



**General Assembly Meeting Minutes
10 November 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, Serge Devynck, Monica Fornari, Mette Ø. Pedersen, Eirini Plokamaki, Ashley Roche,

Nations Attending: Albania, Australia, Austria, Azerbaijan, Belgium,, 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, Bosnia and Herzegovina, Iceland, Kazakhstan, Luxembourg, Montenegro, New Zealand, Serbia, Switzerland, Ukraine

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

Welcome

Alphabetical Roll Call of Nations and Vote

Minutes from 17 October 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.

Advertising the NCB

All of you should have received an A1 Flyer. Last week you should have also received in the pigeon box a large A3 post for your delegations.

There are rules for entering the day of the Bazaar. A lot of people with a NATO Badge would like to sign their friends in, but it is not possible to do that for Sundays. If you could please help spread the word that you must have a badge or an access card prior to the 19/20 November, we would really appreciate it. We would like to avoid having people upset that at the gate they cannot enter.

Opening Ceremony and VIP Tour

The NCB has a lot of positive attention. Little over a month ago the wife of SG reached out with questions and then she reached out again for more info. We had always intended to do a courtesy invitation for VIPs, prompted by this interest we put together some information packets with invitation and we had one delivered to her and office of MChairman also reached out. Then, DGIMs also reached out. LtGen Adamczak is a great fan of the NCB. Small VIP tour will be organised. Also very short opening ceremony. Two people from each nation at the opening ceremony. If you want you can bring your flag. We will begin with a small and low pressure VIP tour, accompanied by Honorary President and VP. There will be also a photographer from PDD.

Schedule:

09:45 –Opening Ceremony (*2 members per Nation in restaurant area –optional: flags, banners, bells*)

09:55 –Return to the National Stands

10:00 –Bazaar OPENS

10:00 -1100 –VIP Tour (*brief stop at each stand & photo taken by PDD photographer*)

Just yesterday MS Schulerud sent regrets, she tried to find a way. The momentum of the NCB is positive.

Mrs. Schulerud –*sent regrets on 10 November*

CMC Admiral Bauer & Mrs. Bauer -*sent regrets on 4 November*

From the NCB board we have issued courtesy invitation for the EU counterparts. No formal program for them.

- Bazaar Coordinator:

The NATO Charity Bazaar 2022 event

TIMETABLE SATURDAY, 19.11

08:00–17.00–Time to set up the stands and bring in the products

Around 13:00 we will have an inspection with fire chief and security to check all the rules are in place

TIMETABLE SUNDAY, 20.11

- 08:00 -Opening the Staff Centre for set-up but better having everything done on Saturday

- 09:45 -Opening Ceremony (2 members per nation in the restaurant area)

- 10:00 -Opening of the Bazaar for the public

- 10:00 –11:00 –VIP Tour

- 14.00 -Tombola drawing (restaurant area)

- 17.00 -Closing of the Bazaar

- 17:00 –19:00 -Cleaning-up

Friday not our day, just for the movers.

Sunday:

08:00 open doors for the set up,

09:45 opening ceremony

What to do on Saturday:

You have received a folder with all the info. There is a paper which confirms that you have accepted the instructions and timetables based on which the Bazaar will take place. Please hand me this signed paper on Saturday morning.

Next step is to identify your stand(s): a card with your nation name will be placed on

Prepare your stand(s): decorate it as you wish considering the restrictions in place

Bring in your products: only a quantity that will permit you to move around your stand

Label your products (especially in the kitchen)

Cooperate when modifications are necessary in order to find the best solutions

We will follow the traditions of gifts to the helpers, we would really appreciate if you could bring to bottles of wine per nation for the helpers.

Please consider covering your stand with a tablecloth when you have finished.

What not to do on Saturday

Do not use electrical devices in the Omnisport Hall Area

Do not move the tables outside of the pre-established perimeter

Do not use extra electrical devices in the restaurant area that were not pre-approved

Do not block the access aisle or the emergency exits

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

Do not use the cooking facilities in the kitchen

Floor Plan

Everything marked in blue is no go area for us (tennis court, offices, gym lockers etc.)

The Gym will not be closed on Saturday so we won't be allowed to use the lockers. We will find a solution.

Outside we will have two food trucks and a Belgium stand for drinks.

Entrance, our way in the Omnisport.

Garbage disposal in front of the doors and near the kitchen.

In the hallway sponsor stands, NCB stand, then restaurant area. This distribution of stands was decided on Monday when most of nations attended the kitchen tour.

Everything in yellow will be sitting area

Question: how much room between stands?

Answer: 4 meters, 2 meters for each stand

Size of the table 120x60

National Products Stands

40 stands- 4 tables each (one table 120x60 cm)

Stands against a wall can bring their own shelves (be careful not to damage the walls). Stands in the middle- think about options like the stand on the slide in picture A and consider that you will reduce your freedom of movement

Organize the stand in a simple manner

The space is limited, but you can still be creative in nicely decorating your stand.

No electricity.

Zoom question: previous years we used shelves and there were no problems. Still not allowed? Because it is a style of decorating our tables.

Answer: if you do not bother the stand behind you, yes, otherwise you will have to find an alternative.

Question: we are stand N4, so people walk on both sides of our stand?

Answer: No, the entrance is only in front of the table

Question: So we would have room for shelves behind us

Yes

Distribution of Product Stands

Please do not forget about the storage area: you can put all the empty boxes and wrapping material (please remember to take it at the end)

Where is the entrance to the storage area?

There is a door next to the Germany Stand

Restaurant stands:

19 stands 15 restaurant stands (14 with tables and 1 with 2 tables)

4 bar stands

Use of electricity permitted only for pre-approved devices

Please protect the tables in case you are selling oily food/red wine etc.- if a table has a stain that cannot be washed, that means it is damaged.

Selling food is allowed only in the restaurant area (except wrapped goods)

140x60 table size

Question from zoom; size of the table is very narrow, is it possible to change the table? Otherwise we will not be able to place our warming plates.

Answer: we will solve this issue

Question: are we allowed to have tastings at our product stands?

Answer: yes, but not soup.

Question from Kate: are we allowed to move the table? Because we need some shelves, as we are in the middle.

Answer: Yes, to remove the table, not to move the table. We will set up everything on Saturday

All the Nations have four tables

Question: can we give our table to another nation?

Answer: no, there is no room. We can offer it to a sponsor or Belgium outside.

Question: are we allowed to bring another table for the paella only?

Answer: yes, better not to damage the other tables

Distribution of restaurant stands:

Only Georgia and Slovenia were not present at the tour

Latvia and Slovenia have those two stands because they do not need ovens, only refrigerators

Latvia question from Zoom: when we finish preparing the tables on Saturday we need to cover our stands with the tablecloth. Could you clarify?

Answer: Just to give the idea that you have completed the preparation and not to move anything under the tablecloth, Not mandatory, just an advice I have received from other board members from the experience from previous bazaars.

Use of the Kitchen

You will find labels on the facilities, so it is easier. We will adjust.

Question: in the oven only heating, not cooking

Answer: yes

Rules in the kitchen

No children under the age of 16 allowed in the kitchen area

Only people wearing a “kitchen area sticker” are allowed in the kitchen

All personnel working in the kitchen area must wear a hair-net or cap

Do not leave the stoves/ovens turned on in case you are not using them

Be sure to close the refrigerator doors (especially at the cold room)

Recycling rules

Two areas of garbage disposals

We were told we would have received garbage bags, but please bring some anyway.

Between each stand there will be garbage bins, especially for nations with tastings

Cleaning up

17:00-19:00 Cleaning-up

There will be a check list. Please do not leave until a Board Member has checked you out.

Checklist with necessary items

Question: Denmark also needs a stove

Answer: yes.

Question: cold room will be also marked?

Answer: I do not know yet

For the kitchen, please label your products.

Question on Zoom: if you plan to keep some products in the kitchen and you just need to get them, do you need the kitchen sticker?

Answer: no, if it is just to grab something from the kitchen.

Online Catalogues:

Albania, Australia, Canada, Greece, Italy, Kazakhstan, The Netherlands, 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

- Guest Access Coordinator: **Access**

I have the guests and helpers cards

For those on Zoom, please pass by my office or send me an email so we can arrange.

If you are planning to have deliveries, please contact the NOS

Remind you how to enter

Question: kids less than 12?

Answer: they need to be escorted and can enter without pass.

Question: What about the drivers of the VIPs?

Answer from Patrick Lambert: drivers of ambassadors will just enter and leave the compound after, they have access to drop and pick the VIP from both gates.

Answer: If they want to park they need to park at the visitors parking.

Question: is there a limit for children?

Answer: No If they are under 12

Question: many of the family members live in the Netherlands and some do not have the family pass, can they issue cards on Sunday?

Answer: normal duty hours to renew passes, not on Saturday or Sunday

Question: can we replace a helper?

Answer: can you send the info now by email?

Usually the access rule is authorized NATO + 4 visitors, not on the day of the Bazaar. The access rule for 4 visitors will not be allowed.

Deliveries should be treated individually by each Nation and announced separately to the NOS office thru their mailbox: mailbox.nos-planning-office@hq.nato.int

Where should people enter from?

Visitor sand Helpers will need to use the entrance through North Gate (Staff Centre –*Rue Arthur Maes 1, 1130 Bruxelles*).

All people with NATO HQ Access card (NATO ID, NATO Family Pass, AMIS cards) use the South Gate and may drive in, (*Blvd. Léopold III 1110, 1130 Bruxelles*).

POC: Eleonora Colonna guest-coordinator@natocharitybazaar.org

- Membership Coordinator: (Section covered by President, in the absence of Mette Ø. Pedersen)

Farewell:

Slovakia

➤ 2ndANR Miroslav Oravec

Welcome:

Poland

➤ 2ndANR Justyna Balicka

Slovakia

➤ 2ndANR

ANR Peter Poldruhák

NCB Membership forms – NRs, ANRs and 2ndANRs

In case of leaving, 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 or it will go to the national emails.

As the Membership Coordinator was 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: (Section covered by President, in the absence of Lara Ronayne Casimiro):

Sponsor Update

Two of the sponsors are food trucks at the entrance of the Staff Center. Gace 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, update at the next GAM

- Treasurer (Section covered by President, in the absence of Serge Devynck):

Financial Update

Primary Account: € 14.061,55

(From sponsorship : € 2.655)

Cash coins: €228

Caisse: €130

Totale: €14.416,55 (bank account + cash + caisse)

Transfer instructions

Reminder on 3 steps Transfer:

1. Transfer Funds
2. Accounting Form
3. Email

Should you have any questions contact treasurer@natocharitybazaar.org

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

Five things regarding the tombola

1. Prize Offerings by 11 November
2. Please Turn in all your tickets as soon as possible, by 19 November

3. Collection of Physical Prizes 09:00-13:00 on 19 November at the Staff center
4. Drawing Event at 14:00 on 20 November
5. All money transfers after Bazaar Sunday as per Treasurer instructions.

Question: after the drawing who picks up the prize?

Answer: the winner, or the one in possession of the ticket (if the person cannot attend the Bazaar) not the nation who sold the prize.

Question: Can we deliver the prizes earlier than Saturday?

Answer: No, we do not have space before that date

Question: where do we park cars to unload the products

Bazaar Coordinator: Staff Center parking area, if you have huge things you can see that where the garbage disposals are there are three emergency exits, you can come in front of there by car, unload the products and leave. Yes you can park in the Staff Center, first come, first served.

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

- *Vice-President:*

Remembrance

Since 31 October, The British Poppy Appeal and Le Bleu et de France have been selling a large a variety of pins and remembrance memorabilia to fundraise life-long support for the Armed Forces Community. Last day to support this vital effort at NATO is Friday Nov 11, Armistice Day.

NATO Honey

We at the NCB are happy as can bee since NATO and its bees living outside the Staff Centre, yet again has generously gifted the NCB with honey jars to be sold at our NCB stand on the Bazaar day.

Each jar will be sold for 5 euros, and they are beautifully decorated and are lovely gifts.

NCB Tombola Tickets

If you still have not had the chance to buy the winning ticket to the International Tombola raffle that will start at 14.00 on Sunday Nov 20, tickets will be available at our NCB stand that will be easy to spot entering the Staff Centre on Bazaar Day.

- Event Coordinator: (Section covered by President, in the absence of Eirini Plokamaki)

Wishing Tree 2022

The trees will be set up in the Public Square on Nov 10th

Libraries Without Borders (Bibliothèques Sans Frontières) set up emergency reception, and integration solutions for the refugee populations

Micro-libraries will be a place of calmness with access to information and a first step towards discovering Belgium for Ukrainian kids and their families

150 wishes received from children at the Ukrainian Cultural Center in Brussels

Timeline: All presents should be delivered to HI5 desk @Staff Center until Thursday 8th December the latest

Delivery at the BSF offices on Monday 12th December

If something is not clear, please contact me at event@natocharitybazaar.org

- President:

Any other business

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!

NCB National Team ITALY – pre-sale on 17 November in the Public Square

MWR is planning a Winter Holiday event on 8 December in the Staff Center and we are invited to participate with different possibilities: bake sale, after-sales of national products – individual tables, mixed in with MWR Winter Holiday programs.

NCB WEBSITE

Documents and information is 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 problem or questions, please contact:
web@natocharitybazaar.org

Donation Ceremony in January 2023:

date tbc –leaning toward the week of 23 January – date must be first approved by Conference Planning and NATO Executive Mgmt.

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 ^[1]_[SEP]

Charity Team, Monica Fornari, Ashley Roche, Krisztina David-Bakos, Eleonora Colonna, Serge Devynck | charity@natocharitybazaar.org ^[1]_[SEP]

Bazaar Coordinator, Diana Defta | coordinator@natocharitybazaar.org ^[1]_[SEP]

Restaurant Team, Eleonora Colonna | restaurant@natocharitybazaar.org ^[1]_[SEP]

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.

November 10, 2022

Minutes taken by Ilaria Carbone