



Minutes

General Assembly Meeting Tuesday, 07th September 2021 9h15 – 11h00

President, Hanne Jørgensen

- Opening words

VTC etiquette etc.

Hanne has requested that we have a physical GAM at HQ at the end of September and October. No response yet from HQ.

- Approval of minutes from the General Assembly Meeting on 15th of June 2021

Meeting begun with roll call of the nations alphabetically and approval of minutes from last GAM.

Some nations members not present (see attendance list attached).

Minutes approved.

- Welcome and Farewell to members

A lot of members have left/changed over the summer.

Members Farewell: Old members who have left announced and thanked for their dedication and work. You will receive thank you notes and certificates via email.

Members Welcome: Welcome to the NCB! Hanne encourages them to come to the Board with any questions, queries etc. Also reach out to your national group for advice.

In case you're leaving the NCB, don't forget to send your info to Olivia, our Membership Coordinator.

If possible: handover/take overs are important.

Note: a nations general email account for NCB matters can be a useful addition.

Treasurer, Serge Devynck

Welcome to the new members and introduction. Any questions on the Treasury side, please get in touch with him.

- Financial update

As of 1 September:

Saving account: +5885 EUR

Primary account: +1627.03 EUR

Serge runs through withdrawals:

Aion bank fees, reimbursement for cards project, Moniteur Belge fee.

- Update on change of Bank for the NCB – postponed until January 2022

ING bank is leaving NATO's HQ site. AION also. This is difficult for depositing coins.

Any move towards changing the NCB bank account: this will not be done before January 2022.

Suggestion to open an NR/ANR bank account → no need to use your private account for bazaar related payments/invoices. This will also make the Bazaar easier as there will be less coins. This should only be operated by one person. Please get in touch if you'd like our advice/details.

'Small change Big change' project: We are looking for a solution as small change is difficult to deposit. We hope to keep this project.

Charity Team, Monica Fornari

- Update on the charities approved for funding
- Update on the voting process and deadline

Welcome to the newcomers and introduction.

34 charities have been approved for possible funding. It's important they are prioritised carefully, as if we lack funds to donate to all 34 at the end of the year, it is important to have a priority system in place.

You have received the pre-briefing booklets which will be voted on today and tomorrow for the ranking process. Until tomorrow at noon: voting via Survey Monkey (as we did last year). You will need to send your ranking vote. In the pre-briefing booklets, you'll find the key details of the charities. 1 vote per nation.

Belgian charities: 8

International charities: 26

Each nation needs to rank the charities:

1 through 8 for Belgian charities

1 through 26 for International charities.

Number 1: highest priority choices.

Number 8 and 26: lowest priority choices.

December: the Board meets after the Bazaar to distribute funds and hold a donation ceremony. Possible funding or no-funding letters have been sent out to all applicants.

Voting link is on the GAM slides. Hanne will also email NRs the link.

Survey Monkey: Please fill in all fields. Your nation will be contacted if you have sent in multiple or no votes. Voting recommended on desktop, as on phones it can not work as well. Make sure you press the 'Submit' button!

Results will be received, exported to an Excel spreadsheet, and kept in an envelope for at least 2 years. The results will be announced at the next GAM.

Tombola Coordinator, Tanya Borchert

- Update on tickets, starting date & prizes

Welcome to new members and introduction.

Overview of Tombola (a large raffle). Each nation donates at least 2 prizes, each valued a minimum of 100 EUR. The raffle normally takes place on the day of the Bazaar. In the last year, we did this a bit differently. This season, we may need to do it a bit differently too.

Encourages nations to continue the creativity in the prizes and their presentation. Tanya will be sending further Tombola information to NRs. The main points right now are tickets and prize descriptions.

We already have 14 prizes donated, from nations and companies. The prize list will be published on our private NCB facebook group. If you'd like to be added, please email Tanya.

Next NCB newsletter: 23 September. This goes to everyone with an email address connected to NATO HQ as well as NRs. Further posts are coming on our Instagram page.

Tombola tickets have already been printed. Each nation can sell Tombola tickets. 2.50 EUR each. Tickets are ready and will be distributed this week. Tanya will be contacting everyone to arrange delivery of the tickets.

The issue of coins: if you have too many or you get stuck, please email Tanya. We have some solutions.

Questionnaires: replies received mostly, but Greece and Sweden please check your spam boxes as the email might not have been delivered.

If anyone would like to get in touch about the Tombola, feel free to email Tanya on the tombola email or on the vice president email.

Coffee Break

Bazaar Coordinator, Diana Defta

- Update on the NATO Charity Bazaar 2021 - expectation Management

Welcome to newcomers and introduction.

Thank you for sending the participation questionnaire to Diana. If you haven't sent it yet, please send an email to Diana soon.

The likelihood of a physical bazaar is getting higher and higher, but we have to manage our expectations as the sanitary environment is unstable. On 3 September, Hanne and Diana had a meeting at HQ with key stakeholders. Positive approach, probably a physical event 'but different form', looking for the best solutions.

Format and date not definite, but we can still give you some hints. Although we still have a lot of conditionals. The month of November should be booked for the bazaar.

- After the All-Saints break (1 to 5 November) we will arrange the event.
- National and restaurant stands mixed together
- Grouping the nations → encouraged to group themselves together to have this physical bazaar organized.

We are trying our best to make the bazaar happen. We will go into more detail on this when we have a more certain situation. Until we have commitment from the NATO side, we won't be able to nail down a definite date or format.

Second meeting with NATO stakeholders: Friday 10th September

Question on bake sale: won't go ahead in the old format. Options: build it into your national stand or start now and hold bake sales in the delegation.

Question: should we expect a single day event? We don't know yet.

- Kick off National Catalogues a.s.a.p

In case of a physical bazaar, we will not say that the catalogues are mandatory. They will be optional – it is up to your team and your time.

Diana will send you as soon as possible the catalogue format. If there's any changes in the format, Diana will let you know.

Any questions on the bazaar or national catalogues, feel free to get in touch with Diana or Hanne.

The Members turn to speak

- Experiences & Expectations of National Catalogue Sales

Nothing raised.

Vice-President, Tanya Borchert

- Bake sales

As with last year, we will need to be creative and hold the bake sale in a different format. Other events or sales will most likely replace the bake sales – be prepared! Last year, local sales at the delegations were successful so that's an option.

- Update on NCB shop since June

An injection of new items in the online NCB shop:

- Japanese 'bento' style lunch box covers
- Reversible aprons in two different prints

We still have stock of the photo greeting cards, tote bags, face masks, and linen bakery sets. New items coming at the end of September. Please get in touch in case of any questions.

- Information on Social Media
 - Private Facebook group: if you'd like to be added, please apply on Facebook or get in touch. Used for news to all national members.
 - Public Facebook page.
 - Instagram: request to follow.

Bazaar Coordinator, Diana Defta

- Update on the Cook Book Project

Thank you for submissions sent so far.

Waiting for some more inputs. Please send two recipes in ASAP. A main and a dessert. It would be nice to have each nation represented.

Work in progress: proof reading, editing, and preparing everything to be sent for printing.

President, Hanne Jørgensen

- Other potential fund-raising initiatives

We hope to have some more structured views to send to you next week.

By the end of September, we will be able to give you more input.

We don't wish to put pressure on any NR to do more than they already do. We are well aware that not all nations have the same resources. So, choose activities which are a good fit for your nation, culturally and resource wise.

The timeline is now, with two months to go before the event.

- Any other Business & Closing

Information you might need is often available on our website. If you have any technical or access issues, please email our Webmaster Lara.

Correspondence issues: please don't email the Postmaster account as this is rarely checked. Please email Hanne's president account.

Upcoming GAMs: 28th September and 26th October.

Q&A session mid-October (TBD) if we move closer to a physical bazaar.

Meetings will be held via Zoom until further notice.

Next NCB newsletter: 23 September

Survey Monkey for voting open until noon tomorrow (8th September)

President closed the meeting: 11am
Minutes keeping: Eleanor Braithwaite
07/09/2021