

SOA Executive Committee
Minutes of the Meeting

- I. **date:** 26 July 2017
- II. **location:** SHAPE PAO, Conference Room
- III. **duration:** 1405 – 1455 hrs
- IV. **attendancelist:**

SOA-Function	Name	token		status ¹
Chairman	vacant			
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 17 May 17 meeting and meeting agenda for 26 July 2017	1. RL/JH 2. all	approved
2	Preparations for SOA Symposium 2017 <ul style="list-style-type: none"> • transport (overall) • accommodation: Hotel Lido • Executive Committee meeting (05.10.17): Hotel Lido • Icebreaker/Happy Hour (05.10.17): Hotel de Ville, “Salle des Mariages” • Lunch (06.10.17): SHAPE Club (EUR 15 p.p.) • 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 (20 EUR p.p.) • Dinner (07.10.17): Van der Valk (50 EUR p.p. +10 	1. RL 2. JV 2. VL 2. VL 2. VL 2. RL 2. RL 2. RL 2. RL 2. JB 2. VL/JW 2. JS	completed completed completed completed completed completed completed completed completed completed (on 27 JUL)

¹ green: present; red: absent

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

7	Newcomers Briefing - SOA has been invited as a Group II Activity to address SHAPE Newcomers on various dates during the summer period	1. RL 2. all	ongoing
8	Back up of SOA Data Base / setup of digital archive - 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
9	SOA Membership status - review current membership status: 475 - new membership applications in process: 0 - to be deleted from the membership list due to non-payment of membership fees: 0	1. RL 2. all	permanent process
10	SACEUR - Honorary President - getting engaged with SHAPE-leadership whenever there is a change of command or a major SOA event	1.JG/JH 2. CH	permanent process
11	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
12	Engagements with similar organizations, incl. SOA (co-)sponsored lectures/events - 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 cancelled
13	Funding of SOA-events - 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
14	Back up of SOA Data Base / setup of digital archive - 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
15	Next Executive Committee Meeting - Date: Wednesday, 20 SEPTEMBER 2017, 1400 hrs - Location: SHAPE PAO, Conference Room	1. RL 2. all	

