

SOA Executive Committee Minutes of the Meeting

- I. **date:** 13 January 2016
- II. **location:** SHAPE PAO, Briefing Room
- III. **duration:** 1430 – 1615hrs
- IV. **attendancelist:**

SOA-Function	Name	token		status ¹
Chairman	Joseph T. Guastella	JG	MG, DCOS OPI	
Co-Chairman& NMR Liaison	Richard Laurent	RL	BG (ret.)	
Secretary	Claus Richter	CR	LTC	
US Chapter Liaison	John Haas	JH	COL (ret.)	
Treasurer	Véronique Leroy	VL	NATO Civilian (ret.)	
Assistant Treasurer	Jean Vanderwal	JV	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.)	
	Raymond Healy	RH	COL (ret.)	
SHAPE PAO Officer	Mirosław Ochyra	MO	LTC	

V. **agenda items:**

#	Action Item <i>status from the previous and latest meeting</i>	Action by ²	status
1	Meeting Agenda and minutes from the previous meeting on 10 December 2015	-	approved
2	SOA-Events 2016 - New Years' Reception / Happy Hour, 13.01.2013 - "Candlemas" get-together, 02.02.2016 - Co-sponsoring of a SHAPE's 65 th Anniversary event (early Apr) - Briefing "F-35 Programme", tbd - Social event "Soignies open-air quarry" and "Casteau micro-brewery", tbd - Historical event "Field trip to Bastogne - 'Battle of the Bulge'", limited number of participants, tbd - Symposium, 06.-08.10.2016 Members will be informed about the details of the events in due time	1. RL 2. - 2. all 2. JH 2. JH 2. JV 2. JH 2. all	ongoing ongoing ongoing ongoing ongoing ongoing ongoing

¹ green: present; red: absent

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

3	SOA-Event: “New Years’ Reception / Happy Hour”, 13.01.2016 - 37 participants confirmed, incl. guests from SCAOA and “The SHAPE Military History Society” (SMHS)	1. RL 2. all	ongoing
4	SOA-Event: “Candlemas” get-together on 02.02.2016 - with pancakes cooking - starting at 1700 hrs - location: “Le Chalet” (close to SHAPE Inn & Building 901) - confirmation of attendance before 22.01.2016 - cost: 5€/person (to be paid upon arrival) - members invited via email 06.01.2016 - invitation also to: - members of the SCAOA - members of the Committee of the SMHS - SOA-members voluntarily supporting preparation of the event are very welcome	1. RL 2. –	ongoing completed completed
5	SOA’s involvement in SHAPE-Events 2016 - <i>65th Anniversary of SHAPE, early April</i> Meeting with President of “The SHAPE Military History Society” on 15.01.2016 to discuss details about historical lecture	1. RL 2. JH/CR	ongoing
6	Funding of SOA-events - some social events (with e.g. drinks/food) may require payment of a small fee upon arrival for participants - to cover additional/unexpected costs the person-in-charge may request ExCom for reserve funding (e.g. for the 02 Feb 16 candlemas get-together) up to 100€	1. RL 2. VL	completed
7	Informing SHAPE Community about SOA activities and attracting new members - CIV Human Resources - SHAPE-2-Day: SOA to be included in digital Welcome-Package - efforts should be made to “advertise” SOA-sponsored events in the monthly SHAPE Community Life prior to the event	1. RL 2. RL/JV 2. JV	completed ongoing permanent process
8	Revitalization of national SOA-Chapters - identifying (potential) addressees - revitalizing the ties within national chapters - invitation to SHAPE as part of SHAPE PAO Outreach activities - invitation to SOA-events	1. RL 2. JB 2. MO/CR 2. all	ongoing

9	SACEUR - Honorary President <ul style="list-style-type: none"> - official invitation letter to be signed and sent by SOA President - official reply pending - getting engaged with SHAPE-leadership whenever there is a change of command 	1. JH 2. CH	<p style="background-color: #00FF00; display: inline-block; padding: 2px;">completed</p> <p style="background-color: #FFFF00; display: inline-block; padding: 2px;">ongoing</p> <p style="background-color: #00FFFF; display: inline-block; padding: 2px;">permanent process</p>
10	SOA Flyer <ul style="list-style-type: none"> - update content wise - appropriate pictures need to be added - to be checked, if SHAPE Reprographics may print flyers at no/low cost for SOA as recognized Group II activity 	1. JW 2. CR	<p style="background-color: #00FF00; display: inline-block; padding: 2px;">completed</p> <p style="background-color: #FFFF00; display: inline-block; padding: 2px;">ongoing</p> <p style="background-color: #FFFF00; display: inline-block; padding: 2px;">ongoing</p>
11	SOA sponsored lectures <ul style="list-style-type: none"> - e.g. in cooperation with “The SHAPE Military History Society” or institutions affiliated with NATO and its member countries; - contacts have been established and areas of possible cooperation are being specified - common activities need to be identified, preferably from a professional development perspective 	1. RL 2. CR/JH	<p style="background-color: #00FF00; display: inline-block; padding: 2px;">completed</p> <p style="background-color: #FFFF00; display: inline-block; padding: 2px;">ongoing</p> <p style="background-color: #00FFFF; display: inline-block; padding: 2px;">permanent process</p>
12	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). 	1. RL 2. all	<p style="background-color: #FFFF00; display: inline-block; padding: 2px;">ongoing</p>
13	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	<p style="background-color: #00FF00; display: inline-block; padding: 2px;">completed</p> <p style="background-color: #FFFF00; display: inline-block; padding: 2px;">ongoing</p>
14	SOA Symposium 2015 <ul style="list-style-type: none"> - evaluation of feedback - summary of “lessons identified” with creation of checklist incl. “do’s and don’ts” following events created as a draft, to be sent to ExCom for further comments 	1. RL 2. MO/CR	<p style="background-color: #00FF00; display: inline-block; padding: 2px;">completed</p> <p style="background-color: #FFFF00; display: inline-block; padding: 2px;">ongoing</p>
15	SOA Executive Committee 2016/2017 <ul style="list-style-type: none"> - project coordinator “scholarships”: to be determined before Oct 16 	1. RL 2. -	<p style="background-color: #FFFF00; display: inline-block; padding: 2px;">ongoing</p>

16	SOA Symposium 2016 <ul style="list-style-type: none"> - accommodation: hotel Lido, close to city centre (Reference Number of block booking will be provided with calling notice) - icebreaker/Happy Hour: “Le Manege” (close to Lido Hotel) - Quotation for GA-lunch at SHAPE Club (3 menu choices) - SHAPE friendship concert? - cultural/social trip: visit of “Chimay”-brewery and cheese factory, possibly combined with a visit of the Castle (TBC) - Golf Tournament - SOA Dinner: “L’Ecole Hôtelière de Saint-Ghislain” (contacted by JW, feedback pending), suggestions for guest speaker? 	1. RL 2. JH/JW JV/VL/JB	ongoing
17	SOA Membership status <ul style="list-style-type: none"> - review current membership status: 475 - new membership applications: 0 	1. RL 2. all	ongoing
18	SOA’s privileges as a Group II Activity <ul style="list-style-type: none"> - current status as a Group II Activity confirmed in SHAPE Directive (SD) 005-038, Annex D-2 (dated 10 Mar 2014) - Protection against legal liabilities is granted with ACO-Directive (AD) 005-001 (dated 10 Mar 2014) and specified with regards to insurance with “SHAPE Supplement to AD 005-001” (SSAD 5-1, dated 10 Sep 2008) - SHAPE Directive 95-1 (dated 21 Oct 2003) provides limited support depending on available in-house capacity (Annex A) 	1. RL 2. all	completed
19	SOA Constitution – Revision of recent amendment <ul style="list-style-type: none"> - 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	SOA engagements in SHAPE-related events <ul style="list-style-type: none"> - 2016 65th Anniversary of SHAPE - 2017 50th Anniversary of SHAPE being located in Casteau; SOA members, who witnessed the move from FRA to BEL may volunteer to contribute to the historical lectures 	1. RL 2. all	ongoing

21	<p>Security restrictions (SR) on SHAPE-computers sending emails to SOA-members</p> <ul style="list-style-type: none"> - SR do NOT allow SHAPE PAO to open membership database - SR do NOT allow SHAPE PAO to open address book in SOA's gmail-account - 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;...) - Proposed work-around: Data Base Manager to be informed about the recipients in order to distribute the emails to correct group - Meeting on 21.01.2016 to discuss solutions 	1. RL 2. JB/JS/ MO/CR	ongoing
22	<p>Back up of SOA Data Base / support for Data Base Manager</p> <ul style="list-style-type: none"> - recent and updated versions of the Data Base need to be stored at a central disk space (e.g. cloud drive) - position of Assistant Data Base Manager created within Executive Committee: Mr. Jack Smits (JS) 	1. RL 2. JB	ongoing completed
23	<p>Set up a digital archive</p> <ul style="list-style-type: none"> - 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/JS	ongoing
24	<p>Availability of SHAPE PAO Liaison Officer (SPLO) for members to meet him in person</p> <ul style="list-style-type: none"> - 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 shapeoa@gmail.com 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	Glass box to advertise SOA-events - location: in Building 102, ground floor - locked (2 spare keys for ExCom will be produced in Feb 2016 by BSG) - needs to be decorated & filled with contents	1. RL 2. CR 2. all	completed ongoing ongoing
26	Next Executive Committee Meeting - Date: 03 March 2016, 1430 hrs - Location: SHAPE PAO, Conference Room	1. RL 2. all	