



**General Assembly Meeting Minutes
17 October 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: Krisztina David-Bakos, Monica Fornari,

Nations Attending: Albania, 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, Slovakia, Slovenia, Spain, Sweden, Türkiye, United Kingdom, United States

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

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

Welcome

Alphabetical Roll Call of Nations and Vote

Minutes from 26 September 2022 approved?

Approved with 35 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.

Two notes from 26 September's GAM

At the General Assembly Meeting on 26 September we had two notes:

- Italy Welcome slides
- Spanish ANR Beatriz Rodriguez Gonzalez was introduced on 7 June.

Please let us know when you see an error.

- Membership Coordinator: **Welcome to members**

Welcomes:

Greece

- 2ndANR Katerina Korovesi

Hungary

- 2ndANR Tímea Kisneé Papp

Portugal

- ANR Ana Paula Mateus

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).

All the certificates have been sent to the members who have left the NCB since March. It would be nice to have private addresses so they can receive the certificate after they leave or they will be sent to the national emails.

Not able to attend 10 November GAM, please send information via email.

Handover/Takeover

Importance of Handover-Takeover with successors and team members.

- Sponsor Coordinator: **Sponsor Update**

Two of the sponsors will provide food trucks at the entrance of the Staff Center. Morphee will provide jewelry for the tombola. Volvo and Mutualia sponsoring in cash. Still have about 8/9 pending. 9400 euros confirmed, hopefully to push that forward. There will be an update at the next GAM

Website Update

Website is designed in 3 layers: 1 for public, 1 for Board Members, 1 for you.

New password not including the euro sign

We Make sure all the info is available on the website

Question: is it possible to place the list of members on the website so that we have all the details of the members and we can update it?

Answer: This is not a sharing website, you cannot upload info. Board members' names are at the end of the agenda/minutes. We need to make sure all the others agree to share the info. We can put you in touch with the people.

- President:

National Emails

Creating a generic email account facilitate handovers/takeovers within your national team and centralize information so that new arrivals receive mail.

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

Advertising Mini-Posters

Every NR received an A4 poster in the national folder today. These are for displaying in the delegation offices.

More advertising is being designed and printed; NCB Vice President Catharina Konow Johannessen will explain more later in the GAM today.

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.

There is also a link to the “hidden” page^[1] on the NCB website, leading to a copy of the 2022 NCB Tombola Prize List.

Visit the Magellan Intranet for more regular updates.

Italy event on 19 October and also pre-sale on 3 November.

Germany pre-sale 25 October, advertised as well in the private FB group

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^[1] national, catalogues - links tombola news - links^[1] 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

- Guest Access Coordinator: **Access**

Each National Representative will soon receive a guest access form in order to register 5 Visitors and 5 Helpers

Word form must be filled in and emailed to:

guest-coordinator@natocharitybazaar.org by Friday November 4th.

Question from Zoom: is it required to register people who already have a clearance?

Answer: Someone with an HQ or family badge does not need to register. They will not be considered visitors, but people from NATO.

Türkiye: will it be possible to postpone the deadline?

Answer: no, it is a requirement from NOS

Spain: can we have 5 visitors also on Saturday? What time do we open?

Answer: Need to double check with NOS. for Saturday only five at the time, five in the morning, five new in the afternoon

President: Probably 8 o'clock on Saturday and Sunday. We need to double check with the NOS.

NIC: can we have 15 people signed up and have them come at different time? Is there a number limit?

President: We will clarify with Patrick Lambert. Not sure visitors can exchange the passes, helpers can.

Georgia: can we bring 4 visitors with our badges?

Answer: Not the case anymore because of the BRAVO Status of the HQ.

Question from Zoom: does it apply to Saturday as well?

President: you do not have to be preregistered if you have a badge.

Patrick Lambert might come on the 10th meeting. (after deadline for registration)

Eleonora to send out document to fill out in order to register visitors.

You should have received a summary of the access policy at the end of September

Austria: are incoming personnel with temporary badges considered like visitors?

Answer: We will ask Mr Lambert.

- Treasurer:

Financial Update

Financial Update: 7894

Bake Sales 2022: € 3834,55

(Jul = €1073*, Sep = €667*, Oct=€2094,55 (€1987,55* + €107))

Cash NCB office

Caisse: €164,4

Totale: €11.892,95 (bank account + cash)

Almost a record for bake sales.

Transfer instructions

3 steps Transfer:

1. Transfer Funds
2. Accounting Form
3. Email

Question from Zoom: in the accounting forms, maybe add extra couple of lines for catalogue sales and other satellite events?

Treasurer: feel free to add information next to the amounts

USA: the money of the tombola is due at the end of November (tombola coordinator sent some info), are they two different transfers?

Answer: no everything on the deadline.

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

- Charity Team Leader: (Section covered by Serge Devynck, in the absence of Monica Fornari)

Update on the 2022 Belgian and International Charities

Belgian Charities: 3 projects from 4 organizations.

International Charities: 18 projects from 24 organizations.

Briefing Books were sent to all Postmaster NBC addresses on Friday, 7 October

Briefing Books are also posted on the NCB website in the Members' section

Belgian Charities Goal: € 29.894

International Charities Goal: € 150.917,21 (prev. 155.307,21)

Türkiye: how is the distribution of money made?

35% to the Belgian one, if they need less, the rest of the money goes to the International charities. We will start from ranking number one and then to the bottom, if we do not have enough money for the last three ones, they can apply next year.

Türkiye: Can they have priority for next year?

Answer: For next year if they did not receive anything they can apply for the year after, but without priority

Ranking is based on the NR, only one vote for Nation,

This is a question to be discussed at the meeting in March.

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

SUNDAY, 20 NOVEMBER 2022 –THE BAZAAR DAY

19th November –set-up day

39 participants & 16 restaurant stands

National Stands-Omnisport Hall (High5 Area)

Restaurant Stands -restaurant area of the Staff Centre

After Sales –TBD

Alterations in the current planning are possible

Artistic performances –not possible this year (space limitations)

Storage space –Bowling alley (same as last year)

Personal Belongings –Gym Lockers (High5 Area)

To bring in your products –(3 doors in the back, 1 in front, elevators if you have access)

Outside small stands (requests from Belgium and Sweden) are possible, BUT, it could require to bring your own tables (especially for stands with tastings)

Forbidden Items : lit candles, open fire, nails, tacks, tape, glue on windows/walls/furniture

Omnisport Hall –only electrical devices on batteries –no electricity

Restaurant area -if electricity needed, ask for approval

Bring garbage bags (especially for stands with tastings)

Stands will be distributed randomly.

Do the Nations Agree? They Agree

Random drawing of the table numbers through an online website.

Austria: which size are the table?

Answer: 120x60. You get 4.

Restaurant stands

Right now 4 nations in the bar area, BE, CZ, FIN, did not get last one

Question: how much notice for outside stands?

Answer: ASAP, 2 weeks prior to the bazaar

We will have a tour to visit the kitchen facilities, couple of weeks before the bazaar.

Spain: need access to the water, for paella, to cook close to the Tennis Court

Answer: We will talk to EM.

Spain: can we use the fridge on Saturday?

Answer: Yes

Portugal: can we use the fridge on Friday?

Answer: Need to double check

We will distribute the restaurant stands

USA: can we see the flow on the plan?

Answer: You will get a copy of the plan

Online Catalogues:

Canada, The Netherlands and Switzerland have already submitted their catalogues

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

- Vice-President:

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.

A3 Information poster

NCB are making a A3 poster with vital information for the upcoming Bazaar, decorated with NATO and partner nations flags and sponsor logos. It's an ongoing project with the goal having it available during our time at the PR stand in early November. We wish to have the posters hung in delegations and offices so everyone with a NATO badge knows about the largest family event at NATO 2023

- Tombola Coordinator:

(Section covered by President, in the absence of Krisztina David-Bakos)

Tombola prize submissions by the 11 NOV.

If you have unsold tickets that you know you are not going to sell, please also return those to Krisztina

A Tombola Information Page was sent to all NRs on Monday, 10 October.

If you did not receive the tombola information via email, please let us know.

Collection of physical Prizes on 19NOV at the Staff Centre.

Question in the chat: how many tickets were printed this year?

Answer: 11000, Luigi printed 12000.

Membership Coordinator: are tickets also sold also in the other building?

President: we have not organized a table, but the nations probably are selling

We love these creative ways to sell tickets and offer also baked goods.

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

- Event Coordinator:

NCB Bake Sales and Events in 2022

Very successful bake sale on 11 of October, done in three locations- Personally thank Serbia and Armenia for hosting the other one, 11 nations participating, raised more than 2000 euros
Big thank to all the volunteers and participants

What to expect:

Oct 19th: Italian Lunch @Staff Center

Oct 25th: Pre-sale (Germany)

Nov 3rd: Pre-sale (Italy)

A few pre-sales dates are still pending approval from NATO Executive Management

Wishing Tree 2022

The Wishing Tree Project for 2022 has been approved!

The trees will be set up in the Public Square

Most probably set up the tree on Nov 7 ,

3 organizations have been contacted.

Final decision: BSF Bibliothèques sans Frontières Belgique
(bibliosansfrontieres.be)

Ornaments have been already made & Wishes will be collected

VIP Coffee during the Charity Bazaar

In the last GAM we asked if there was any nation willing to help with the VIP coffee. Two nations offered, CAN and Azerbaijan, but as we are having a lack of space, this will be postponed to next year.

- President:

Any other business

NCB WEBSITE – what is there?

Continuing our updates – adding NC dates to the calendar and uploading files (*like the 2022 National Catalogues, 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:

→ Thursday 10th November 2022

You will get many mails as we get closer to the bazaar.

Donation Ceremony in January 2023 (date tbc) leaning toward the 24th of January –must be first approved by Conference Planning and NATO Executive Management.

The NCB Board is always ready to hear from you! If you have a concern (i.e.bank transfers in December)please tell us –don't wait!

Thank you for your enthusiasm about what is possible for NCB 2022. → ongoing security situation + local resources = innovation (without pressure) → "What CAN I do?" → EVERYTHING counts – nothing is too small –we work well together!

Check your inboxes later – slides from today will be there along with the NCB Treasurer's 2022 Accounting Form.

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 [L] [SEP]

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

Bazaar Coordinator, Diana Defta | coordinator@natocharitybazaar.org [L] [SEP]

Restaurant Team, Eleonora Colonna | restaurant@natocharitybazaar.org [L] [SEP]

Tombola Coordinator, Krisztina David-Bakos | tombola@natocharitybazaar.org [L] [SEP]

Sponsor Coordinator & Webmaster, Lara Ronayne Casimiro | web@natocharitybazaar.org [L] [SEP]

Membership Coordinator, Mette Pedersen | membership@natocharitybazaar.org [L] [SEP]

Guest Coordinator, Eleonora Colonna | guest-coordinator@natocharitybazaar.org [L] [SEP]

Event Coordinator, Eirini Plokamaki | event@natocharitybazaar.org [L] [SEP]

President closes the meeting.

October 17, 2022

Minutes taken by Ilaria Carbone