

SOA Executive Committee

Minutes of the Meeting

- I. **date:** 17 May 2017
- II. **location:** SHAPE PAO, Conference Room
- III. **duration:** 1400 – 1455 hrs
- 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 15 Mar 17 meeting and meeting agenda for 17 May2017	1. RL/JH 2. all	approved
2	Preparations for SOA Symposium 2017 - prearrangements for key-elements of the programme - transport (overall) - accommodation: Hotel Lido - Icebreaker/Happy Hour (05.10.2017): TBD - Lunch (06.10.17): SHAPE Club - General assembly (06.10.17): SHAPE Club - SHAPE Friendship Concert +reception (06.10.17) - Golf tournament (06.10.17) - Cultural trip (07.10.17): Domaine du Cazier + Chant d’Eole (15 EUR p.p.) - Dinner (07.10.2017): Van der Valk	1. RL 2. all 2. JV 2. VL 2. VL 2. RL 2. RL 2. RL 2. RL 2. JB 2. JW/VL 2. JS	ongoing ongoing completed ongoing ongoing ongoing ongoing ongoing

¹ green: present; red: absent

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

	Members will be informed about the details of the events in due time (SOA Symposium calling letter to be sent out by the end of August)	2. RL	ongoing
3	ExCom positions to be filled for 2018 & 2019 - Chairman - Co-Chairman & NMR-Liaison - Web Manager - Secretary SOA members will be encouraged to volunteer for these positions (call for applications via SOA Symposium calling letter)	1. RL 2. all 2. RL	ongoing
4	SOA-Events 2017 - Happy Hour with New Year's Reception (11 JAN2017) - Candlemas, Pancakes (02 FEB 2017) - Florida Fun Weekend (10-12 MAR 2017) - contributions to/participation in the "50 years of SHAPE in Belgium" events (31 MAR 2017, 01 APR 2017) - visit of the Cold War Museum in Warrenton, VA (24MAY 2017) - BBQ: Porchetta (31MAY 2017) - Visit to "Waterloo-Battlefield" (15 JUL 2017) - visit of the Marine Corps Museum (SUMMER 2017) - 57 th Symposium (05 - 07 OCT 2017) - Visit of the "Louvignies Castle" (tentative) - Briefing "F-35 Programme" (tentative) - Visit of the cheese factory "Le Bailly" at Soignies (tentative) Members will be informed about the details of the events in due time	1. RL 2. RL 2. JH 2. US-Chap. 2. RL/JH 2. US-Chap. 2. VL 2. JH 2. US-Chap. 2. RL/all 2. tbd 2. JH 2. tbd	completed completed completed completed ongoing ongoing ongoing ongoing ongoing
5	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	completed completed completed
6	Back up of SOA Data Base / setup of digital archive - 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	permanent process
7	SOA Membership status - review current membership status: 473 - new membership applications in process: 0 - to be deleted from the membership list due to non-payment of membership fees: 15 (1 to be confirmed)	1. RL 2. all	permanent process
8	SACEUR - Honorary President - getting engaged with SHAPE-leadership whenever there is a change of command	1.JG/JH 2. CH	permanent process

10	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
11	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
12	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
13	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	permanent process
14	Next Executive Committee Meeting <ul style="list-style-type: none"> - Date: Wednesday, 26JULY 2017, 1400 hrs - Location: SHAPE PAO, Conference Room 	1. RL 2. all	