

SOA Executive Committee

Minutes of the Meeting

- I. **date:** 26 October 2016
- II. **location:** SHAPE PAO, Conference Room
- III. **duration:** 1408 hrs – 1545hrs
- 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 (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”	Benoît Davin	BD	COL (ret.)	
Project Manager “Special Events”	Raymond Healy	RH	COL (ret.)	
SHAPE PAO Liaison Officer (SPLO)	Krzysztof Plazuk	KP	LTC	

V. **agenda items:**

#	Action Item <i>status from the previous and latest meeting</i>	Action by ²	status
1	Meeting Agenda for 26 SEP 2016	1. RL/JH 2. all	approved
2	Lessons identified/learned from SOA Symposium - feedback requested by <u>08 NOV 2016</u> to include activities for SOA Symposium 2017 - give balanced feedback to “L’Ecole Hôtelière Provinciale de Saint-Ghislain”	1. RL 2. all 2. JW	ongoing ongoing
3	Record of decisions deriving from SOA General Assembly 2016 - will be added to the presentation to be sent to SOA members	1. RL 2. all	approved

¹ green: present; red: absent

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

3	SOA-Events 2016 - Briefing “F-35 Programme”, tbd - Visit of the “Louvignies Castle” (NOV, tbd) - Lecture (DEC, tbd) - Erquelinnes micro-brewery(09 DEC) Members will be informed about the details of the events in due time	1. RL 2. JH 2. JV 2. tbd 2. VL	ongoing postponed postponed ongoing
4	SOA-Events 2017 - Happy Hour with New Year’s Reception (11 JAN 2017) - Candlemas, Pancakes (02 FEB 2017) - Florida Fun Weekend (10-12 MAR 2017) - 57 th Symposium (05 - 07 OCT 2017) - Visit of the “Louvignies Castle” (tbd) - 50 th Anniversary of SHAPE in Casteau (tbd) Members will be informed about the details of the events in due time	1. RL 2. RL 2. JH 2. US-Chap. 2. RL/all 2. tbd 2. tbd	ongoing ongoing ongoing ongoing ongoing
5	SOA Scholarship - current system showing its limits - suggestion to balance candidates / money - involve SHAPE International School in finding appropriate candidates from the 3 SHAPE International High Schools (USA, BEL, DEU) - final decision taken by SOA ExCom - at least 2 scholarships per year should be granted (1 following current procedure, 1 selected from SIS) - intensify efforts to raise money on the occasion of SOA sponsored events - financial support from the SOA general fund to supplement SOA scholarship fund (min 2/y) - asking members for endorsement of proposed changes to the scholarship programme via email	1. BD 2. BD 2. all 2. all 2. all 2. BD/VL/JV 2. all 2.	approved approved approved approved approved ongoing
6	Requesting SHAPE ID for entitled SOA Members - purpose: “simplification” of process with POC at BSG - future passes will be valid a number of years - SPLO will work on an information to be sent to members for the application of a SHAPE ID in the future	1.JV 2. KP 2. KP 2. KP	ongoing ongoing ongoing
7	SOA Flyer - update content wise - appropriate pictures need to be added - professional layout - ExCom agreed upon format as bi 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 completed
8	SOA-Present for out-going Honorary President - approved, acknowledging General Breedlove’s particular support as SACEUR for the association	1. JH 2. all	ongoing

9	SOA's privileges as a Group II Activity - re-apply for Group II Activity status - required amendments to the SOA Constitution to be approved by SOA General Assembly 07 OCT 16 - official SHAPE confirmation pending	1. RL 2. all	completed completed ongoing
10	SOA Constitution – Revision of 2015 amendment - new provisions regarding widow(er)s: NO dues need to be paid; included in revised SOA Constitution to be approved by General Assembly 07 OCT 16	1. RL 2. all	completed
11	SOA engagements in SHAPE-related events - 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	ongoing
12	Back up of SOA Data Base / setup of digital archive - 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
13	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	completed completed
14	Application form to be updated / uploaded - required changes for SOA members in USA	1. JS 2. JV	completed
15	Inform like-minded authorities to be entitled for SOA membership - e.g. NATO Defence College (NDC) Anciens	1. JH 2. -	ongoing
16	SOA Membership status - review current membership status - new membership applications in process: 2	1. RL 2. all	permanent process
17	SACEUR - Honorary President - getting engaged with SHAPE-leadership whenever there is a change of command - Honorary Presidency to be proposed to General Scaparrotti (SACEUR)	1.JG/JH 2. CH	permanent process completed
18	Informing SHAPE Community about SOA activities and attracting new members - efforts should be made to “advertise” SOA-sponsored events open to the broader SHAPE community in the monthly SHAPE Community Life prior to the event	1. RL 2. RL/JV 2. JV	permanent process

19	Engagements with similar organizations, incl. SOA (co-)sponsored lectures/events <ul style="list-style-type: none"> - 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
20	Funding of SOA-events <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 - to cover (parts of) the costs of SOA activities (e.g. transportation) 	1. RL 2. VL	permanent process approved
21	Next Executive Committee Meeting <ul style="list-style-type: none"> - Date: Wednesday, 11 JAN 2017, 1500 hrs - Location: SHAPE PAO, Conference Room 	1. RL 2. all	