

**SOA Executive Committee**  
Minutes of the Meeting

- I. **date:** 20 July 2016
- II. **location:** SHAPE PAO, Briefing Room
- III. **duration:** 1405 – 1545 hrs
- IV. **attendance list:**

SOA-Function	Name	token		status <sup>1</sup>
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 (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.)	
outgoing Project Manager “Scholarship”	Scott Sunquist	SS	NATO Civilian (ret.)	
incoming Project Manager “Scholarship”	Benoît Davin	BD	COL (ret.)	
Project Manager “Special Events”	Raymond Healy	RH	COL (ret.)	
SHAPE PAO Liaison Officer (SPLO)	Krzysztof Plazuk	CPP	LTC	

V. **agenda items:**

#	Action Item <i>status from the previous and latest meeting</i>	Action by <sup>2</sup>	status
1	<b>Minutes from the previous meeting on 15 JUN 2016</b>	-	approved
2	<b>Meeting Agenda for 20 JUL 2016</b>	1. RL/JH 2. all	approved

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

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

3	<b>SOA-Events 2016</b> <ul style="list-style-type: none"> <li>- Visit to George Marshall Home, USA (End of July)</li> <li>- Historical event "Field trip to Bastogne - 'Battle of the Bulge'", limited number of participants (17 SEP 2016; registration by 03 SEP 2016)</li> <li>- Luncheon in Fort Meyer (21 SEP 2016)</li> <li>- 56<sup>th</sup> Symposium, 06.-08.10.2016</li> <li>- Briefing "F-35 Programme", tbd</li> <li>- Visit of the "Louvignies Castle" (<del>NOV, tbd</del>)</li> <li>- Lecture (DEC, tbd)</li> </ul> <b>Members will be informed about the details of the events in due time</b>	1. RL 2. US-Chap.  2. JH 2. US-Chap. 2. all 2. JH 2. JV 2. tbd	ongoing  ongoing ongoing ongoing postponed ongoing
4	<b>SOA-Events 2017</b> <ul style="list-style-type: none"> <li>- Happy Hour with New Year's Reception (11 JAN 2017)</li> <li>- Candlemas, Pancakes (02 FEB 2017)</li> <li>- Florida Fun Weekend (12 MAR 2017)</li> <li>- 57<sup>th</sup> Symposium (05 - 07 OCT 2017)</li> <li>- Visit of the "Louvignies Castle" (tbd)</li> <li>- 50<sup>th</sup> Anniversary of SHAPE in Casteau (tbd)</li> </ul> <b>Members will be informed about the details of the events in due time</b>	1. RL 2. RL  2. tbd 2. US-Chap. 2. all 2. tbd 2. tbd	
5	<b>SOA Award (Scholarship)</b> <ul style="list-style-type: none"> <li>- Proposal to be discussed with BD at next ExCom-Meeting</li> <li>- two aspects need to be balanced: candidates / money</li> <li>- update on proposed changes to SOA members at GA</li> </ul>	1. RL 2. BD/SS  2. BD/SS  2. RL	postponed SEP 2016
6	<b>Requesting SHAPE ID for entitled SOA Members</b> <ul style="list-style-type: none"> <li>- purpose: "simplification" of process with POC at BSG</li> <li>- with "request for access to SHAPE" proof of fee-payment needs to be handed in (excludes lifetime members)</li> </ul>	1. JV 2. -  2. KP/JB/VL	ongoing  ongoing
7	<b>SOA - dues</b> <ul style="list-style-type: none"> <li>- dues have to be paid by the end of DEC</li> <li>- US-Chapter needs to provide a list of members having paid their dues</li> <li>- setting deadline by the end of JAN for outstanding dues to be removed from the membership list after having received second reminder</li> </ul>	1. VL/JB 2. -	completed  ongoing  completed
8	<b>Revitalization of DEU Chapter in 2016</b> <ul style="list-style-type: none"> <li>- identifying (potential) addressees</li> <li>- addressing to DEU members via email</li> <li>- feedback via email/mail requested by 11 MAR</li> <li>- 4 out of 17 showed interest in actively supporting the revitalization of DEU Chapter</li> <li>- Giving feedback to DEU members</li> <li>- invitation to SHAPE on 26 JUL (no indication for a visit in 2016 received by SHAPE PAO)</li> </ul>	1. RL 2. JB/JS 2. MO/CR 2. CR  2. CR 2. CR 2. CR	completed completed completed  completed completed

9	<b>SOA Flyer</b> <ul style="list-style-type: none"> <li>- update content wise</li> <li>- appropriate pictures need to be added</li> <li>- professional layout</li> <li>- ExCom agreed upon format as bi folder</li> <li>- SHAPE Reprographics may print flyers at 0.30 EUR for two-sided print; works on layout cannot be provided by reprographics</li> </ul>	1. JS 2. MO 2. MO 2. JS 2. all present 2. SPLO	completed completed completed completed ongoing
10	<b>SOA Symposium 2016 (preparations)</b> <ul style="list-style-type: none"> <li>- accommodation: hotel Lido, close to city centre (Reference Number of block booking will be provided with calling notice)</li> <li>- icebreaker/Happy Hour: “Le Manege” (close to Lido Hotel)</li> <li>- Quotation for GA-lunch at SHAPE Club (3 menu choices); Ballroom booked (on reserve list for Pathfinder-Room) for GA; restaurant booked for lunch</li> <li>- Mons/SHAPE friendship concert (14 Oct)</li> <li>- cultural/social trip: visit of “Chimay”-brewery and cheese factory and Distillerie de Biercée</li> <li>- Golf Tournament (preparations on track)</li> <li>- SOA Dinner: “L’Ecole Hôtelière Provinciale de Saint-Ghislain” (contract to be signed)</li> <li>- Decision on menu (60 EUR in total):  Couronn de Saumon fumé  Bar Rôti  Filet de Veau a la ficelle  Assiette gourmande de desserts  + wine package (22 EUR pp)</li> <li>- Participants need to decide upon their registration on the number of menus and need to pay via bank transfer</li> <li>- ACO OPS update and Review of NATO Summit in Warsaw by DCOS OPI at General Assembly</li> <li>- NMR-Dean + Vice-Dean (incl. their spouses) to be invited to Happy Hour</li> <li>- Transportation will be requested via BSG Transportation Branch iaw SD 95-1 (schedule should give participants as much flexibility as possible)</li> </ul>	1. RL  2. VL  2. VL  2. RL 2. SPLO/CR  2. JV 2. JB 2. JW  2. all  2. all  2. JG  2. RL  2. JV	completed  completed  completed cancelled  completed completed completed  completed  completed  ongoing  ongoing
11	<b>SOA-Present for out-going Honorary President</b> <ul style="list-style-type: none"> <li>- approved, acknowledging his particular support as SACEUR for the association</li> </ul>	1. JH 2. all	ongoing
12	<b>SOA’s privileges as a Group II Activity</b> <ul style="list-style-type: none"> <li>- re-apply for Group II Activity status</li> </ul>	1. RL 2. all	completed
13	<b>SOA Constitution – Revision of recent amendment</b> <ul style="list-style-type: none"> <li>- new provisions regarding widow(er)s: status WRT dues should be specified (NO dues need to be paid)</li> <li>- proposed change(s) within constitution will be sent with the calling notice for the Symposium to be decided upon on the occasion of the GA or a special session thereof</li> </ul>	1. RL 2. all	ongoing

<b>14</b>	<b>SOA engagements in SHAPE-related events</b> - 2017 50 <sup>th</sup> 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
<b>15</b>	<b>Back up of SOA Data Base / setup of digital archive</b> - The database has recently been stored at a central disk space (Google Drive). Access to this disc space is available from both sides of the Atlantic by designated individuals. - Digital records should be kept of SOA's history and work by selected documents and pictures, to be saved at the afore mentioned disc space.	1. RL 2. JB/JS	completed  ongoing
<b>16</b>	<b>SOA-Members' email accounts rejecting emails</b> - 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	completed  completed
<b>17</b>	<b>SOA Membership status</b> - review current membership status: 482 - SrCapt Onraet, BEL A was admitted as associated member - new membership applications in process: -	1. RL 2. all	permanent process
<b>18</b>	<b>SACEUR - Honorary President</b> - getting engaged with SHAPE-leadership whenever there is a change of command - Honorary Presidency to be proposed to SACEUR	1. JG/JH 2. CH	permanent process  ongoing
<b>19</b>	<b>Informing SHAPE Community about SOA activities and attracting new members</b> - 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
<b>20</b>	<b>Engagements with similar organizations, incl. SOA (co-)sponsored lectures/events</b> - 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
<b>21</b>	<b>Funding of SOA-events</b> - 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	1. RL 2. VL	permanent process
<b>22</b>	<b>Next Executive Committee Meeting</b> - Date: Wednesday, 21 SEP 2016, 1400 hrs - Location: SHAPE PAO, Conference Room	1. RL 2. all	