



General Assembly Meeting Minutes

20 November 2020

Beginning: 09.15

End: 11.30

VTC: Zoom

Attending Board Members:

Szabina Baros	(President)
Hanne Jørgensen	(Vice-president, Restaurant Coordinator)
Kati Schmidt	Honorary Vice President
Erin McCoy	(Treasurer)
Ildikó Incze	(Secretary, International Charity Coordinator)
Alicia Arjona	(Bazaar Coordinator)
Ashley Roche	(Charity Co-Coordinator - International)
Yurii Senchuk	(Assistant Restaurant Coordinator)
Tanya Borchert	(Tombola Coordinator)
Monica Fornari	(Assistant Restaurant Coordinator)
Stacey Gingrich	(Charity Coordinator - Team Lead, Guest Coordinator)

Absentees:

Lara Ronayne Casimiro	(Webmaster, Sponsorship Coordinator)
Olivia Ronayne Casimiro	(Membership Coordinator)
Karine De Koninck	(Belgian Charity Coordinator)

Attending Members/Nations (see attached Attendance List)

President - Szabina Baros

- Opening, welcome, Housekeeping rules of Zoom VTC
 - We mute all members by default, unmute yourself when speaking
 - Speaker view is recommended, video view of participants can be switched off
 - The meeting will not be recorded this time
 - For questions or comments, please type in Chat your country
 - PPT presentation will be available later and you will also receive the Minutes
 - This is the busiest month of the Bazaar year for you with lots of activities: negotiating with sponsors, organizing the sales, editing catalogues, managing orders, negotiating, meeting with buyers, prepare and checking items, organizing pick up, some of you even offering the use of your private homes for deliveries. We hugely appreciate your effort and involvements
 - This last GAM of the year is dedicated to two purposes:
 - A summary of this year's activities
 - and an outlook of what will happen in the next couple of months

- Roll call of Nations and Minutes voting
 - Minutes of 20th of October General Assembly Meeting was accepted by all the Members present (34 Members voted Yes, No abstentions)
- Membership:
 - There are no new members and no leaving members this time
 - Membership Forms for all new NRs, ANRs, 2nd ANRs must be sent to: membership@natocharitybazaar.org; the forms are always attached to the GAM invitations (2020 Membership Info Form)
 - Be advised that creating a **general email account** facilitates communications during all periods of transition with your Representative Team for the NATO Charity Bazaar
- Correspondence issues:
 - The Postmaster Account postmaster@natocharitybazaar.org is created for Board use only to send e-mails to the distribution list of Members
 - It is not for daily correspondence, please 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 Minutes for contacts
 - Please regularly check your email accounts:
 - o Your spam folders (Spam, Social, Promotions, Junk, etc.)
 - o If your mailbox has free storage left (a full mailbox will reject our mails)
 - o Your firewall settings (be able to receive e-mail from distribution list, set the postmaster@natocharitybazaar.org as a safe sender, etc.)
 - Webmaster POC in case of e-mailing questions: Lara Ronayne Casimiro web@natocharitybazaar.org

Treasurer - Erin McCoy

- Financial update on accounts 9 November since 10 September GAM:

<i>Deposits</i>	
'35 for 35' campaign	€ 350
Sponsorships	€ 3200
Mask Project	€ 380
<i>Expenses</i>	
<u>AION Bank Fees</u>	<u>- € 72.45</u>
<u>Web Hosting Fee</u>	<u>- € 18</u>
NET TOTAL	€ 3839.55

Primary Account	€ 2111.11
<u>Savings Account</u>	<u>€ 22700.42</u>
Net total	€ 24811.53

- Transfer instructions with three easy steps:
 1. *Transfer funds:*
 - By online account transfer or bank transfer from your bank
 - Account Details: Aion SA, IBAN: BE69 6434 0149 2878, BIC: BMPBBEBB

- Include in the communication section of the transfer “**Contribution to the 2020 NCB** by (specify your Nation`s Name) the information is for tracking, we will not share it
 - All electronic transfers must be finalized until **Thursday, December 3rd**
2. *Accounting Form*: Members are asked to break down the contributions as much as possible, (Tombola, delegation sales, Small Change for a Big Change)
3. *Send via email to NCB Treasurer* treasurer@natocharitybazaar.org with following attachments:
Completed Accounting Form and the Bank transfer transaction receipt
- Szabina: accounting form, letter with details of transfer was sent to NRs on 9th November, it is also uploaded on our website

Vice-president - Hanne Jørgensen

- *NATO Charity Bazaar 2020” Scenario B” – fund-raising activities updates*
 - We will update 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, there will be an opportunity after each activity summary

Bazaar Coordinator - Alicia Arjona:

- *Activity 1 - Product Sales by Nations*
 - This was a special year and this activity represents the main source of fund raising
 - 24 Nations decided to participate in the Product Sales by Nations
 - Deciding which products and how many could be sold
 - Special restrictions in traveling and delivering products to be sold
 - Uncertainty of the number of 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
 - National Catalogues have been uploaded to Facebook, NCB site and NATO-wide.
 - Special thanks to NIC, 35 ladies were interested in receiving the catalogues.
 - Catalogues had the opportunity to be updated.
 - Some Nations even published more than 1 catalogue.
 - Alicia detailed how to find the Catalogues on the NCB webpage
 - 24 nations uploaded their Catalogue, it is really appreciated

Chat questions:

- Portugal: Isabel: is it possible to keep our Catalogues until end of December on the website?
 - Szabina: Yes. If someone reaches out for orders you can still sell, but the funds will belong to the 2021 budget after the transfer date of 3 December
- *Activity 2: Board sale events*: Hanne Jørgensen
 - There are still 2 weeks to do the sales

- Face Mask Sale: On-going activity – now with a catalogue to choose from (approaching €3200 in sales)
- 2021 projects planned
 - o Year-round sale of a few, select NCB merchandise items
 - o International Cookbook with input from all Nation Members, we plan to launch it in spring
- Bake Sales could not happen this year, but the alternatives are successful
 - o Lunches and home baked goods in several delegations
 - o Lots of activities – an idea to bring forward to 2021?
- Support of the Board to Nation Members
 - o 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 POC: Monica & Hanne (vice-president@natocharitybazaar.org)

Coffee Break

- *Activity 3 Tombola*– Tombola Coordinator: Tanya Borchert
 - Please return your tickets if you cannot sell them, I offer and connect with other people, 500 unsold tickets were sold this way, Lara helped as well, thanks for your efforts, it's a privilege to work with you and to work for this cause
 - Tickets: It is time to return all tickets – sold & unsold → Tanya Borchert tombola@natocharitybazaar.org
 - Tombola Drawing = Friday 27 November @ 14.00
 - We will use the live-stream system of Adobe connect link → online details and/or link for viewing will be sent next week from the Postmaster account, and it will be posted on the webpage
 - The list of winning ticket numbers will be sent by a Postmaster message and it will be posted in the Newsletter, I will also send it individually to the tombola contact people
 - Prizes: Master Tombola Prize List is now published on the NCB Facebook Page, NCB Website, NCB Newsletter & NATO International Club Facebook Page
 - We have more than 120 Prizes! Thanks to the Nations who have dropped off prizes early. It was helpful!
 - Prize (and Ticket) Drop-Off: address & details have been sent by e-mail
 - Friday 20 Nov: 16.00-20.00 best delivery start before 4 pm
 - Saturday 21 Nov: 10.00-18.00
 - Sunday 22 Nov: 12.00 – 17.00
 - More information will be sent next week about: Reminder: Date of the online DRAWING: Friday 27 November 2020 @ 14.00 and 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
 - If questions, contact Tanya: tombola@natocharitybazaar.org
- *Activity 4 - Individual contributions* – President Szabina Baros;
 - “35 for 35 within 35” campaign
 - It is advertised through our Newsletters; we try to give it a boost
 - o Campaign for individual contributions
 - o We collect 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 wish to order products from the catalogues
- How: 1-page info sheet (1-pager) with NCB bank account was 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)
- *Activity 5: NCB Sponsorship 2020* - President Szabina Baros:
 - Existing packages were adapted to reflect virtual Bazaar, we offer visibility to Sponsors in:
 - Weekly NATO-wide newsletter (sent every Wednesday);
 - Use of screens in the AGORA
 - New AGORA (NATO internal social media platform) page (an internal social media platform of NATO)
 - Sponsor Stamp offered to GOLD PLUS sponsors.
 - 5 sponsors so far signed for a total of **€7.700**: BMW Brussels, ACB (Volvo), ING, Symbio, NIC
 - We have a tailor-made sponsorship this year: ING is offering a free online webinar to NATO Staff and family members
 - Aramark is the company managing the restaurant at HQ, this year they are considered honorary sponsors, we displayed their logo on our materials, as they were helpful in the previous years letting the Bazaar use the Restaurant and Kitchen areas, so we decided to offer visibility to give something back
- *Activity 6 – Small Change for a Big Change* - President Szabina Baros
 - Do not forget to empty all small change jars and deposit the amount when depositing all other funds raised

Charity team lead Stacey Gingrich

- Briefing books:
 - Briefing Books were delivered to your Inbox this week, the Belgian and International Briefing Books were separated
 - 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

Timeline: December

- Board meets to disburse money raised from the Bazaar activities
 - 35% of total raised funds to Belgian Charities
 - 65% of total raised funds to International Charities
 - We start with the #1 Belgian/International Charity and work our way down the ranked voting list
 - If it is possible to not fund some of the Charities this year; they are eligible to apply next year with this or a new project
 - Charities will be notified via email letter of money they will receive, or regretly inform them we are not able to fund but they are eligible to apply next year
 - Funds will be transferred to the charities in December

Timeline: January

- Donation Ceremony: typically, we present attendees with a “check”
- Zoom ceremony; the platform can host up to 100 attendees (could have more International charities participating)
- Attendance:
 - 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
- Szabina: important: the transfers of the funds raised needs to happen in the beginning of December, so the Board can discuss on the 8th December Board meeting how to allocate and disburse the funds for the charities before Christmas, probably around 15 December. Please respect the deadline
 - For questions POC: Stacey Gingrich

Vice-President - Hanne Jørgensen

- NCB on Social Media: If anyone would like to join our private Facebook page, they are welcome, POC: vice-president@natocharitybazaar.org

President

- Any other business:
 - Active communication channels of Bazaar 2020
 - Advertising possibilities were exceptional this year, we could use the provided electronic channels, which proved to be a lucky outcome, we could reach 95% of NATO Staff through these channels:
 - NCB has 5 Newsletters so far (weekly) sent out NATO-wide - more to come
 - NATO Agora page, (internal social page)
 - Videos on screens and the big AGORA screen at NATO,
 - Own website with many new chapters
 - NCB Facebook page continuously updated with relevant news and reminders
 - NCB was invited to write articles in two internal NATO magazines („*Well Together*” and the Diversity Inclusion Bulletin)
 - Hanne expresses her thanks for NR s contributions which helped her submit the article for the magazine “Well Together”; It’s a pre-taste of our 2021 project International Cookbook, a brief article of the challenges faced this year by the NCB and the contributions of eight countries with their end of year seasonal buffet recipes, it will be available and nationwide distributed. It’s a virtual magazine, so no paper copy
 - News: now Nations can use the NCB virtual stamp with logo in their correspondence *no paper-based materials (trifold, brochures, etc) this year*
 - We provide a uniform, easy to catch, wide visibility to all our activities, who we are, what the Nations are doing for charities
 - Future dates:
 - Deadline for the transfer of funds: 3rd of December
 - Nations and supporters of the Bazaar will receive information on donated amounts mid-December
 - Donation Ceremony: end of January – please join as it will be a great event

- February will be a less active month, but we will have a *Lessons Learnt* document to share in which we will collect our experiences and help improve the preparations for the next year
- Chat Question Mihaela Dojan -Romania is asking for the date for the March GAM?
President replies the Next General Assembly Meeting usually happens in the second part of March, but an invitation will be sent out well in advance.

President closed the meeting.

Brussels, 20 November 2020

Minutes keeping: Ildikó Incze