

SOA Executive Committee
Minutes of the Meeting

- I. **date:** 03 March 2016
- II. **location:** SHAPE PAO, Briefing Room
- III. **duration:** 1435 – 1700hrs
- 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.)	
Co-Chairman(outgoing)	Günter Bretschneider	GB	LTC (ret.), NATO Civilian	
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 13 JAN2016	-	approved
2	Meeting Agenda	1. RL 2. all	approved, point 4 postponed

¹ green: present; red: absent

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

3	<p>SOA-Events 2016</p> <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) - Briefing "F-35 Programme", tbd - Social event "Soignies open-air quarry" and "Casteau micro-brewery" – limited number of participants (+/- 20) - (17 JUN 2016, 1330 hrs) - Historical event "Field trip to Bastogne - 'Battle of the Bulge'", limited number of participants (SEP, 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>	<p>1. RL 2. – 2. all</p> <p>2. JH 2. JH 2. JV</p> <p>2. JH</p> <p>2. all 2. JV 2. tbd</p>	<p>completed completed ongoing</p> <p>ongoing ongoing</p> <p>ongoing</p> <p>ongoing ongoing ongoing</p>
4	<p>Review SOA-Event: "New Years' Reception / Happy Hour", 13.01.2016</p> <ul style="list-style-type: none"> - very well attended - Co-Chairman thanking Christiane Hermant for her long-standing support to the SOA as ExCom-Member on behalf of SOA President - event successfully arranged within the given budget 	<p>1. RL 2. all</p>	<p>completed</p>
5	<p>Review SOA-Event: "Candlemas" get-together on 02.02.2016</p> <ul style="list-style-type: none"> - 20+ people attending - less budget required than expected 	<p>1. RL 2. –</p>	<p>completed</p>
6	<p>SOA's involvement in SHAPE-Events 2016</p> <ul style="list-style-type: none"> - 65th Anniversary of SHAPE on 07 APR 2016 - event open to all SHAPEANS (incl. families) - SOA members residing in Belgium will receive an invitation with details via email - if funding from SHAPE would be provided for the reception with cake cutting-ceremony, costs for the SHAPE Events Centre would be 250 EUR in total (costs divided ½ by ½ between SMHS and SOA) – registration will be required - if <u>no</u> funding from SHAPE would be provided for the reception with cake cutting-ceremony, there will be <u>no</u> requirement to use SHAPE Events Centre, hence no need to register 	<p>1. RL 2. JH/CR/VL</p>	<p>ongoing</p> <p>approved</p>
7	<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 ExCom for reserve funding (e.g. for the 02 Feb 16 candlemas get-together) up to 100€ 	<p>1. RL 2. VL</p>	<p>permanent process</p>

<p>8</p>	<p>Informing SHAPE Community about SOA activities and attracting new members</p> <ul style="list-style-type: none"> - 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 	<p>1. RL 2. RL/JV 2. JV</p>	<p>completed completed permanent process</p>
<p>9</p>	<p>Revitalization of national SOA-Chapters</p> <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 	<p>1. RL 2. JB/JS 2. MO/CR 2. all</p>	<p>ongoing</p>
<p>10</p>	<p>Revitalization of DEU Chapter</p> <ul style="list-style-type: none"> - identifying (potential) addressees - addressing to DEU members via email - feedback via email/mail requested by 11 MAR 2016 	<p>1. RL 2. JB/JS 2. MO/CR</p>	<p>completed completed ongoing</p>
<p>11</p>	<p>SACEUR - Honorary President</p> <ul style="list-style-type: none"> - official invitation letter to be signed and sent by SOA President - General Philip M. Breedlove accepting Honorary Presidency with letter to SOA President dated 4 DEC 2015 - getting engaged with SHAPE-leadership whenever there is a change of command 	<p>1. JH 2. CH</p>	<p>completed completed permanent process</p>
<p>12</p>	<p>SOA Flyer</p> <ul style="list-style-type: none"> - update content wise - appropriate pictures need to be added - SHAPE Reprographics may print flyers at 0.30 EUR for two-sided print; works on layout cannot be provided by reprographics - professional layout 	<p>1. JW 2. MO / CR 2. JS</p>	<p>completed completed ongoing</p>
<p>13</p>	<p>SOA sponsored lectures</p> <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 	<p>1. RL 2. CR/JH</p>	<p>completed completed permanent process</p>

14	Engagements with similar organizations - Intensify cooperation with the “SHAPE Cavalry and Armour Officers’ Association” (SCAOA) and establish contact with Junior Officer Group (JOG).	1.RL 2. all	ongoing
15	SOA Webpage makeover - 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. - modernized SOA logo implemented on SOA website	1. JW/JV/JH 2. all	completed completed
16	SOA Symposium 2015 - 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 - specific tasks in the checklist need to be addressed to ExCom members for following Symposium(s)	1. RL 2. MO/CR	completed completed ongoing
17	SOA Executive Committee 2016/2017 - project coordinator “scholarships”: to be determined before Oct 16 - announcing / advertising SOA scholarship	1. RL 2. SS	ongoing
18	SOA Symposium 2016 (preparations) - 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 - 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 pending), suggestions for guest speaker?	1. RL 2. JH/JW JV/VL/JB	ongoing

19	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. MO/SPLO	ongoing
20	SOA Membership status <ul style="list-style-type: none"> - review current membership status: 479 - new membership applications: 4 in total <ul style="list-style-type: none"> - 3 accepted - 1 rejected (having attended SHAPE International School as a student is <u>not</u> included in SOA Constitution to successfully apply for a membership) 	1. RL 2. all	ongoing
21	SOA's privileges as a Group II Activity <ul style="list-style-type: none"> - current status as a Group II Activity remains unclear; besides being mentioned in SD 005-038 there is <u>no</u> written evidence of being accepted as Group II Activity - <u>fundamental question</u>: benefit of having Group II Activity status? 	1. RL 2. all	ongoing
22	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
23	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
24	Back up of SOA Data Base <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) 	1. RL 2. JB/JS	ongoing
25	Set up a digital archive <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

26	Availability of SHAPE PAO Liaison Officer (SPLO) for members to meet him in person - email announcing the procedure sent to all SOA members	1. MO 2. JB	completed
27	Security restrictions (SR) on SHAPE-computers sending emails to SOA-members - 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 "activity coordinator" of the Executive Committee (SHAPE PAO for SHAPE-ID; Treasurer for Annual Fee; Person in charge to inform about events/procedures;...) - Data Base Manager to be informed about the recipients in order to distribute the emails to correct group - Activity coordinator to follow-up on received replies/querries related to their specific field of interest	1. RL 2. JB/JS/ MO/CR	completed completed
28	Availability of SHAPE PAO Liaison Officer (SPLO) for members to meet him in person - email announcing the procedure sent to all SOA members	1. MO 2. JB	completed
29	SHAPE PAO support to SOA - SHAPE structure will face changes linked to RAP focussing on core tasks, also effecting the level of administrative support to SOA - SPLO will serve as administrative "HUB" to SHAPE authorities/installations <u>this includes:</u> + serve as primary SHAPE POC for members + providing SHAPE forms for ExCom for further processing + requesting passes (serving as SHAPE-sponsor for events {co-}sponsored by SOA and for GA) + administrative support (annual procedure for SHAPE-ID; requesting transportation) in line with (ilw) Ser 24 + technical support (printing documents; providing computer/beamer/microphones) <u>this does NOT include:</u> - preparing documents/lists - organizing events - active maintenance of SOA gmail-account (sending of emails from account) ilw Ser 24 - running SOA's daily business - storing/selling SOA gadgets - (re-)arranging welcome packages - (re-)arranging/cutting name tags	1. MO / SPLO 2. ExCom	ongoing

30	Glass box to advertise SOA-events - location: in Building 102, ground floor - locked (key available at SPLO) - needs to be decorated & filled with contents	1. RL 2. MO / CR	completed
31	Bidding farewell to outgoing Co-Chairman - Co-Chairman thanking Günter Bretschneider for his long-standing support to the SOA as Co-Chairman in challenging times for the Association on behalf of the SOA President	1. RL 2. all	
32	Next Executive Committee Meeting - Date: Thursday, 28 APR 2016, 1400 hrs - Location: SHAPE PAO, Conference Room	1. RL 2. all	