General Assembly Meeting

 Minutes

 15 June 2021

Beginning: 09.15

End: 11.15

VTC: Zoom

 Attending Board Members:

 Hanne Jørgensen (President)

 Tanya Borchert (Vice-president, Tombola Coordinator)

 Kati Schmidt (Honorary Vice President)

 Diana Defta (Bazaar Coordinator)

Ashley Roche (International Charity Coordinator)

Ildikó Incze (Event/Entertainment Coordinator)

Monica Fornari (Charity Coordinator)

Absentees:

 Eleanor Braithwaite (Secretary)

Olivia Ronayne Casimiro (Membership Coordinator)

Yurii Senchuk (Assistant Restaurant Coordinator)

 Serge Devynck (Treasurer)

Karine De Koninck (Belgian Charity Coordinator)

Lara Ronayne Casimiro (Webmaster, Sponsorship Coordinator)

 Frank Ramaekers (Assistant International charity coordinator)

 Eleonora Colonna (Teen Help Coordinator)

 Attending Members/Nations  *(see attached Attendance List)*

President Hanne Jørgensen

* Opening words
* VTC Registrations were necessary due to the voting process in this meeting.
* Housekeeping rules: meeting is not recorded, everyone is muted, Speaker view is recommended. Chat button to be used for inputs from NRs.
* Roll Call of nations & voting the 2 topics.:
	+ Nation, NR (or proxy) present?
	+ Do you agree to the Minutes from the General Assembly Meeting on 23rd of March 2021?
* Both topics were voted for by a majority of the Members [[1]](#footnote-1)
* The president is welcoming the New Board of 2021 and says Farewell to former Members
* Incze Ildikó is back on the new Board for another year thanks to your votes
* Reminder in case of leaving the NCB: do not forget to send information to the Membership Coordinator. Membership Forms for all new NRs, ANRs, 2nd ANRs must be sent to: membership@natocharitybazaar.org, the form is attached with each of the GAM invitations
* Importance of Hand-over-Take-over with your successor and team members
* 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.
* Vote on Tajikistan via Zoom Poll:
	+ As the member nation Tajikistan has not been heard from since 2016 the Board recommends removing Tajikistan from the list of Members.
	+ Vote whether to remove or not? Poll Results: Yes 81% No 6 % Abstain 14 %
* Vote for two new members to join the NCB:
	+ Australia & New Zealand have applied to join as members of the NCB Family.
	+ Both prospective NRs introduced themselves and briefly presented their respective countries and their longstanding allied partnership to NATO .
	+ Poll Results: Australia - Amanda Hall: 97 % Yes, 3% abstain; New Zealand - Joanne McKinstry: 100% Yes
	+ A very warm welcome to our two new family members.

Charity Team Leader - Monica Fornari

* *Update on the charity application process*
	+ **April 1 - May 1** at 12.00 CET was the window for accepting applications for Charity Projects. Each application has been forwarded for review to the appropriate coordinators.
* **May - June**: The Charity Team reviewed applications, ensuring that the projects and charities meet all the guidelines set forth in the Application.
* All the applications have been reviewed by the NCB Board. The Charity Team can accept up to 35 applications only, with only 2/country except for Belgium, per our Internal Regulations and Statutes. This ensures we can assist as many projects as possible from as many countries as possible.
* **July:** All Charities will be notified, via email, with either Non-Funding or Possible Funding letters.
* **August:** Charity Briefing Books will be distributed to all National Representatives in preparation for the September GAM.
* **September:** We anticipate voting via Survey Monkey online (like we did last year).
This virtual way of voting ensures correct tabulations of all the votes and ensures all NR's can vote, even if they are not in Brussels at the time.
* **December:** The Board meets after the Bazaar to distribute the funds. 35% of the raised money will be distributed to the Belgian Charities with the other 65% of monies raised distributed to the International Charities.
* All charities will be notified via email, of funding and the amount. In case we cannot support all charities, emails will be sent to those we are unable to fund.
* **January 2022:** The Donation Ceremony will be held virtually or in presence depending on the evolution of the pandemic crisis.

Received applications in 2021:

* + Belgian Charities: 8 projects from 8 organizations
	+ International Charities: 26 projects from 14 countries
* The Board has gone through all applications, all have been reviewed for eligibility and approved for potential funding.
* The charity vote will take place during the first GAM of autumn – September 7th at 09:15.
	+ You will receive the Pre-Briefing Booklet in advance by e-mail.
	+ This booklet lists the project summaries and breakdowns from all eligible charity applications, as well as target and number of beneficiaries, total project cost, requested amount and amount proposed by the Board.
	+ You will also receive the Ballots and Charity Voting Overview
* Regarding Belgian Charity visits, considering Covid-19, we will most likely not be doing Belgian Charity visits this year either.
* For information or questions Please email charity@natocharitybazaar.org

President on behalf of the Treasurer, Serge Devynck:

* *Financial Report and Budget update*
* Overview of assets since the March 23 GA Statutory Meeting:



 Distribution of the funds:

|  |  |
| --- | --- |
| **Belgian Charities** | **International Charities** |
| 46.589 € | 86.548 € |

|  |
| --- |
|  Total donated amount: 133.137 € |

|  |
| --- |
| **BUDGET 2021** |
|  Administrative costs 2.000 € |
|  Charity Donations 200.000 € |
|  TOAL: 202.000 € |

* Change of Bank is needed: The Board has made a unanimous decision to switch banks from AION to ING Bank
	+ The monthly fee will be less
	+ Continued accessibility at NATO HQ as well as multiple local branches across Brussels
	+ Cash (notes only) can be deposited in all Automated Teller Machines (ATMs)
* Should you have any questions regarding this, contact the Treasurer by e-mail at treasurer@natocharitybazaar.org

 Bazaar Coordinator Diana Defta

* The Bazaar & Covid-19 situation represents a challenge for 2021
	+ NATO stakeholders do support NCB
	+ We possess all the Lessons Learned (LL) from previous years
	+ Adaptability has already started to define all of us
* Main concern: avoid health risk around the Bazaar
* The Bazaar 2021 may have a different set up:
	+ Physical Bazaar during 2 separate Sundays, or one whole weekend to avoidcrowded gatherings
	+ Different ways to sell – on-line catalogues
	+ Hybrid = on-line catalogues + a more spaced out/several days of Bazaar
* If question or ideas, contact us: coordinator@natocharitybazaar.org and/or president@natocharitybazaar.org

*Main steps to take:*

* Participation **Questionnaire** needs to be filled in until 16th June
* Your Feedback required by 31st July to coordinator@natocharitybazaar.org
* Please complete both sections: National & Restaurant stands
* Questions related to Restaurant stands to restaurant@natocharitybazaar.org
* Meetings with NATO Stakeholders will follow when possible
* Additional information / follow-up questions will be sent out accordingly
* Meetings with Nations will be scheduled after the holiday period
* Contact Bazaar Coordinator: coordinator@natocharitybazaar.org

President:

* The Board would like to hear from all of you, and we believe there is so much value in the exchange of experiences, questions, plans, wishes and expectations
* Members speaking:
* Canada - Elena De Curtis shares their experiences and challenges with the shipping, they have lost the source for maple whiskey, and other items.
	+ “Still, we were able to fund with 8000 €. For the use of catalogues, we created Google form catalogues to track and pick up the products at locations mentioned.
	+ We would like to be more organised this year, starting the set up earlier. All the products are on the way to us this year already. If we can have a hybrid version, would be good for us, of course in person event is best, but this way we could have pre orders and after orders. Doing a pre-sale at HQ – just 1 or 2 nations at a time, would also be amazing.
	+ We need to look at other ways to generate income or profit, as with the alcohol limitations it is a challenge. We were happy to do the tombola tickets, it was a successful sale.”
* Poland: Ela Kamola is happy to work with the NCB. Last year it was a huge effort and success as well.
	+ Most challenging was the logistical point of view, not storing goods at the HQ, as I have limited space in the house. As for this year, we hope for the traditional form. I would not encourage the two-weekend-event, as being together all at once is so important
	+ Ela shares her idea that instead of restaurant stands in the cafeteria and the public square, the space could be used to spread out the national stands even more.
	+ Online catalogues were great, however if that will be necessary, I will not have time to do the catalogues. When the order is done, the catalogues are out of date quickly. I find a great idea with the pre-sales from Elena. And after sale too, I feel inspired. We hope and promise to do our best for this year's Bazaar success.
* USA:Cindy Noe:
	+ We had the same kind of problems, extra inventory remained, people still wanted to buy, and we sold out quickly. Having set pick-up times and locations – which some nations had – is a great alternative to having all pick-ups at our private homes.
	+ As for the tombola tickets, when we had catalogue orders we always asked: would they like to buy some tombola tickets? That was helpful.
	+ We did cash only for tombola, but all the rest of the products was paid with credit cards.
	+ We will order the NATO tagged products soon for this year’s tombola.

Tombola Coordinator – Tanya Borchert

* + A tombola is a large raffle; it is part of the NATO Charity Bazaar each year.
		- each nation donates (at least) two prizes, each valued at minimum 100 €
		- the raffle normally takes place on the day of the Bazaar
		Part of the prize display in a previous year was shown in a photo:
		- it is not too early to start thinking about Tombola prizes
		- the 2021 Prize Description form is available on the NCB website.
	+ How many blank Tombola tickets do we need?
		- Each nation can sell Tombola tickets – to delegations, colleagues & friends at NATO HQ – for 2.50 € each. This usually begins in September.
		- Questionnaires will be sent by email this weekend to each nation. This will help us know how many blank tickets each nation would like to have.
		- There will be more detailed information about the NCB Tombola 2021 ~~in the~~ coming by email and Tanya is available to you for any questions you may have.
	+ The questionnaire will be sent this weekend: it’s important to mention who is the POC in your team for the tombola. Please fill it out and send back to: tombola@natocharitybazaar.org

Latvia - *Svetlana Mogilnaja* sharesher experience with the Tombola ticket sales & Prizes

* + Two years ago, we could only sell 160 tombola tickets, receiving feedback from people winning prizes was good
	+ At the delegation and SHAPE, we managed to sell 300 tickets last year *(NOTE from TLB: I heard Svetlana pronounce 3000 during the GAM, but I think it was just a vocabulary mistake. LATVIA sold 300 tickets in 2020)*
	+ For Tombola gifts, it was not easy to find sponsors, as many small companies could not support us, therefore we made a bet on a major manufacturer of seeds and natural cosmetics in Latvia. One company had agreed to become our sponsor, thanks to them we could make wonderful gifts and delicious products, so we were happy with our results, and sponsors. We hope to continue the good cooperation this year too.
	+ Bake Sales are planned for the fall of 2021
	Kick off Bake Sale first half of September (\*) - TBC
	+ Other events or sales are likely to replace the Bake Sales – be prepared.
	+ The NCB Shop – a successful alternative
	+ Income from the sales of items will be transferred the NCB bank account
		- * **Important to write when doing the transfer:** Name of the Country + “Bakery Project” (for example) in the “Comments” field of the transfer.
			* For questions write to: shop@natocharitybazaar.org
* This is also the first day of selling Tombola Tickets - only the NCB Board will be present to sell the baked goods and the first Tombola Tickets of the year
* Local sales at the delegations / ARAMARK restaurants - like 2020 – boxed lunches, snacks, sweets, cookies, savouries, etc.
* There is a pdf pattern & also an NCB Resource Guide for sewing fabric bags (like wine bags and tote bags). Both bags use the same pattern! Wine bags too., I am happy to share the Resource guide on how to sew ~~it~~ these bags if someone is interested to make these for their fundraising.
* easy to customize to your own design & national colours for wine and product sales
* If you would like to have a copy, please contact Tanya at: vice-president@natocharitybazaar.org

Vice-president - Tanya

* Photo Greeting Cards by Yurii Senchuk
* 10 original images of Belgian landmarks and scenery, Set of 10 for 35€ (or single cards for 5€ each). More information: shop@natocharitybazaar.org
* Photo Greeting Cards with original images photographed by NCB Members, printed on anti-fingerprint glossy paper.
The entire collection will be posted in ads on the FB group & in the NCB Newsletter – or you can simply write to shop@natocharitybazaar.org for a direct link to the entire assortment. Perfect for special occasions and gifts to friends and family
* I will also promote them on Facebook private groups as it promotes NCB

Bazaar Coordinator & Cookbook Project Team Leader - Diana Defta

* An email was already sent to you with a standardized form and explanations for the Cookbook Project. Please check it.
* What do we expect?
	+ - Two recipes per nation – one main course & one dessert recipe
		- Original photos of the final dishes & some anecdotes, stories
* When do we need it by? Until 12th July
* Please consider that National POC does not have to be necessarily the NR
* Questions to the Cookbook Project? Please write to: cookbook@natocharitybazaar.org

Website: President on behalf of Webmaster Lara:

* Documents and information are available on our website: <https://www.natocharitybazaar.org/>Instructions on how to access the sub-site for NRs, ANRs (incl. password) are attached to the GAM invitations. In case of a problem or questions, please contact: web@natocharitybazaar.org

Vice-president – Tanya Borchert:

* *NCB on social media.* We have the following pages:
	+ A Private Facebook Group – used for reminders, notifications, news to all Members (306 people)
	+ A Public Facebook page – used to publish news to all members (group of 935 people)
	+ An Instagram account – used to promote the sponsors , publish news and photos 57 followers

President – Hanne Jørgensen:

Any other business:

* + A few of you have asked the Board for an official logo to put on letters to sponsors. The use of the NCB logo is permitted only by the Board on documents that are related to the NCB. But we have created the” NCB MEMBER” stamp in case you need it
	+ Correspondence issues: **Postmaster Account** (postmaster@natocharitybazaar.org). This is a technical address only for the Board to send e-mails to the distribution list of Members. Not for daily correspondence**, please do not reply to e-mails received from this address as we rarely check it**
	+ For direct contacts to Board members: **See the very first ppt. slides from the GAM**
	+ Please regularly check your spam folders (Spam, Social, Promotions, Junk,), if your mailbox lacks sufficient free storage (a full mailbox will reject our mails) then check your firewall settings
	+ To be able to receive e-mails from the distribution list, add postmaster@natocharitybazaar.org as a safe sender in your settings.
	+ Upcoming General Assembly Meetings:
		- **7th September 2021**
		- **28th September 2021**
		- **26th October 2021**
		- **9th or 16th November 2021**
	+ Until we are once again able to enter NATO HQ as family members, the GAMs will be held via Zoom

President closes the meeting

 Brussels, 15 June 2021

 Minutes keeping: Ildikó Incze

[[2]](#endnote-1)

1. Attendance list of 15 June GAM is part of this Meeting – attached [↑](#footnote-ref-1)
2. Part of the GAM Minutes: Attendance list and powerpoint presentation [↑](#endnote-ref-1)