

## SOA Executive Committee Minutes of the Meeting

- I. **date:** 10 December 2015
- II. **location:** SHAPE PAO, Conference Room; SHAPE Cafeteria
- III. **duration:** 1330 – 1530 hrs
- IV. **attendance list:**

SOA-Function	Name	token		status <sup>1</sup>
Chairman	Stephen Covington	SC	NATO Civilian	
Co-Chairman	Günter Bretschneider	GB	LTC (ret.), NATO Civilian	
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	
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.)	
designated Assistant Treasurer	Jean Vanderwal	JV	NATO Civilian (ret.)	
	Raymond Healy	RH	COL (ret.)	
SHAPE PAO Officer	Miroslaw Ochyra	MO	LTC	

V. **agenda items:**

#	Action Item <i>status from the previous and latest meeting</i>	Action by <sup>2</sup>	status
1	<b>Meeting Agenda and minutes from the previous meeting on 28 October 2015</b>	-	approved
2	<b>SACEUR - Honorary President</b> - official invitation letter to be signed and sent by SOA President - official reply pending	1. JH 2. CH	completed  ongoing
3	<b>SOA Flyer</b> - update content wise. - additional inputs requested/pictures need to be added.	1. JW 2. all	completed ongoing

<sup>1</sup> green: present; red: absent

<sup>2</sup> 1. Executive Committee Member(s) in lead; 2. supporting Executive Committee Member(s)

4	<b>SOA sponsored lectures</b> <ul style="list-style-type: none"> <li>- e.g. in cooperation with “The SHAPE Military History Society” or institutions affiliated with NATO and its member countries;</li> <li>- contacts have been established and areas of possible cooperation are being specified</li> <li>- common activities need to be identified</li> </ul>	1. RL 2. CR/JH	  ongoing  ongoing
5	<b>Engagements with similar organizations</b> <ul style="list-style-type: none"> <li>- Intensify cooperation with the “SHAPE Cavalry and Armour Officers’ Association” (SCAOA) and establish contact with Junior Officer Group (JOG).</li> </ul>	1. RL 2. all	ongoing
6	<b>SOA Webpage makeover</b> <ul style="list-style-type: none"> <li>- Update with regards to basic information and SOA Symposium 2015.</li> <li>- Additional inputs requested for further updates with the aim of achieving a single and unified messaging.</li> </ul>	1. JW/JV/JH 2. all	completed  ongoing
7	<b>Newcomers’ Welcome Package</b> <ul style="list-style-type: none"> <li>- e-version as of Sept 2015 to be provided to NMRs.</li> <li>- Additional input/feedback for the SOA newcomers’ orientation brief (PowerPoint-presentation) requested.</li> </ul>	1. RL 2. all	completed completed
8	<b>SOA Symposium 2015</b> <ul style="list-style-type: none"> <li>- evaluation of feedback</li> <li>- summary of “lessons identified”</li> <li>- creating checklist incl. “do’s and don’ts” for 2016</li> </ul>	1. RL 2. MO/CR	completed ongoing ongoing
9	<b>SOA Executive Committee 2016/2017</b> <ul style="list-style-type: none"> <li>- chairman: MajGen Guastella, DCOS OPI (as from 01 Jan 16)</li> <li>- co-chairman: BGen (Ret) Laurent (as from 01 Jan 16)</li> <li>- project coordinator “scholarships”: to be determined before Oct 16</li> </ul>	1. GB/RL 2. -	completed  completed  ongoing

<p><b>10</b></p>	<p><b>SOA's New Year's Reception on 13 Jan 2016 at 1700 hrs</b></p> <ul style="list-style-type: none"> <li>- pre-arrangements with SHAPE Club</li> <li>- book the "drinks + reception" package</li> <li>- re-negotiate with SHAPE Club proposed prices</li> <li>- invitations to be sent to SOA members via email in early December</li> <li>- invitation to <ul style="list-style-type: none"> <li>- SACEUR's spouse</li> <li>- DCOS OPI's spouse</li> <li>- Dean of NMRs</li> <li>- Deputy Dean of NMRs</li> <li>- President &amp; Secretary of the SCAOA</li> <li>- Members of the SCAOA</li> <li>- President of the SHAPE Military Historical Society</li> <li>- President of the JOG</li> </ul> </li> </ul>	<p>1. RL 2. all</p>	<p>completed completed completed completed  completed  completed completed completed completed  completed</p>
<p><b>11</b></p>	<p><b>Revitalization of national SOA-Chapters</b></p> <ul style="list-style-type: none"> <li>- invitation to SOA-events</li> <li>- invitation to SHAPE as part of SHAPE PAO Outreach activities</li> </ul>	<p>1. RL 2. JB/MO/CR</p>	<p>ongoing</p>
<p><b>12</b></p>	<p><b>SOA-Activities 2016</b></p> <ul style="list-style-type: none"> <li>- New Year's Reception: 13 Jan 2016, 1700 hrs</li> <li>- Historical lectures: SHAPE's 65<sup>th</sup> Anniversary lecture (early Apr); other to be specified</li> <li>- Social Events: <ul style="list-style-type: none"> <li>- 02 Feb 2016, Candlemas pancakes;</li> <li>- in Spring: <ul style="list-style-type: none"> <li>- Field trip "Battle of the Bulge",</li> <li>- Visit to Mons "backdoor" to be discussed</li> </ul> </li> </ul> </li> <li>- Conferences/presentations: F-35 Programme</li> <li>- Symposium: 06 – 08 Oct 2016</li> </ul>	<p>1. RL 2. all</p>	<p>ongoing</p>
<p><b>13</b></p>	<p><b>SOA Symposium 2016</b></p> <ul style="list-style-type: none"> <li>- accommodation: hotel close to city centre (e.g. Lido, Van der Valk)</li> <li>- icebreaker: if possible at the hotel (e.g. Arsonic)</li> <li>- cultural/social trip: visit of "Chimay"-brewery (TBC)</li> <li>- SOA Dinner: "L'Ecole Hôtelière de Saint-Ghislain" (contacted by JW, feedback pending)</li> </ul>	<p>1. RL 2. JH/JW JV/VL</p>	<p>ongoing</p>
<p><b>14</b></p>	<p><b>SOA Membership status</b></p> <ul style="list-style-type: none"> <li>- review current membership status</li> <li>- new membership applications: 1</li> </ul>	<p>1. GB/RL 2. all</p>	<p>ongoing</p>
<p><b>15</b></p>	<p><b>SOA dues for 2016</b></p> <ul style="list-style-type: none"> <li>- sending annual reminder via email</li> </ul>	<p>1. JB/VL 2. MO</p>	<p>completed</p>

<b>16</b>	<b>SOA's privileges as a Group II Activity</b> <ul style="list-style-type: none"> <li>- current status as a Group II Activity needs to be confirmed (search for evidence that it was granted)</li> <li>- privileges to be checked/specified with BSG</li> <li>- SHAPE Directive 95-1 (21 Oct 2003) provides limited support depending on available in-house capacity (Annex A)</li> </ul>	1. GB/RL 2. all	ongoing
<b>17</b>	<b>SHAPE Passes for SOA-members</b> <ul style="list-style-type: none"> <li>- update on regulations for members</li> </ul>	1. MO 2. JB	completed
<b>18</b>	<b>SOA Constitution – Revision of recent amendment</b> <ul style="list-style-type: none"> <li>- 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</li> </ul>	1. RL 2. all	ongoing
<b>19</b>	<b>Promotion of SOA-sponsored events</b> <ul style="list-style-type: none"> <li>- efforts should be made to “advertise” SOA-sponsored events in the monthly SHAPE Community Life prior to the event</li> </ul>	1. RL/ JW 2. all	ongoing
<b>20</b>	<b>SOA engagements in SHAPE-related events</b> <ul style="list-style-type: none"> <li>- 2016 65<sup>th</sup> Anniversary of SHAPE</li> <li>- 2017 50<sup>th</sup> Anniversary of SHAPE being located in Casteau</li> </ul> <p style="margin-left: 40px;">SOA members, who witnessed the move from FRA to BEL may volunteer to contribute to the historical lecture</p>	1. RL 2. all	ongoing
<b>21</b>	<b>Security restrictions (SR) on SHAPE-computers sending emails to SOA-members</b> <ul style="list-style-type: none"> <li>- SR do NOT allow SHAPE PAO to open membership database</li> <li>- SR do NOT allow SHAPE PAO to open address book in SOA's gmail-account</li> <li>- emails with a specific field of interest need to be prepared by the responsible member of the Executive Committee (SHAPE PAO for SHAPE-ID; Treasurer for Annual Fee; Person in charge to inform about events/procedures;...)</li> <li>- Proposed work-around: Data Base Manager to be informed about the recipients in order to distribute the emails to correct group</li> </ul>	1. JB 2. all	ongoing
<b>22</b>	<b>Back up of SOA Data Base / support for Data Base Manager</b> <ul style="list-style-type: none"> <li>- recent and updated versions of the Data Base need to be stored at a central disk space (e.g. cloud drive)</li> <li>- additional position of an Assistant Data Base Manager should be created within the Executive Committee</li> </ul>	1. RL 2. JB	ongoing

23	<b>Set up a digital archive</b> - digital records should be kept of SOA's history and work by collecting selected documents and pictures, to be saved in a central repository needs to be created	1. RL 2. JB	ongoing
24	<b>Availability of SHAPE PAO Liaison Officer (SPLO) for members to meet him in person</b> - starting 11 Jan 2016 LTC Ochyra will be available in the office Mondays 1300 – 1700 hrs for issues SOA-members might have. (Note: contacts with him via email and/or over the phone remain possible throughout the week subject to his availability) - Members need to get in contact with the SPLO prior to a meeting either by calling +32(0)65 446292 or writing an email to <a href="mailto:shapeoa@gmail.com">shapeoa@gmail.com</a> briefly describing the visit's purpose in order to allow proper preparation of the meeting - The appointment will be accepted by email to ensure SPLO's presence - SPLO will prepare an email announcing this procedure	1. MO 2. JB	ongoing
25	<b>Next Executive Committee Meeting</b> - Date: 13 Jan 2016, 1430 hrs - Location: SHAPE PAO, Conference Room	1. RL 2. all	