

SOA Executive Committee Minutes of the Meeting

- I. **date:** 28 October 2015
- II. **location:** SHAPE PAO, Conference Room; SHAPE Cafeteria
- III. **duration:** 1400 – 1640 hrs
- IV. **attendance list:**

| SOA-Function | Name | token | | status ¹ |
|---------------------|----------------------|-------|---------------------------|---------------------------|
| Chairman | Stephen Covington | SC | NATO Civilian | |
| Co-Chairman | Günter Bretschneider | GB | LTC (ret.), NATO Civilian | via conference call |
| Secretary | Claus Richter | CR | LTC | |
| NMR Liaison | Richard Laurent | RL | BG (ret.) | |
| US Chapter Liaison | John Haas | JH | COL (ret.) | |
| Treasurer | Véronique Leroy | VL | NATO Civilian (ret.) | |
| Assistant Treasurer | Christiane Hermant | CH | NATO Civilian (ret.) | |
| Data Base Manager | Jean-Marie Boulet | JB | Cdt (ret.) | |
| Web Manager | Jürgen Walter | JW | NATO Civilian (ret.) | |
| Project Manager | Scott Sunquist | SS | NATO Civilian (ret.) | |
| Mons 2015 Project | Jean Vanderwal | JV | NATO Civilian (ret.) | |
| SHAPE PAO Officer | Miroslaw Ochyra | MO | LTC | |

V. **agenda items:**

| # | Action Item <i>status from the previous meeting</i> | Action by ² | status |
|---|--|------------------------|----------|
| 1 | Meeting Agenda and minutes from the previous meeting on 30 Sept 2015 | - | approved |
| 2 | SACEUR - Honorary President - official invitation letter by SOA President | 1. JH 2. - | ongoing |
| 3 | SOA Flyer - has been updated. - additional inputs requested. | 1. JW 2. all | ongoing |
| 4 | SOA sponsored lectures e.g. in cooperation with “The SHAPE Military History Society” or institutions affiliated with NATO and its member countries | 1. RL 2. CR/JH | ongoing |

¹ green: present; red: absent

² 1. Executive Committee Member(s) in lead; 2. supporting Executive Committee Member(s)

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| 5 | Engagements with similar organizations <ul style="list-style-type: none"> - Intensify cooperation with the "SHAPE Cavalry and Armour Officers' Association" (SCAOA) and establish contact with Junior Officer Group (JOG). - Invitation of SCAOA to SOA's New Year's Reception on 13 Jan 2016. | 1. RL 2. all | ongoing ongoing |
| 6 | SOA Webpage makeover <ul style="list-style-type: none"> - Update with regards to basic information and SOA Symposium 2015. - Additional inputs requested for further updates with the aim of achieving a single and unified messaging. | 1. JW/JV/JH 2. all | completed ongoing |
| 7 | Newcomers' Welcome Package <ul style="list-style-type: none"> - e-version as of Sept 2015 to be provided to NMRs. - Additional input/feedback for the SOA newcomers' orientation brief (PowerPoint-presentation) requested. | 1. RL 2. all | completed ongoing |
| 8 | BSG Newcomers' Guide 2016 <ul style="list-style-type: none"> - article and pictures presenting SOA as a SHAPE Group II activity to Newcomers and their families for their awareness – input to MWB NLT 30 Sept 2015 | 1. JW 2. - | completed |
| 9 | SOA Symposium 2015 <ul style="list-style-type: none"> - evaluation of feedback - summary of "lessons identified" - creating checklist incl. "do's and don'ts" for 2016 | 1. RL 2. MO/CR | ongoing |
| 10 | SOA Executive Committee 2016/2017 <ul style="list-style-type: none"> - chairman: decision pending - co-chairman: decision pending - project coordinator: to be determined | 1. GB/RL 2. CH | ongoing |
| 11 | SOA's New Year's Reception on 13 Jan 2016 at 1700 hrs <ul style="list-style-type: none"> - pre-arrangements with SHAPE Club - invitations to be sent in early December | 1. RL 2. all | ongoing |
| 12 | Revitalization of national SOA-Chapters <ul style="list-style-type: none"> - invitation to SOA-events - invitation to SHAPE as part of SHAPE PAO Outreach activities | 1. RL 2. JB/MO/CR | ongoing |
| 13 | SOA-Activities 2016 <ul style="list-style-type: none"> - New Year's Reception: 13 Jan 2016, 1700 hrs - Historical lectures: to be specified - Social Events: 02 Feb 2016, Candlemas pancakes; in Spring: Field trip "Battle of the Bulge", Visit to Mons "backdoor" to be discussed - Symposium: 06 – 08 Oct 2016 | 1. RL 2. all | ongoing |

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| 14 | SOA Symposium 2016 - accommodation: hotel close to city centre (e.g. Lido, IBIS) - icebreaker: if possible at the hotel - cultural/social trip: to be specified (visit of a brewery?) - SOA Dinner: Saint-Ghislain catering school to be explored | 1. RL 2. JH/JW/JV | ongoing |
| 15 | SOA Membership status - review current membership status - new membership applications: 0 | 1. GB/RL 2. all | ongoing |
| 16 | SOA dues for 2016 - sending annual reminder via email | 1. JB/VL 2. MO | ongoing |
| 17 | SOA's privileges as a Group II Activity - to be checked/specified with BSG | 1. MO 2. - | ongoing |
| 18 | SHAPE Passes for SOA-members - update on regulations for members | 1. MO 2. JB | ongoing |
| 19 | SOA Constitution – Revision of recent amendment - new provisions regarding widow(er)s: those who have reservations should make their case in the ExCom; revision of the Constitution to be approved by the GA or a special session thereof | 1. RL 2. all | ongoing |
| 20 | Next Executive Committee Meeting - Date: 10 Dec 2015, 1400 hrs - Location: SHAPE PAO, Conference Room | 1. GB/RL 2. all | |