

**SOA Executive Committee**  
Minutes of the Meeting

- I. **date:** 15 June 2016
- II. **location:** SHAPE PAO, Briefing Room
- III. **duration:** 1040 – 1215 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)	Miroslaw Ochyra	MO	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 03 MAR 2016</b>	-	approved
2	<b>Meeting Agenda for 15 JUN 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>- New Years' Reception / Happy Hour, 13.01.2013</li> <li>- "Candlemas" get-together, 02.02.2016</li> <li>- Co-sponsoring of a SHAPE's 65<sup>th</sup> Anniversary event (07 APR 2016, 1600 hrs)</li> <li>- Luncheon in Fort Meyer (25 MAY 2016)</li> <li>- 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)</li> <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)</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" (NOV, tbd)</li> <li>- Lecture (DEC, tbd)</li> </ul> <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. US-Chap.  2. JV 2. US-Chap.  2. JH 2. US-Chap. 2. all 2. JH 2. JV 2. tbd	completed completed  completed completed  completed ongoing  ongoing ongoing ongoing ongoing ongoing
4	<b>SOA Award (Scholarship)</b> <ul style="list-style-type: none"> <li>- Proposal to be discussed with Benoît Davin at next ExCom-Meeting</li> </ul>	1. RL 2. BD/SS	ongoing
5	<b>Financial Report 2015</b> <ul style="list-style-type: none"> <li>- Read through with comments</li> </ul>	1. VL 2. –	completed
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> </ul>	1. JV 2. all	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. –	ongoing ongoing ongoing
8	<b>Revitalization of national SOA-Chapters</b> <ul style="list-style-type: none"> <li>- identifying (potential) addressees</li> <li>- revitalizing the ties within national chapters by addressing to members</li> <li>- invitation to SHAPE as part of SHAPE PAO Outreach activities</li> <li>- invitation to SOA-events</li> </ul>	1. RL  2. JB/JS  2. SPLO/CR  2. all	ongoing
9	<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 ( feedback pending)</li> </ul>	1. RL 2. JB/JS 2. MO/CR 2. CR  2. CR 2. CR 2. CR	completed completed completed  completed ongoing

10	<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
11	<b>SOA Executive Committee 2016/2017</b> <ul style="list-style-type: none"> <li>- Benoît Davin volunteers to be Scott Sunquist's successor as Project Manager "Scholarship" from the next SOA Symposium on</li> </ul>	1. RL 2. SS/JV	completed
12	<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):  Couroonn 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> </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	  completed  completed  completed cancelled  ongoing completed ongoing  completed  completed  ongoing
13	<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
14	<b>SOA Membership status</b> <ul style="list-style-type: none"> <li>- review current membership status: 479</li> <li>- new membership applications in process</li> </ul>	1. RL 2. all	ongoing
15	<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	ongoing

16	<b>SOA Constitution – Revision of recent amendment</b> - 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	<b>SOA engagements in SHAPE-related events</b> - 2016 65 <sup>th</sup> Anniversary of SHAPE - 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	completed ongoing
18	<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
19	<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	ongoing  ongoing
20	<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
21	<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
22	<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
23	<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>24</b>	<b>Next Executive Committee Meeting</b> <ul style="list-style-type: none"><li>- Date: Wednesday, 20 JUL 2016, 1400 hrs</li><li>- Location: SHAPE PAO, Conference Room (alternate: PAO Auditorium)</li></ul>	1. RL 2. all	
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