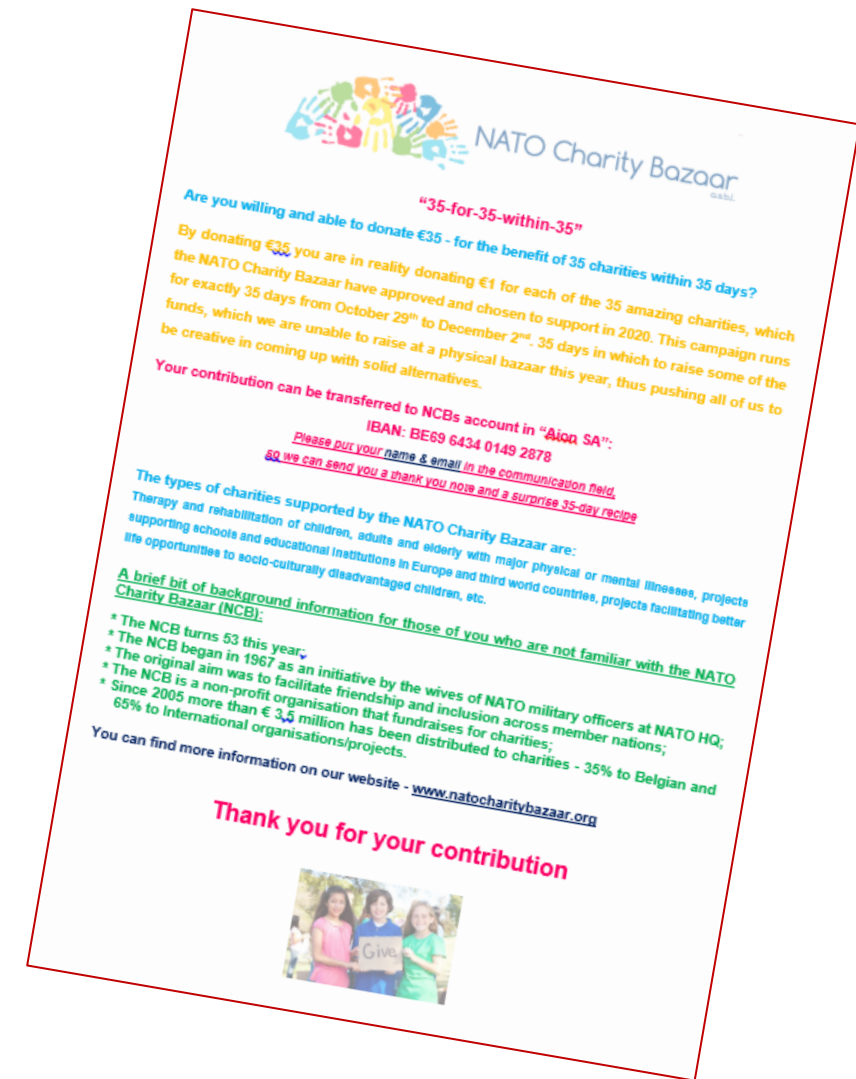
Individual Contributions

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
- ✓ 18 Nov status: 13 donors
- ✓ **Please promote it if you have the opportunity**
(1-pager sent to your mailbox on 20 Oct)

POC: Szabina (president@natocharitybazaar.org)



✓ 2020 NCB Sponsorship

➤ Existing packages were adapted to reflect virtual Bazaar:

- Weekly NATO-wide newsletter (sent every Wednesday);
- Use of screens in the AGORA;
- New AGORA (NATO social media platform) page;
- Sponsor Stamp offered to GOLD PLUS sponsors;

➤ 5 sponsors so far for a total of **€7.700**



BMW Brussels



✓ Tailored sponsorships are possible

- ✓ Example of tailored sponsorship - ING is organising a special Webinar for NATO



Because of the “COVID-19” crisis, the banking sector has increased its speed towards a comprehensive digital offer: banking via app or online and remote advice. In that context, ING Belgium is pleased to propose a Webinar about "Life & Financial Planning for NATO staff" on Thursday 3 December at 12:00 (Noon).

You can look forward to expert insights concerning Real estate financing, Financial planning, Estate planning and Pension, followed by Q&A.

For registration please click on the following link:
www.ing-events.be/lifefinancialplanningnato/en/

Sponsors

Scenario B – Activity 5

POC: Lara Ronayne Casimiro (sponsor@natocharitybazaar.org)

Small Change for Big Change



Coffee Break

10 min



Treasury Update

Erin McCoy – Treasurer



Financial Update (9 Nov)

since 10 Sept GAM



Deposits

35 for 35	€ 350
Sponsorships	€ 3200
Mask Project	€ 380

Expenses

AION Bank Fees	- € 18
Web Hosting Fee	- € 72.45

NET TOTAL **€ 3839.55**

Treasury Update

Erin McCoy – Treasurer



Financial Update

(9 Nov)



Primary Account € 2111.11

Savings Account € 22700.42

NET TOTAL € 24811.53

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

Charity Team

Stacey Gingrich – Charity Team Lead

Briefing Books

- Delivered to your Inbox this week
- Belgian and International Briefing Books Separate
 - Intro of Charity and Project Name
 - Total Project Cost and Amount Requested
 - Websites (when available) to explore charities further
 - December, we will update with the Amount Donated

Charity Team

Stacey Gingrich – Charity Team Lead

Timeline: December

- Board meets to disburse money raised from the Bazaar activities
 - 35% of total raised to Belgian Charities
 - 65% of total raised to International Charities
 - We start with the #1 Belgian/International Charity and work our way down the ranked voting list
 - Potential to not fund some of the Charities this year; they are eligible to apply next year if they do not receive any funds
 - Charities notified, via email letter of money they will receive, after Board meeting
 - Funds transferred in December as well

Charity Team

Stacey Gingrich – Charity Team Lead

Timeline: January

- Donation Ceremony: typically we present attendees with a “check”
 - Zoom ceremony; 100 attendees maximum (could have more International charities participating)
 - Attending:
 - 1 NR (possibly host a “watch party” dependent on Covid restrictions)
 - 1 Charity Member (those charities receiving funds)
 - Charity Team members to present each charity
 - Board Members, Sponsors also in attendance

NCB on Social Media

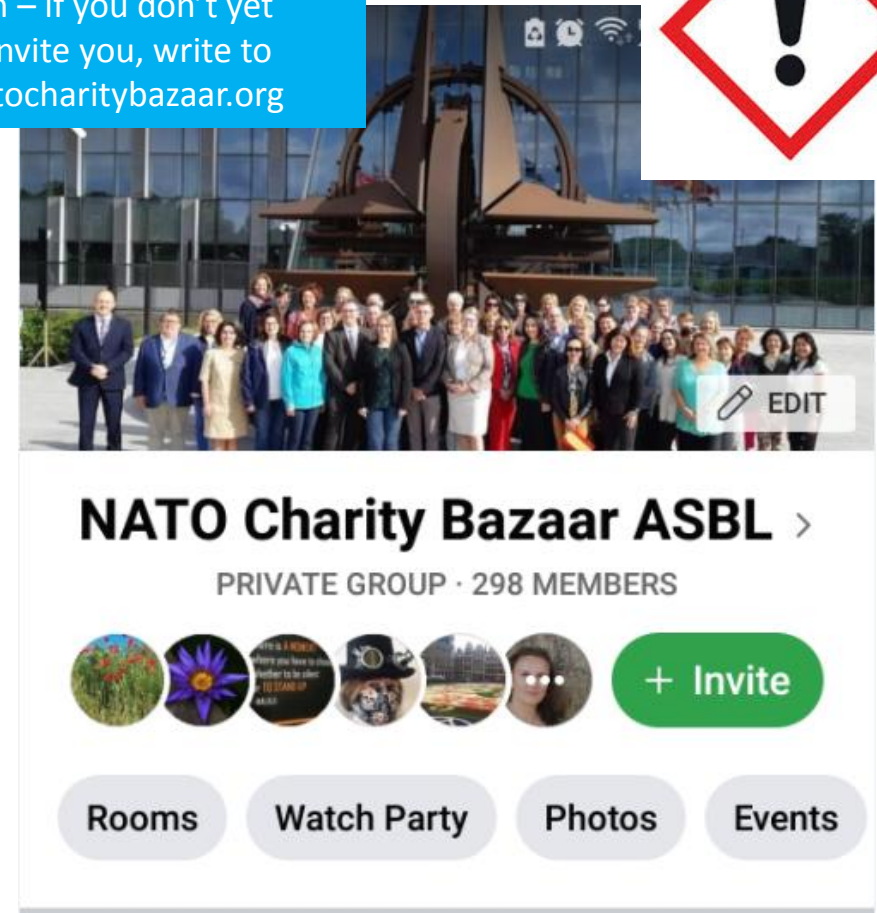
Hanne Jørgensen – Vice-President

NATO Charity Bazaar ASBL ▾



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

Joining by invitation – if you don't yet know someone to invite you, write to vice-president@natocharitybazaar.org



Any Other Business

Szabina Baros - President

Active communication channels of Bazaar 2020

- ✓ NCB has 5 Newsletters so far (weekly) sent out NATO-wide - more to come
- ✓ NATO Agora page
- ✓ Screen videos at NATO
- ✓ Own website with many new chapters
- ✓ NCB Facebook page
- ✓ NCB was invited to write an article in internal NATO magazines („Well Together”, „Diversity&Inclusion Bulletin”)
- ✓ Nations using virtual stamp with logo in their correspondence
- ✓ *No paper-based materials (trifold, brochures, etc)*
- ✓ **Provided a uniform, easy to catch, wide visibility to all our activities, who we are, what the Nations are doing for charities...**



Any Other Business

Szabina Baros - President



Transfer of funds: 3 December
Info on donated amounts: mid-December
Donation Ceremony: end of January
Lessons Learnt doc: in February – preparation for next year

Any questions or contributing words?

Next General Assembly Meeting:
March 2021



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



Board members please stay logged on