



**General Assembly Meeting Minutes
08 September 2022
Meeting held at NATO HQ and on Zoom
09:15-11:45**

President, Tanya Borchert

Vice-President, Catharina Konow Johannessen

Bazaar Coordinator, Diana Defta

Treasurer, Serge Devynck

Charity Team, Monica Fornari, Serge Devynck, Ashley Roche, 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

Event Coordinator, Eirini Plokamaki

Absentees: Lara Ronayne Casimiro, Eirini Plokamaki, Diana Defta, Serge Devynck, Ashley Roche

- President:

Opening remarks

Welcome

Alphabetical Roll Call of Nations and Vote

Minutes from 7 June 2022 approved?

Approved with 34 YES

Rules of etiquette for this Hybrid Meeting

For questions in the Room raise your hand and use the microphone;
Those on ZOOM are requested to please use the "chat"

- Membership Coordinator: **Welcome and Farewells expressed to members**

Farewells:

Albania

- 2nd ANR Kurt Zhugri

Armenia

- NR Marina Hovhannisyan

Bulgaria

- ANR Dinko Dinev

Canada

- NR Elena DeCurtis

Czech Republic

- 2nd ANR Stanislava Jiresova

France

- NR Elisabeth Markart

Kazakhstan

- ANR Naziya Osmonkulova

Montenegro

- ANR Tijana Turkovic

Slovenia

- NR Tanja Kopač Mozetič

USA

- ANR Cindy Noe
- 2nd ANR Munsun Cox

Welcomes:**Albania**

- NR Tatjana Pujo

Armenia

- NR Lianna Mkrtchyan

Bulgaria

- ANR Vladimir Irinkov

Canada

- NR Simone Pamplin

Finland

- NR Katja Seppä
- ANR Sari Bäcklund-Kajanmaa

France

- NR Bénédicte Goisque

Kazakhstan

- ANR Meruyert Kulatayeva

Serbia

- ANR Snežana Nikolić

Slovenia

- NR Nataša Mikuž

Sweden

- 2nd ANR Anna-Karin Boman

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).

Handover/Takeover

Importance of Handover-Takeover with successors and team members.

- 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

charitybazaarp@gmail.com

dnkncbteam@gmail.com

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

If you notice we have an error, please let us know. Feedback is vital.

We had issues with the email sent out on Sunday 28 August. Pre-briefing books did not arrive in 25% of members' inboxes. It seemed that the email addresses with most trouble were mfa, mil and .gov addresses. Please check the settings, they might be sensitive to emails. We will do more testing.

At the beginning of each email sent by Postmaster, the President will mention what the previous email was. A reminder will also be posted in the private Facebook group.

Reminder not to reply to postmaster.

Türkiye suggests the creation of a drive account on google to share the files.

NCB Social Media

The NCB currently has three social media pages:

1. Private Facebook page used for reminders and notifications, as well News 329 members
2. Public Facebook page used for publishing news to the public, anyone can follow this page, 1035 followers, link [NCB Facebook page public](#)
3. Instagram used for publishing news & photos, mostly promotion tombola prizes from sponsors.

Frequently Asked Questions (FAQ)

The NCB Board is always ready to hear from you, if you have a concern please tell us now, feedback is vital.

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 suggestion of the name “FAQ”.

FAQ was sent out through Postmaster in June after the GAM together with the ppt slides.

We will revise and add to this document, as necessary, in the months ahead.

Thank you to those who have shared their thoughts about what is possible for NCB 2022.

→ ongoing security situation + local resources = innovation (without pressure)

→ “What CAN I do?” / NCB Shop example, sewing masks, make a cake for Bake sales

→ EVERYTHING counts

Advertising NCB events

All requests for advertising NCB-related events in the Insider News in Brief should go through the NCB Board, as requested by the NATO Communications Office. The deadline is a week in advance of INIB publication dates, because they have everything translated.

Insider News in Brief brings all the latest NATO HQ news, events, trainings, and announcements on a bi-weekly basis.

Visit the Magellan Intranet for more regular updates.

- Guest Access Coordinator: **2022 Guest Access for the NATO Charity Bazaar**

Every year the NCB has requirements for inviting volunteers to help work at the stands or special guests to visit the stands on Bazaar Sunday, (20 November 2022).

Each year is slightly different, based on a variety of factors.^[1]_[SEP]

- **Mr. Patrick Lambert, NOS (Special Events Coordinator, Head Planning Office)**

Everybody holding a HQ access card can enter through Boulevard Leopold III, normal entrance (South Gate/Entrance).

Only for people holding access cards.

Helpers and guests will have to use the Guard Post at the Staff Center Entrance, (North Gate/Entrance).

Each nation will have five official invitations (guest cards). In addition, each Mission will have the possibility to have 5 helpers for Saturday and Sunday.

People coming from SHAPE who have a card that is exchangeable for a normal NATO pass will be able to enter. The exchangeable card will give access to the holder, but SHAPE staff will not be able to bring visitors.

Vehicles: people with NATO passes will enter through the south gate and have free parking in the NATO parking lots, everyone in the car must have a NATO HQ card.

Everybody else (helpers, guests) will have to use the parking in the North Entrance, (first come, first served basis). All those entering through the North Entrance into the Staff Center will need guest or helper cards.

NOS will open another parking on the Manfred Wörner Building side, across from the South Entrance.

Question: How do you exchange SHAPE pass?

Answer: SHAPE staff will be asked to go to visitor/press parking at the South Entrance, they will show their cards and they will not need to physically exchange the card.

Questions: SHAPE Spouses?

Answer: Exchangeable shape AMIS card gives access.

Questions: what about visitors?

Answer: NCB to issue special visitors cards, 5 ppl and they are coming under the Nation's responsibilities.

Visitors passes will not be named.

Questions: can more than 5 workers exchange shifts?

Answer: They can do that.

Question: Do we have to provide list of visitors and workers beforehand?

Answer: Send list to the Guest Coordinator, Eleonora, one week in advance at the latest.

Question: A guest ticket is for one person or spouse too?

Answer: Just one, so five people in total.

Question: Does it apply to children as well?

Answer: Children under 12 do not need a card.

Email address for Guest coordinator is at the end of the PP slide and at the end of the postmaster messages.

- Treasurer:

Financial Update

Savings account: +2805€

Changing NCB bank account 2022 - Still ongoing

Treasurer is looking into changing bank into a bank with a physical outlet, doing a lot of research.

Suggest creating a bank account for your national team to make management easier, as the donations must be made electronically in December.

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

- Charity Team Leader:

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. [L] [SEP]

May, June, and July: Review of all applications for completeness, ensuring all requirements are met. All of 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 are able to assist as many projects as possible from as many countries as possible. [L] [SEP]

July and August: All Charities are notified, via email, with either Non-Funding or Possible Funding letters; Charity Pre-Briefing Booklets will be distributed to all National Representatives in preparation for the September GAM. [L] [SEP]

September: We anticipate voting via Survey Monkey online. This virtual way of voting ensures correct tabulations of all of the votes and ensures all NR's can vote, even if they are not in Brussels at the time. [L] [SEP]

December: The Board meets after the Bazaar to distribute the funds. Thirty-five percent of monies raised will be distributed to the Belgian Charities with the other sixty-five percent of monies raised distributed to the International Charities. All charities notified, via email, of funding and the amount. In the case that we cannot support all charities, emails will be sent to those we are unable to fund. [L] [SEP]

January 2023: Hybrid Donation Ceremony [L] [SEP]

Update on the 2022 Belgian and International Charities

Belgian Charities: 3 projects from 4 organizations.

International Charities: 18 projects from 24 organizations.

Ranking Charities:

The list of eligible candidates is presented in two pre-briefing books e-mailed recently:

- 2022 Belgian Charities Pre-Briefing Book
- 2022 International Charities Pre-Briefing

Pre-Briefing Books

Content was compiled from the information each charity provided on the funding application.

For each charity you will find:

- the focus group^[1] target number^[1]
- a summary of the project
- the amount of money requested

Each nation will be asked to rank the charities:

- **1 through 3 for Belgian Charities^[1]**
- **1 through 18 for International Charities**

#1 is the first choice = highest priority^[1]

#3 (Belgium) or 18 (International) are last choices = lowest priority

Each Countries' National Representative (NR) must vote by **12h00 on 9 September**

Only online votes will be accepted and 1 vote per Nation.

Rank charities 1-3 (Belgian) and 1-18 (International)

Survey Monkey will automatically calculate the overall rank score based on the responses each country has given. ^[1]

The charity with the highest rank score has the highest priority for funding. ^[1]

In the event of a tie, the charity with the most 1's will get priority. If the number of 1's is the same, the number with the most 2's will get priority, and so on. ^[1]

Once the voting process is complete, two board members will review the results. Members can request the results be sent to one NR to verify the findings. ^[1]

Results will be exported to an Excel spreadsheet, printed, and stored in an envelope for at least two years. ^[1]

Only the Executive Board (the President, the Vice-President and the Treasurer) will have access to the physical results and the Charity team will have access to the online results which is password protected. ^[1]

The final result of the vote will be announced at the next General Assembly meeting. [SEP]

Voting Link: <https://www.surveymonkey.com/r/NCBVote2022>

Comment from SERBIA : We submitted questions and suggestions to the Charity Coordinator and ask that you share those ideas and initiatives with the other NRs.

Answer: Thank you for the letter you sent. All NRs are welcome to contact the Charity Coordinator with any feedback or questions.

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 (This section covered by Tanya Borchert in the absence of Diana Defta)**

SUNDAY, 20 NOVEMBER 2022 – THE BAZAAR DAY [SEP] 19th November – set-up day (perhaps Pre-Sales day also)

According to all the responses received from you, the Bazaar will have 36 participating nations + NIC and 16 nations with a restaurant stand.

Waiting for an answer from France, Greece, Kazakhstan, Montenegro and the United States of America.

The Participation Questionnaire is in your inbox from Postmaster emails in August.

The National Stands will be organized in the Omnisport Hall (High5 Area) and arranged alphabetically.

The number of available tables might change, so let's be prepared to adjust.

The Restaurant Stands will be placed in the restaurant area of the Staff Centre and organized in accordance with the type of food intended to be sold

More organizational details will be provided after the next meeting with NATO stakeholders [L] [SEP]

Therefore, all the questions/concerns addressed on topics like electricity, items allowed to be brought in, ventilation, storage areas, etc. will have a concrete answer after this meeting. [L] [SEP]

Photos from June presentation to show the Omnisport Hall

Online Catalogues:

We think it is a good idea to keep the Online Catalogues [L] [SEP]

Not mandatory, but a very efficient method for promoting and selling your national products.

You will receive the template and you can start populating it with products you want to sell online [L] [SEP]

You are all free to choose your most suitable pick-up/delivery option.

The NCB Cookbooks

We have edited 58 recipes from 29 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.

Each purchase supports the 2022 charity projects.

Only a few nations submitted their pre-sales orders [L] [SEP]

- *Vice-President:*

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

2022

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: 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.

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

Remembrance

Just like last year, Poppy Appeal has kindly invited NCB to have our PR stand together with them in the Public Square outside Starbucks.

NCB will join the Poppy Appeal from November 2-8th, and we will distribute flyers with information about the upcoming Bazaar weekend of 18-20th of Nov.

NCB pillar Candles

We are starting to figure out what to sell this year, and as of now we plan on selling giftwrapped candles with the NCB logo.

More items are in the works!

- Tombola Coordinator:

2022 NCB Tombola info & details

After the GAM we have the tickets here.

Please send an email if you haven't ordered yet.

We will have in person sales, in the public area, we will send out the link to a google calendar to book the slots for your tombola sales.

You cannot sell anything else, only tombola. 4 or 5 tables will be set up by IFM for each tombola sale. We are not allowed to move the tables. Please bring any decorations you would like to have on the table for your sales. Need to leave the area clean.

We suggest considering electronic payments, in addition to cash. All funds raised are transferred ~~all transfers~~ at the end of November. You will receive more information via email from the NCB Treasurer.

Several offers for prizes, we ask you to donate at least 2 prizes, each with a value of at least 100 euros. The Tombola Prize List will be published on the NCB website, as well as the private NCB

Facebook group. There will be one book with the printed Tombola Prize List available at Tombola Ticket Sales in the Public Square.

We need name of the Nation, name of the donor, description and a jpeg image. The catalogue will look like a table with all things listed. Check past catalogues for guidance, (they are on the NCB website).

Three Things:

Are you tracking your tickets? [SEP]

Have you sent a prize offering? [SEP]

In a few days, we will launch the booking process for in-person sales in the HQ Public Area. [SEP]

President: on the 19th of September, the NATO International Club has offered to be there first. There will always be someone from the board and we will bring a physical binder with photos and descriptions of the prizes.

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

- Event Coordinator: Plokamaki)

(Section covered by Tanya Borchert, in absence of Eirini

NCB Bake Sales and Events in 2022

At the last bake sale, we raised over 1000 euros.

Next Bake sale is on 15 September in the Public Square:

→ under the stairwells by the PBR [SEP]

→ donations instead of prices [SEP]

→ let us know, if you would like to participate

→ cash and mobile pay will be available

It is possible to have a parallel table set up on the 15th in the Manfred Wörner Building. If you are interested in helping with this, please come see me today after the meeting.

Questions: what time should we drop off the bake sale items?
Allergy labels?

Answers: Usually people drop them off before going to work around 8:30 in the morning. Allergy labels are good. We will send an email with more information.

Question: no prices?

Answer: We might have suggested donation, but no prices, we have never had prices. People are very generous.

Wishing Tree 2022

The Wishing Tree Project for 2022 has been approved!

The trees will be set up in the Public Square^[SEP]

Possible organizations are being researched.

Italy's Pre-Sale

The NCB National Team for ITALY will host a pre-sale of national^[SEP] products as an NCB fundraiser!^[SEP] Wine, prosecco, flavoured liqueurs, pre-packaged foods (pasta, sauces, oils)

Wednesday 28 September 2022^[SEP] Public Square, north side of the Press Briefing Room (under the stairs) 10:00 – ca. 15:00

- President:
Ronayne-Casimiro)

Website (Section covered by Tanya Borchert, in the absence of Lara

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

Many documents & information are available on our updated website 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 WEBSITE – what is there?

Continuing our updates – adding to the calendar and uploading files (*like the 2022 National Catalogs, 2022 Tombola Prize List or NCB Shop items*).

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

Upcoming General Assembly Meetings:

→ Monday 26th September 2022 

→ Monday 17th October 2022 (Q&A Session)

→ Thursday 10th November 2022

Donation Ceremony in January 2023 (date tbc)

Check your inboxes later – slides from today will be there, along with the link for VOTING.

REMINDER: 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!

Please write directly to the NCB Board Member you need:


President, Tanya Borchert | president@natocharitybazaar.org


Vice-President, Catharina Konow Johannessen | vice-president@natocharitybazaar.org

Treasurer, Serge Devynck | treasurer@natocharitybazaar.org

Secretary, Ilaria Carbone | secretary@natocharitybazaar.org 

Charity Team, Monica Fornari, Ashley Roche, Krisztina David-Bakos, Eleonora Colonna, Serge Devynck | charity@natocharitybazaar.org 

Bazaar Coordinator, Diana Defta | coordinator@natocharitybazaar.org 

Restaurant Team, Eleonora Colonna | restaurant@natocharitybazaar.org 

Tombola Coordinator, Krisztina David-Bakos |
tombola@natocharitybazaar.org

Sponsor Coordinator & Webmaster, Lara Ronayne Casimiro |
web@natocharitybazaar.org

Membership Coordinator, Mette Pedersen |
membership@natocharitybazaar.org

Guest Coordinator, Eleonora Colonna | guest-coordinator@natocharitybazaar.org

Event Coordinator, Eirini Plokamaki |
event@natocharitybazaar.org

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

Questions

Switzerland: Friday 18 November?

President: Board comes on Friday evening to build tables, Saturday set-up day.

Serbia: bake sale only on 15th of September? What about 11th October?

President: Yes, there will be another bake sale also on October 11. We will mention it at the next GAM.

Serbia: team would like to help the parallel sale on the other side, please join us.

Türkiye: sale only on Sunday? Are you announcing the pre-sale?

President: pre-sale date will be for people setting up the stands, it is a choice. It's in-house not open to external people.

Türkiye: is there a limit for the tables for the restaurant?

The tables for the restaurant come from another inventory, Diana coordinates, so email her.

Türkiye: Is there an after sale?

President: definitely on the list, we are going to see, probably week beginning 21st Nov, we'll see what nations are interested,

Zoom question: reminder that you can't enter the gym in outdoor shoes.

President: the floor will be covered.

Question about decoration:

Question: gym is difficult to decorate.

President: We are not allowed to attach things to the wall. Great point, but with all the people and the community it will look less like a gym.

President closes the meeting.

September 08, 2022

Minutes taken by Ilaria Carbone