



General Assembly Meeting Minutes
07 June 2022
(Zoom meeting)
09:00-11:45

President, Tanya Borchert

Vice-President, Catharina Johannessen

Bazaar Coordinator, Diana Defta

Treasurer, Serge Devynck

Charity Team, Monica Fornari, Serge Devynck, Ashley Roche, Ildikó Incze, Krisztina David-Bakos, Eleonora Colonna

Restaurant Team, Eleonora Colonna

Guest Access Coordinator, Eleonora Colonna

Tombola Team, Krisztina David-Bakos

Sponsorship Coordinator, Webmaster, Lara Ronayne Casimiro

Membership-Coordinator, Mette Ø. Pedersen

Secretary, Ilaria Carbone – to be voted during the meeting

Event Coordinator, Eirini Plokamaki

Honorary Vice President, Kati Schmidt

Absentees: Monica Fornari, Ashley Roche, Eleonora Colonna, Lara Ronayne Casimiro, Eirini Plokamaki

- **President:** **Opening**

Housekeeping rules of the Zoom Meeting presented

Minutes from 17th of March 2022 approved?

Approved with 28 YES votes and 1 Abstention vote

Introduction of Membership Coordinator, *Mette Østergaard Pedersen*
- **Membership Coordinator:** **Handover/Takeover**

Importance of Handover-Takeover with successors and team members

Welcome and Farewells expressed to members

Farewells:

Hungary

- NR – Bozóki Nora
- ANR – Zsolt Juhász

Greece^L_{SEP}

- NR – Evdokia Sakellaridou

Norway

- ANR – Valgjerd Tungesvik

Spain

- ANR – Victoria Sanz
- 2 nd ANR – Ana Añon Miguel

United States

- ANR – Cindy Noe
- 2 nd ANR – Munsun Cox

NATO International Club (NIC)

- NR – Loly Aguilera

Welcomes:

Slovakia

- NR – Michaela Pokorná
- ANR – Milana Tumova

Hungary

- NR – Dóra Dr. Somogyi
- ANR – Éva Szucsne Korán

Norway

- ANR – Anna Therese Lindberg

Spain

- ANR – Beatriz Rodriguez Gonzalez
- 2 nd ANR – Alicia Martinez
- 2 nd ANR – Susana Esparza

United States

- ANR – Kristy Smith

NATO International Club (NIC)

- NR – Gerly Jostov

NCB Membership forms – NRs, ANRs and 2ndANRs

In case of leave members are asked to send information to the Membership Coordinator.

Membership Forms for all new NRs, ANRs, 2nd ANRs must be sent to membership@natocharitybazaar.org (not the President).

- President:

National emails

Creating a generic email account will: facilitate handovers/takeovers within your national team, centralize information, enhance coordination and streamline point of contact.

Some examples are:

bazar.otan.esp@hotmail.com

charitybazaarpt@gmail.com

dnkncbteam@gmail.com

Please SHARE all NCB information with your teams and even National Delegations so everyone has access

NCB Social media

The NCB currently has three social media pages:

1. Private Facebook page used for reminders and notifications, 326 members
2. Public Facebook page used for publishing news to the public, anyone can follow this page, 1034 followers, link [NCB Facebook page public](#)
3. Instagram used for publishing news & photos

The Social Media Channels will be very active in September

Frequently Asked Questions (FAQ)

The NCB Board is always ready to hear from you, if you have a concern (i.e. Bank transfers in December) please tell us now

Thank you to those who have shared their thoughts about what is possible for the NATO Charity Bazaar 2022.

→ ongoing security situation + local resources = innovation (it is important to work within our capabilities / without pressure)

→ “What CAN I do?” / NCB Shop example, sewing masks, other items, baking cakes for Bake sales

→ EVERYTHING counts

Based on feedback from the Members, we have created a new document called “FAQ: Frequently Asked Questions”

Thank you very much to Žaneta Baltrėnienė of Lithuania for the great help and also suggestion of the name FAQ

FAQ will be sent out through Postmaster after today’s GAM, together with the ppt slides. We will revise and add to this document, if necessary, for the autumn.

NCB Secretary

Farewell to Eleanor Braithwaite

New candidate: Ilaria Carbone. Her impressive bio was sent to you via email

Majority of the members voted Yes for Ilaria as NCB

- Treasurer:

Financial Update

Financial updates

Primary Account 971,77€ *

Savings Account 1.960,47€

NET TOTAL 2,932,24 €

(*AION monthly fee 9 €)

Should you have any questions contact me by e-mail at treasurer@natocharitybazaar.org

Question from Latvia NR:

“We had a challenge putting cash into NCB bank account, so we had to use our personal accounts, can this issue be solved?”

Tanya:

“Yes, we are looking for alternatives and hope to find some other solutions with AION. Serge will take the floor later in September to address this issue. Serge also asked which bank account they are using. In the meantime, it is possible that the office of your Perm Rep could be helpful with advice on managing electronic bank transfers inside Belgium”.

- Charity Team Leader:

Funding applications 2022

Update on the 2022 NCB charity application process, funding applications 2022

All information on the Selection Process and the Application Form as well Guidelines 2022 (in English) is available at <https://www.natocharitybazaar.org>

Deadline for receipt of completed applications was 1st May 2022 at 12h00(noon) Central European Time (CET).

Charity Timeline

April 1 - May 1 at 12.00 CET - window for accepting applications for Charity Projects. Each application has been forwarded to the appropriate coordinator.

May 2022 – June 2022: Review of all applications for eligibility, ensuring all requirements are met. All the applications are 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 are notified, via email, with either Non-Funding or Possible Funding letters after the reviews and process of eligibility and selection criteria is done.

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% (thirty-five) of the raised amounts will be distributed to the Belgian Charities while the other 65% (sixty-five) of the amount is distributed to the International Charities.

All charities are notified via email of funding and the received amount.

January 2023: Hybrid Donation Ceremony event (in person at HQ and Zoom)

Update on the 2022 Belgian and International Charities

4 projects from Belgian Charities and 24 International projects from 13 countries received

The charity vote will take place during the first GAM of September

You will receive the *Pre-Briefing Booklet* by email in advance. This booklet lists the project summaries and breakdowns from all eligible charity applications, as well as target groups, number of beneficiaries, total project cost, minimum amounts to make the projects viable

You will also receive the Ballots and Charity Voting Overview

POC Monica Fornari Charity team leader:
charity@natocharitybazaar.org for any questions related to
the charity selection process.

COFFEE BREAK

- Bazaar Coordinator: **The NATO Charity Bazaar 2022 event**

Time: From 18th to 20th November (3rd weekend of November) –
pending, tbc

Location: NATO Staff Center

How? The set-up of National stands will be at HighFive Omnisport
Hall area & Restaurant stands will be organised at the restaurant
area of the Staff Centre.

This year we need again to adapt to the new challenges which
affect our Bazaar activities as well

At the general question “*Why the Bazaar event does not take
place at the Agora public area?*” there are multiple reasons:
security reasons, uncertainty of a firm commitment to a specific
date as well the possibility of an unexpected
cancellation/postponement

We must adapt to some limitations in terms of Product Stands

Maximum number of tables will be imposed (the number depends
on how many nations will participate)

As soon as all the Questionnaires are collected, an initial sketch
of the hall could be drawn up

The use of electrical devices – slightly limited (a decision in this
regard is still awaited)

The nations will bring their products in slots (a schedule will be
set up),

Diana shows photos of the locations at Staff Center

More specific details will be provided once we are aware of the
level of participation

Q&A:

Tanya: asks about the restaurant stands set up.

Diana: responds that for restaurant sales/foods there will be
available the whole restaurant Staff centre area provided

and we can adapt the stands at requirements to maximise the seating area for all people joining.

Tanya: Staff centre restaurant area offer a lot of kitchen equipment and we hope we can use the Coffee machine too

Latvia NR: The max. number of tables one nation can have is 6?

Diana: Yes, for the product stands, but we will see later end of June if it can be more, it depends on how many countries will participate at the Bazaar, so maybe 8 tables is also possible.

Lithuania NR is interested in where can they use the NCB stamps? Also, on goods packages?

VP Catharina responds yes, the stamp can be used on the product packs

Info on Participation Questionnaire 2022

Members are asked to send the Participation Questionnaire by 25 June for both Product and Restaurant stands

They will receive the Questionnaire by email 8 June

If someone is missing it, please contact me at coordinator@natocharitybazaar.org

Update on the NCB Cookbooks

We have edited 58 recipes from 58 nations, one amazing collection of culinary delights

Price per book: 15 €

How to buy it? Lockers at NATO HQ

Agree a day (cookbook@natocharitybazaar.org or 0470093036) to meet at the Staff Centre for pick-up

Many thanks to Czech Republic and Portugal for already purchasing the pre-ordered books

Each purchase supports the 2022 charity projects.

Comments: Norway NR reminds that Cookbooks can be brought at the Bake Sales to be sold

- *Vice-President*
2022

List of “Ideas & Inspiration” for NCB National Stands in

There are a variety of products that can be sold at the bazaar, be creative and remember that food, alcohol and Christmas gifts are always popular! Tips and hints next slide

Get sponsored goods and foods from your home country.

Reach out to different producers of typical products made in your home country that might want to sponsor your stand with items to sell.

Buy national products and bring/ship them in time for the bazaar. If you are having summer vacation in your home country, you might want to buy some products that you know is easy to sell and that fit's in an extra suitcase!

Homemade goods. Gather your delegation members for fun evenings together making typical national products. Eg. Knit, sew, glue, bake, make soaps, jam, candies etc.

Please contact me if you want additional inspiration and ideas at vice-president@natocharitybazaar.org

- Tombola Coordinator:

2022 NCB Tombola info & details

You have all received by email yesterday the details of this event

Prize offerings – SEP-NOV, minimum 100 EUR value each prize

Tickets are distributed by the NCB Team, sold by Nations and the NCB Team

Nations need to determine how many tickets they need this year, you can do an estimation by checking the last year sale

Ticket sales start in SEP – Nations need to coordinate with the NCB Team to book slots for in-person sales

Bazaar Sunday – Drawing winning tickets

The tombola Questionnaire has 3 questions :

- How many tickets do you need? (by 1 SEP)
- When would you like to sell tickets in the public area? (SEP)

- What are the 2 prizes that you would like to offer (min. 100 EUR each)? Between now and 1 NOV

All comments and questions very welcome at tombola@natocharitybazaar.org.

- Event Coordinator : (Section covered by *Tanya Borchert, in absence of Eirini Plokamaki*)

NCB Bake Sales and Events in 2022

9 June in the Public Square under the stairwells of the Press Briefing Room

Please let us know if you would like to participate

2 other dates are requested for Bake Sales in autumn: 15 September & 11 October

Please share, encourage teams, plan for these dates - pending approval

The idea to find a way to include the Partners' Building on these days in September and October has been raised by Danijela Rankovic of SERBIA for which we thankful

Event for Portugal's National day, the Portuguese team will be offering their famous Pasteis de Nata for sale as a fundraiser!

Wine, olive olis, jewelries
Date: Friday 10 June, 2022

Location: Staff Center, 11:30 – 14:30

Advertising NCB events

NATO now uses one column of information to reduce the number of emails being sent inside the networks. "Insider News in Brief" brings all the latest NATO HQ news, events, trainings and announcements on a bi-weekly basis.

All requests for advertising NCB-related events should go through the NCB Board, as requested by the NATO Communications Office. There is a schedule of deadlines for all submissions. Tanya will share more about this in September.

- President: **Website** (Section covered by *Tanya Borchert*, in absence of *Lara Ronayne-Casimiro*)

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<https://www.natocharitybazaar.org/>,

Many documents & information are available on our website which is steadily being updated this month, after so much turnover recently. Instructions on how to access the sub-site for NRs, ANRs (incl. password) are attached to the GAM invitations

In case of problem or questions you can contact: web@natocharitybazaar.org Lara Ronayne Casimiro

Any other business

NCB Members' Stamps: "Membership 2022" stamps can be found on the website, in both EN and FR

Where can we use the logo? Any charity bazar (letter, thank you card to sponsor, donors, colleagues helping out) anything that relates to the NCB and the branding/marketing of the Bazar

Upcoming General Assembly Meetings:

- **8th September 2022**
- **29th September 2022** ^[L]_[SEP]
- **17th October 2022** (Q&A Session) ^[L]_[SEP]
- **8th November 2022** ^[L]_[SEP] & ^[L]_[SEP] **Donation Ceremony in January 2023** (date tbc)

Press Briefing Room Requested.

Denmark NR: suggests to use the Staff Center in case the PBR is not available.

Check your inboxes later for today`s slides from along with the new FAQ: Frequently Asked Questions

NATO Staff Center has an electronic Newsletter called "Morale and Wellbeing" – information includes things like Summer Camps and Food Truck schedules. If anyone would like to sign up to be on the mailing list, please contact Jessica Schmale Morale, Wellbeing & Recreation Officer schmale.jessica@hq.nato.int

NOTE that NCB correspondence often comes to you from the NCB Postmaster account. This is for large" group "mail only. Do not reply to Postmaster, as that email account is not checked for incoming mail. Write directly to the NCB Board Member you need, (see addresses on ppt. page. 37, GAM June 7)

President closes the meeting.

June 07, 2022

Minutes taken by Incze Ildikó and Ilaria Carbone