

SOA Executive Committee
Minutes of the Meeting

- I. **date:** 28 April 2016
- II. **location:** SHAPE PAO, Briefing Room
- III. **duration:** 1405 – 1615 hrs
- IV. **attendance list:**

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	
Secretary (outgoing)	Allan Jeavons	AJ	NATO Civilian (ret.)	
US Chapter Liaison	John Haas	JH	COL (ret.)	
Treasurer	Véronique Leroy	VL	NATO Civilian (ret.)	
Assistant Treasurer	Jean Vanderwal	JV	NATO Civilian (ret.)	
Data Base Manager	Jean-Marie Boulet	JB	Cdt (ret.)	
Assistant Data Base Manager	Jack Smits	JS	NATO Civilian (ret.)	
Web Manager	Jürgen Walter	JW	NATO Civilian (ret.)	
Project Manager “Scholarship”	Scott Sunquist	SS	NATO Civilian (ret.)	
Project Manager “Special Events”	Raymond Healy	RH	COL (ret.)	
SHAPE PAO Liaison Officer (SPLO)	Mirosław Ochyra	MO	LTC	

V. **agenda items:**

#	Action Item <i>status from the previous and latest meeting</i>	Action by ²	status
1	Minutes from the previous meeting on 03 MAR 2016	-	approved
2	Meeting Agenda	1. RL/JH 2. all	approved treasurer's report postponed

¹ green: present; red: absent

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

3	SOA-Events 2016 <ul style="list-style-type: none"> - New Years' Reception / Happy Hour, 13.01.2013 - "Candlemas" get-together, 02.02.2016 - Co-sponsoring of a SHAPE's 65th Anniversary event (07 APR 2016, 1600 hrs) - Social event "Soignies open-air quarry" and "Casteau micro-brewery" – limited number of participants (+/- 20); estimated costs per person: 8 EUR - (17 JUN 2016, 1330 hrs) - Historical event "Field trip to Bastogne - 'Battle of the Bulge'", limited number of participants (postponed to late summer, tbd) - Briefing "F-35 Programme", tbd - 56thSymposium, 06.-08.10.2016 - Visit of the "Louvignies Castle" (NOV, tbd) - Lecture (DEC, tbd) <p><i>Members will be informed about the details of the events in due time</i></p>	1. RL 2. – 2. all 2. JH 2. JV 2. JH 2. JH 2. all 2. JV 2. tbd	completed completed completed ongoing ongoing ongoing ongoing ongoing
4	Requesting SHAPE ID for entitled SOA Members <ul style="list-style-type: none"> - purpose: "simplification" of process with POC at BSG 	1. JV 2. all	ongoing
5	SOA – dues <ul style="list-style-type: none"> - dues have to be paid by DEC - US-Chapter needs to provide a list of members having paid their dues - setting deadline by the end of JAN for outstanding dues - to be removed from the membership list after having received second reminder 	1. VL/JB 2. –	ongoing
6	Revitalization of national SOA-Chapters <ul style="list-style-type: none"> - identifying (potential) addressees - revitalizing the ties within national chapters by addressing to members - invitation to SHAPE as part of SHAPE PAO Outreach activities - invitation to SOA-events 	1. RL 2. JB/JS 2. MO/CR 2. all	ongoing
7	Revitalization of DEU Chapter <ul style="list-style-type: none"> - identifying (potential) addressees - addressing to DEU members via email - feedback via email/mail requested by 11 MAR 2016 - 4 out of 17 showed interest in actively supporting the revitalization of DEU Chapter - Giving feedback to DEU members 	1. RL 2. JB/JS 2. MO/CR 2. CR 2. CR 2. CR	completed completed completed completed
8	SOA Flyer <ul style="list-style-type: none"> - update content wise - appropriate pictures need to be added - professional layout - ExCom agreed upon format as two folder - SHAPE Reprographics may print flyers at 0.30 EUR for two-sided print; works on layout cannot be provided by reprographics 	1. JS 2. MO 2. MO 2. JS 2. all present 2. SPLO	completed completed completed completed ongoing

9	SOA Executive Committee 2016/2017 <ul style="list-style-type: none"> - project coordinator “scholarships”: to be determined before Oct 16 - announcing / advertising SOA scholarship - asking for donation from members specifically dedicated to scholarships 	1. RL 2. SS/JV	ongoing
10	SOA Symposium 2016 (preparations) <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); Ballroom booked (on reserve list for Pathfinder-Room) for GA; restaurant booked for lunch - Mons/SHAPE friendship concert (on 7 or 14 Oct TBD) - cultural/social trip: visit of “Chimay”-brewery and cheese factory and Distillerie de Biercée - Golf Tournament - SOA Dinner: “L’Ecole Hôtelière Provinciale de Saint-Ghislain” (contacted by JW, feedback received with regards to menu, beverages, location). To be checked: <ul style="list-style-type: none"> - bringing own beverages, using teachers’ dining room? - suggestions for guest speaker? NO guest speaker - Decision on menu: next ExCom-meeting - <i>Participants need to decide upon their registration on the number of menus and need to pay via bank transfer</i> 	1. RL 2. VL 2. VL 2. RL 2. SPLO/CR 2. JV 2. JB 2. JW 2. all 2. all	ongoing completed completed completed ongoing ongoing ongoing completed ongoing
11	SOA Symposium Actions <ul style="list-style-type: none"> - according to Version 1.0 as of 28.04.2016 (see Annex A) - Project coordinator SOA Symposium to be supported by ExCom according to this document 		completed completed
12	SOA Symposium 2016 (Admin) <ul style="list-style-type: none"> - <u>access to SHAPE</u>: for members on the date of the General Assembly (GA), sponsored by SPLO iaw SD 70-1 , except: SOA President/Chairman of US-Chapter for one-on-ones with SHAPE Leadership - <u>members’ “guests”</u>: will be sponsored by SPLO on case-by-case decision - <u>transportation</u>: depending on available SHAPE resources within the provisions of SD 95-1, Annex A. SOA may be prepared to pay for transportation. - <u>On line registration</u>: update questionnaire iaw with inputs received from Co-Chairman 	1. RL 2. MO/SPLO 2. MO/SPLO 2. MO/VL 2. JV/SPLO	completed completed completed

13	SOA-Present for out-going Honorary President - approved, acknowledging his particular support as SACEUR for the association	1. JH 2. all	completed
14	SOA Membership status - review current membership status: 479 - new membership applications: 0	1. RL 2. all	ongoing
15	SOA's privileges as a Group II Activity - re-apply for Group II Activity status	1. RL 2. all	ongoing
16	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
17	SOA engagements in SHAPE-related events - 2016 65 th Anniversary of SHAPE - 2017 50 th 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	completed ongoing
18	Back up of SOA Data Base / setup of digital archive - recent and updated versions of the Data Base need to be stored at a central disk space - 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 - different options (such as google drive) are under assessment. Solution should allow access from both sides of the Atlantic	1. RL 2. JB/JS	ongoing
19	SOA-Members' email accounts rejecting emails - write traditional letter in order to find out the reason (change of email-address); postal charges to be paid by SOA - if there is no reaction on this letter, these members are to be erased from the membership list	1. RL 2. JB/JS/VL 2. JB/JS	ongoing ongoing
20	SACEUR - Honorary President - getting engaged with SHAPE-leadership whenever there is a change of command	1. JH 2. CH	permanent process
21	Informing SHAPE Community about SOA activities and attracting new members - 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	permanent process
22	Engagements with similar organizations, incl. SOA (co-)sponsored lectures/events - Intensify cooperation with the “SHAPE Cavalry and Armour Officers’ Association” (SCAOA) and the “The SHAPE Military History Society” - establish contact with Junior Officer Group (JOG). - common activities need to be identified, preferably from a professional development perspective	1. RL 2. all	permanent process

<p>23</p>	<p>Funding of SOA-events</p> <ul style="list-style-type: none"> - 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 for reserve funding up to 100 € from ExCom 	<p>1. RL 2. VL</p>	<p>permanent process</p>
<p>24</p>	<p>Next Executive Committee Meeting</p> <ul style="list-style-type: none"> - Date: Wednesday, 15 JUN 2016, 1030 hrs - Location: SHAPE PAO, Conference Room 	<p>1. RL 2. all</p>	

SOA Symposium – Actions

TIME	TOPIC	ACTION	LEAD SUPPORT
Beginning of the year	Pre-booking of locations (Hotel; Happy Hour; SHAPE Club; PAO Auditorium (if required), Dinner, etc)	Note: Hotel and location of Happy Hour need to be easily accessible with bus (optimum: collocated); location of Dinner should be in the Mons-Area	lead Co-Chairman support ExCom
X – 5 months	Promotion of SOA Scholarship at SHAPE, e.g. <ul style="list-style-type: none"> - SHAPE Community Life - “SHAPE Families” Facebook profile - Website “shape2day” - SOA glass box - main building) - AUM (all users message) 	Purpose: Receive as many applications from different nations as possible.	lead Project Manager “SOA Scholarship” support ExCom
Beginning of June	Preparation online registration	Engage with PAO Web-Content manager to update as required the online registration module (incl. testing) based on the general programme <ul style="list-style-type: none"> - Identification and contact details - Participation in General Assembly (GA) - Participation in Happy Hour (HH) - Participation in Symposium (SYM) - Menu choices for GA lunch and Annual Dinner - Participation in other activities (golf tournament/trip/concert...) 	lead Web-Manager, Project Manager “SOA Symposium”, SPLO ³ support PAO Web-Content manager

³SHAPE PAO Liaison Officer

Beginning of August	Calling notice with online registration to all members	<ul style="list-style-type: none"> - final date for registration (should be no less than 2 weeks prior to the event) - include outline agenda (incl. which ExCom-positions need to be filled) - payments for HH/Sym Menu/Sym Dinner need to be transferred to SOA-bank account at the set date for registration - US members can however pay in cash at the HH - NO refunding of the costs if participant(s) cancel(s) later than 7 days prior to the GA 	<p>lead Co-Chairman, Project Manager "SOA Symposium"</p> <p>support Web-Manager, PAO Web-Content manager, SPLO</p>
End of August	Reminder Calling notice	<ul style="list-style-type: none"> - checking, which participants having already paid - remind final date for transferring costs payments (i.e. at the set date for registration) 	<p>lead Co-Chairman, Project Manager "SOA Symposium"</p> <p>support Treasurer, AssTreasurer</p>
at least X – 4 weeks	Preparation of Briefings for General Assembly		<p>lead Co-Chairman</p> <p>support Treasurer, Project Manager "SOA Scholarship"</p>
X - 4 weeks	Requests for transportation as required (see programme)	<p>According to the expected numbers/names/locations/timings provided by Project manager "SOA Symposium"</p> <p>Requested via SPLO being aware, that re-imburement from SOA is likely to happen</p>	<p>lead Project manager "SOA Symposium"</p> <p>support SPLO</p>
X - 3 weeks	Requesting support of SHAPE PAO Photographer	<ul style="list-style-type: none"> - for Happy Hour/General Assembly / Social event(s) to gain pictures also to be used for advertisement/promotion 	<p>lead SPLO</p> <p>support Project manager "SOA Symposium"</p>
X – 2 weeks	Delete online registration form	<ul style="list-style-type: none"> - list of participants will be closed - afterwards NO registration possible 	<p>lead Co-Chairman Web manager</p> <p>support SPLO, Project manager "SOA Symposium"</p>
X – 2 weeks	Preparing welcome package	<ul style="list-style-type: none"> - Agenda - List of participants drafted agenda (incl. which ExCom-positions need to be filled) 	<p>lead Co-Chairman</p> <p>support SPLO, Project manager "SOA Symposium"</p>

X – 4 weeks Select winners at ExCom	Preparation of certificates for scholarship/ ExCom farewells and <u>notify winners’ parents</u>	Note: certificates can be signed by SOA-President on the day of the General Assembly	lead Co-Chairman Project manager “Scholarship” support SPLO
X – 1 week	Creating digital version of welcome package (pdf.file)	- To be sent to participants via email prior to the Symposium	lead Project manager “SOA Symposium”
X – 1 week	Printing welcome package	Note: since the welcome packages are intended to be delivered to the hotels, just a limited number of welcome packages will be printed for HH/GA	lead SPLO support Secretary
X – 1 week	Buying and printing of name tags for participating members	PIN/Clip Name Badges “Impega 90 x 54 mm” (50 in a box) Lanyards for the ladies badges	lead Project Manager “SOA Symposium” Support SPLO Treasurer/AssTreasurer
X – 1 week	Buying frames and printing documents for scholarship/ExCom farewells		lead Project Manager “SOA Symposium” Project Manager “SOA Scholarships” Support SPLO Treasurer/AssTreasurer
X – 1 week	Requesting visitors passes for all GA participants for having access to SHAPE on date of GA only	- Access will only be granted for General Assembly - For the SOA President (and if necessary his wife), a pass will be requested as required by his engagements in the margins of the Symposium - For US Chapter President (or his delegate), a pass will be requested valid from the day before the GA in order to allow participation at the ExCom meeting	lead SPLO support Project Manager “SOA Symposium” DB-Manager, AssDBManager,
X – 1 week	Coordination with SHAPE-PAO Photographer		lead SPLO support Secretary
X-3 days	Finalization of Briefings for General Assembly (GA)	Note: Briefings need to be submitted to SPLO 3 days prior to the General Assembly in order to transfer the files onto the computer at SHAPE Club (no changes possible, unless at SHAPE Club at the GA)	lead Co-Chairman support Treasurer Project Manager “SOA Scholarship”, SPLO

X-2 days	Welcome Packages to Hotel(s) of participants	<ul style="list-style-type: none"> - For participants staying at the hotel booked by the ExCom and, if known, for those who stay in a different hotel in the Mons area 	lead Project Manager "SOA Symposium" support SPLO Secretary
X-1 days	Happy Hour	<ul style="list-style-type: none"> - Welcome packages for participants travelling from abroad and whose accommodation arrangements are unknown - Limited number of GA agendas to be printed for the following days - Collect payments of participants as required 	lead Project Manager "SOA Symposium" support Treasurer
X - 1 days	Picking up visitors passes	<ul style="list-style-type: none"> - Visitors passes to be handed out to the participants upon arrival at Berlin Gate on day of General Assembly - Exceptions: SOA President and US Chapter President (delegate) who should receive their pass upon first arrival at SHAPE - Visitors passes are valid 1 day 	lead SPLO support Project manager "SOA Symposium"
X-1 days	Coordination with SHAPE-Club Team	<ul style="list-style-type: none"> - Computer/Beamer (SHAPE Club) - Decoration/Flags (SHAPE Club) - Rows of chairs - Coffee/tea-station 	lead Co-chairman support SPLO
X	SYM/GA at SHAPE	<ul style="list-style-type: none"> - Visitors passes to be handed out to the participants upon arrival at Berlin Gate on day of General Assembly 	lead SPLO support -
X	Selling articles	Ties and other "gadgets"	lead Treasurer support SPLO
X	Scholarship	Appropriate picture Break in programme for the recipient (incl. Family) to leave)	Lead SOA President Co-Chairman Support Project manager "Scholarship"
X + 1 days	SHAPE Club	Payment of invoice	lead Co-Chairman support Treasurer
X + 1 week	Update for Social Media / Website / SHAPE Community Life	"story"/article + pictures	lead Web-Manager support Project manager "SOA Symposium"

X + 2 weeks	Executive Committee Meeting	Feedback / improvements of action for following Symposium	lead Co-Chairman support all
-------------	-----------------------------	---	---

To be specified with recommendations

	SYM/HH	- Location (close to SHAPE / City Centre / Hotel and easily accessible with bus)	
X – 1 days	SYM/HH	money collection for scholarship (social events, Symposium, etc.)	
X	SYM/GA	money collection for scholarship (social events, Symposium, etc.)	
X	- Scholarship	Appropriate picture with President & (Co)-Chairman to be used in newsletter / promotional folder; Break in programme for the recipient (incl. family) to leave	
X	- Agenda	specify action items: <ul style="list-style-type: none"> - Welcoming remarks - Briefing(s) by ... on... - Scholarship - lunch 	