

SOA Executive Committee

Minutes of the Meeting

- I. **date:** 15March 2017
- II. **location:** SHAPE PAO, Conference Room
- III. **duration:** 1400 – 1500hrs
- 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	
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	Minutes of 11 Jan 17 meeting and adjusted meeting agenda for 15 Mar 2017	1. RL/JH 2. all	approved
2	Preparations for SOA Symposium 2017 - reservation of Hotel - prearrangements for key-elements of the programme - transport (overall) - accommodation: Hotel Lido - Icebreaker/Happy Hour (05.10.2017): TBD - Lunch (06.10.17): at SHAPE Club - Cultural trip (07.10.17) : Domaine du Cazier + Chant d’Eole - Dinner (07.10.2017): at Van der Valk Members will be informed about the details of the events in due time	1. RL 2. all 2. JS 2. VL 2. VL 2. JW	ongoing ongoing

¹ green: present; red: absent

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

3	SOA-Events 2017 <ul style="list-style-type: none"> - Happy Hour with New Year's Reception (11 JAN2017) - Candlemas, Pancakes (02 FEB 2017) - Florida Fun Weekend (10-12 MAR 2017) - Visit to "Waterloo-Battlefield" (late JUNE 2017) - BBQ: Porchetta (01 JUN 2017) - 57th Symposium (05 - 07 OCT 2017) - Visit of the "Louvignies Castle" (tentative) - 50th Anniversary of SHAPE in Casteau (tentative) - Briefing "F-35 Programme", tentative - Lecture (tentative) - Visit of the cheese factory "Le Bailly" at Soignies (tentative) <p><i>Members will be informed about the details of the events in due time</i></p>	1. RL 2. RL 2. JH 2. US-Chap. 2. RH 2. VL 2. RL/all 2. tbd 2. tbd 2. JH 2. JV 2. tbd	completed completed completed ongoing ongoing ongoing ongoing ongoing ongoing ongoing ongoing
4	SOA Scholarship <ul style="list-style-type: none"> - 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. VL 2. RL/JB/JS	approved approved
5	Requesting SHAPE ID for entitled SOA Members <ul style="list-style-type: none"> - 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 completed completed
6	Financial Statement <ul style="list-style-type: none"> - SOA accounts in 2016 (Treasurer's Report) 	1. RL 2. VL	approved
7	SOA-Present for out-going Honorary President <ul style="list-style-type: none"> - approved, acknowledging General Breedlove's particular support as SACEUR for the association 	1. JH 2. all	ongoing
8	SOA's privileges as a Group II Activity <ul style="list-style-type: none"> - re-apply for Group II Activity status - required amendments to the SOA Constitution to be approved by SOA General Assembly 07 OCT 16 - Group II Activity-status for SOA approved at MW Council Meeting on 19 Oct 2016 	1. RL 2. all	completed completed completed
9	SOA engagements in SHAPE-related events <ul style="list-style-type: none"> - 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. BD	ongoing
10	Back up of SOA Data Base / setup of digital archive <ul style="list-style-type: none"> - 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	ongoing
11	Inform like-minded authorities to be entitled for SOA membership <ul style="list-style-type: none"> - e.g. NATO Defence College (NDC) Anciens 	1. JH 2. -	completed

12	SOA Membership status <ul style="list-style-type: none"> - review current membership status: 465 - new membership applications in process: 1 (approved) 	1. RL 2. all	permanent process
13	SACEUR - Honorary President <ul style="list-style-type: none"> - getting engaged with SHAPE-leadership whenever there is a change of command 	1.JG/JH 2. CH	permanent process
14	Informing SHAPE Community about SOA activities and attracting new members <ul style="list-style-type: none"> - 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
15	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
16	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
17	Back up of SOA Data Base / setup of digital archive <ul style="list-style-type: none"> - Digital records should be kept of SOA's history and work byselected documents and pictures, to be saved at the afore mentioned disc space. 	1. RL 2. JB/JS	permanent process
18	Next Executive Committee Meeting <ul style="list-style-type: none"> - Date: Wednesday, 17 MAY 2017, 1400 hrs - Location: SHAPE PAO, Conference Room 	1. RL 2. all	