



**General Assembly Meeting Minutes
26 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

Honorary President, Tanja Kopač Mozetič

Honorary Vice-President, Kati Schmidt

Absentees: Lara Ronayne Casimiro, Eleonora Colonna, Mette Ø. Pedersen

Nations Attending: Albania, Armenia, Australia, Austria, Azerbaijan, Belgium, Bosnia and Herzegovina, Bulgaria, Canada, Croatia, Czechia, Denmark, Estonia, Finland, France, Georgia, Germany Greece, Hungary, Italy, Latvia, Lithuania, Netherlands, NIC; North Macedonia, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Türkiye, United Kingdom, United States

Absentees: Iceland, Kazakhstan, Luxembourg, Montenegro, New Zealand, Switzerland, Ukraine

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

Welcome

Alphabetical Roll Call of Nations and Vote

Minutes from 8 September 2022 approved?

Approved with 38 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". Questions
are possible after the agenda items and at the end.

- Membership Coordinator: (Vice President Covering this section on behalf of the Membership Coordinator)

Welcome and Farewells expressed to members

Farewells:

France

- ANR Selem Hadj

Greece

- ANR Maria Vergidou
- 2nd ANR Charikleia Damala

Italy

- NR Alessandra D'Amico
- ANR Alessandra De Benedittis

Portugal

- NR Maria Isabel Mateus

Spain

- ANR Victoria Sanz

Spain

- 2nd ANR Ana Añón Miguel

Welcomes:

Austria

- NR Marina Vargyas

Greece

- ANR Ikaros Loumakos
- NR Panagiotis Smyrni

France

- ANR Jean Assier-Andrieu

Italy

- NR Guido Demattia
- ANR Allesandro Squillace

Italy and Spain point out that the NR and ANR names mentioned on the slides are not the correct ones. NCB answered that Italy's NR name was on the welcome slides following the "farewell" section, and also that the NCB Board would look into whether the ANR from Spain was welcomed at an earlier GAM and correct that possible oversight.

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 facilitate handovers/takeovers within your national team and centralize information so that new arrivals receive mail.

Some examples are:

bazar.otan.esp@hotmail.com

charitybazaarppt@gmail.com

dnkncbteam@gmail.com

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

Canada, for the purpose of inclusivity, proposes an alternative password without the euro symbol because some countries do not have it on their keyboards.

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

Please check the settings, they might be sensitive to some emails.

We are continuing to look at why some messages go through and others do not.

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.

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.

26 September issue has dates of NCB Tombola Ticket sales – as well as ITALY's national products sale on 28 September.

There is also a link to the "hidden" page on the NCB website, leading to a copy of the 2022 NCB Tombola Prize List.

Visit the Magellan Intranet for more regular updates.

NATO Charity Bazaar Internal Newsletter

We will have our own 2-page Newsletter with more in-depth coverage of all things related to the NCB in 2022:

charity projects national catalogs - links tombola news - links details of 19 and 20 November editorial content & more!

We will circulate this internally, through Postmaster, and ask that all NRs share it widely. This is how the people working at NATO find out about what is available and how to find those things!

Anyone wishing to be added to this distribution, please send your email address to secretary@natocharitybazaar.org

Honorary President

From the NCB Internal Regulations, Article 5:

"An Honorary President and Honorary Vice-President will be pre-selected by the Board and elected by the General Assembly to represent all participating nations because of the special support they have given to the NCB. Both the Honorary President and Honorary Vice-President are welcome to attend meetings, but they will not get a vote. "

The NCB Board would like to invite someone who has shown special support for the NCB - Tanja Kopač Mozetič - to accept the position of Honorary President.

- Tanja Kopač Mozetič has been the NR for SLOVENIA previously (2020-2021). She is here in Brussels together with her husband, H.E. Dr. Erik Kopač, Permanent Representative to NATO from SLOVENIA. She has full knowledge of the work the NRs do, having been one herself during the challenging pandemic years. She has established relationships throughout the NCB

and NATO: Members, Board, NATO community, NATO Perm Reps, ASGs.^[1]_{SEP} She has a decade of work experience in large-scale event planning, corporate marketing and directing a cooperative technology program with the international Project Simbioz.

Most importantly, Tanja has an enthusiastic belief in the goals of the NATO Charity Bazaar and brings with her a deep understanding for the entire community: NRs, ANRs, Team Members, and all who are involved in the volunteer work we do together.

Tanja Kopač Mozetič introduces herself.

Formal Vote by the NCB General Assembly^[1]_{SEP}

Participants online to vote on the chat.

North Macedonia makes a motion to initiate a vote, Albania and Norway second it

All in favour: 26 in favour in person, 3 online in favour. No abstentions, no votes against.

- Guest Access Coordinator: (Covered by President on behalf of Guest Access Coordinator)

Access

On September 8 Patrick Lambert gave an overview of what is involved in accessing the bazaar this November.

Who needs Access Passes?

- Every person who has **NO** valid **NATO HQ PASS** or **Family Badge**.
- **NO** need to register people with **AMIS cards** (SHAPE)

How many Access Passes will be given?

- Each Delegation or Partner Mission will be given:^[1]_{SEP}
 - Max **5 Visitors** cards^[1]_{SEP}
 - Max **5 Helpers** cards (5 for Saturday and 5 for Sunday)

Do we need to register children?

- Children **up to 12** are not required to have a pass, but they have to be accompanied by an adult who has a pass.

How do we register Visitors and Helpers?

- You will receive a form, which must be filled in and emailed to: guest-coordinator@natocharitybazaar.org by **Friday November 4th**

Where should people enter from?

- **Visitors** and **Helpers** will need to use the entrance through **North Gate** (Staff Centre).

- All people with NATO HQ Access card (NATO ID, NATO Family Pass, AMIS cards) use the **South Gate** and may drive in.

And for any additional information?

- POC: Eleonora Colonna guest-coordinator@natocharitybazaar.org

Question from Spain: can the 5 passes be reusable?

Answer: passes do not have a name written on them so they can be reused. However, every person has to be pre-registered.

- Charity Team Leader:

Charity Timeline

September: We voted 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:

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

Survey Monkey automatically calculated the overall rank score based on the responses each country had given. [L] [SEP]

The charity with the highest rank score had the highest priority for funding. [SEP]

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

Belgian Charities goal is € 29.894

International Charities goal is € 155.307,21

President: Briefing Books will be sent individually

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

- Treasurer:

Financial Update

Deposits: Saving account: **+7796€** (as is on 19/09)

Bake Sale: Jul **+1073€** & Sep **+667€**

Refund from MONTENEGRO (Charity '21) **+5000€**

Nations financial contribution 2022, 02 DEC CoB,
to be transferred the NCB Bank account: **BE 46 64 300 458 403 6**

Please remain follow message:

Contribution to the NCB 2022 by XXXX (nation) [SEP]

If you transfer the money, please include a small message with the abbreviation of your nation.

More guidelines will follow at the next GAM in OCT.

Change of the bank is still ongoing. The new bank will give us opportunity to use payconiq, which could be a solution for small change. We are now negotiating with the new bank.

Most banks are closing their branches in the city, we need to find a bank close to NATO.

Suggestion to open a bank account under your nation not to put money on your private accounts. It is useful also for team continuity.

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

COFFEE BREAK

- Bazaar Coordinator:

The NATO Charity Bazaar 2022 event

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

According to all the responses received from you, the Bazaar will have 40 participating nations + NIC and 18 nations with a restaurant stand.

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

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

The next meeting with NATO stakeholders – Friday, 30th September

Waiting for the layout draft from NATO

Related to products and restaurant stands:

Keep the decorations as simple as possible (the space is very limited)

Remember that all of the following are strictly FORBIDDEN: lit candles, open fire, nails, tacks, tape, glue or other damaging materials on windows/walls/interieur/furniture, hanging plates, staples, tables etc.

For Omnisport Hall – use only electrical devices on batteries – very low chances to have electricity for the products stands

For Restaurant area - if an Electrical Device is needed, be aware that it has to be approved

Use of the kitchen – please try to scale down your plans in terms of cooking

We will exploit the use of the Bar (drinks, snacks, etc.)

Question: Finland: is it possible to sell edible items at the national stands?

Answer: Yes, but only if it wrapped (under Belgian law it is forbidden to sell unwrapped food)

The Restaurant Assistant will be Eleonora Colonna.

Online Catalogues:

We think it is a good idea to keep the Online Catalogues^[1]_[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^[1]_[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^[1]_[SEP]

Question: how many books do you have?

Answer: In total 500, now 400. We counted all the pre-orders. Please advertise.

- *Vice-President:*

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 also 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, if necessary, for the autumn.

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

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.

Ideas & Inspiration

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!

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 items are also popular, get together and have a craft evening where you make something with love

NCB pillar Candles

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

More items are in the works!

For additional inspiration and ideas for the upcoming Bazaar please contact vice-president@natocharitybazaar.org

- Tombola Coordinator: **2022 NCB Tombola info & details**

Thank you to all those who have requested Tombola tickets.

11000 already distributed (last year we sold 11000).

If you would like to schedule a day, please let us know.

We have a printed catalogue of prizes which is displayed on the table of every NCB Tombola Ticket sale in the Public Square

For Tombola prizes, 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.

Thanks to Bulgaria, Croatia and Georgia for the prize submissions.

We need the name of the product, name of the donor, description and image.

We had three sales this week: NIC, Bosnia and UK. Special shout-out to the UK for the baked goods.

Need ideas for gifts? Contact the Tombola Coordinator.

Three Things:

Are you tracking your tickets? [L] [SEP]

Have you sent a prize offering? [L] [SEP]

Need ideas? wine & food baskets, local restaurant, vouchers or ask your permanent Representative's office.

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

- Event Coordinator:

NCB Bake Sales and Events in 2022

2 Bake sales since June.

8 Nations and many volunteers.

Approximately 2k Euros raised.

Next Bake sale is on 11 October in the Public Square:

→ under the stairwells by the PBR [L] [SEP]

→ donations instead of prizes [L] [SEP]

→ let us know, if you would like to participate

→ cash and mobile pay will be available

→ possible to have a parallel Bake Sale in the Manfred Wörner Building on 11 October. Contact event@natocharitybazaar.org

Pre-sale of Italian products on Wednesday 28th September at the Public Square.

Wishing Tree 2022

The Wishing Tree Project for 2022 has been approved!

The trees will be set up in the Public Square^[1]_{SEP}.

Possible organizations have been contacted.

Ornaments planned.

We need volunteers

VIP Coffee during the Charity Bazaar

Morning of Sunday 20 November. This is a possibility right now, based on interest. We need volunteers. We cannot do this without your help. Contact event@natocharitybazaar.org

Question from Croatia: are we planning an after sale?

Answer: yes, it is something we are organizing.

- 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 NC dates 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 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.

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

President closes the meeting.

September 26, 2022

Minutes taken by Ilaria Carbone