

SOA Executive Committee
Minutes of the Meeting

- I. **date:** 20 September 2017
- II. **location:** SHAPE PAO, Conference Room
- III. **duration:** 1405 – 1530hrs
- IV. **attendance list:**

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 26 July 17 meeting and meeting agenda for 20 September 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.) <p style="text-align: right;"><i>To be continued on next page...</i></p>	1. RL 2. JV 2. VL 2. VL 2. VL 2. RL 2. RL 2. RL 2. JB 2. VL/JW	completed completed completed completed completed completed completed completed

¹ green: present; red: absent

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

2	<ul style="list-style-type: none"> Dinner (07.10.17): Van der Valk (50 EUR p.p. +10 p.p. paid by SOA) <p>Updated Welcome Package to be sent out by the end of September to inform participating members about details on the SOA Symposium 2017</p>	2. JS	<p>completed</p> <p>ongoing</p>
3	<p>SOA Scholarships 2017</p> <ul style="list-style-type: none"> 4 applications in total: <ul style="list-style-type: none"> 3 applicants following the traditional process (i.e. sponsored by SOA members); one of the applicants does however not qualify at all 1 nominee of the SHAPE International School (SIS) iaw the expanded Scholarship Programme Given the SOA Scholarship funding level and the agreed matching of member donations by the General Fund, scholarships can be granted to all 3 applicants/nominee. As a consequence: <ul style="list-style-type: none"> the 2 applicants iaw the traditional process were selected the SIS nominee was selected on the basis of a substantiated written recommendation Sponsors/Parents to be informed, scholarship presentations to be arranged and advertisement to be prepared (i.a. report with picture of each awardee) 	1. BD 2. all 1. BD 2. JS	<p>completed</p> <p>completed</p> <p>completed</p> <p>ongoing</p>
4	<p>Nominations for vacant ExCom positions for 2018 & 2019</p> <ul style="list-style-type: none"> Chairman: MajGen Marin Natchev, BGR F (Ret.) Co-Chairman: Col John Haas, USA F (Ret.) Web Content Manager: Mr. Jean Vanderwal, NATO CIV (Ret.), BEL Publications Manager: Mr. Jack Smits, NATO CIV (Ret.), NLD Secretary: Mr. Günter Bretschneider, NATO CIV (Ret.), DEU <p>to be confirmed by General Assembly on 06 OCT 2017</p>	1. RL 2. all 2. RL	<p>completed</p> <p>ongoing</p>
5	<p>SOA-Events 2017</p> <ul style="list-style-type: none"> Happy Hour with New Year's Reception (11 JAN) Candlemas, Pancakes (02 FEB) Florida Fun Weekend (10-12 MAR) contributions to/participation in the "50 years of SHAPE in Belgium" events (31 MAR, 01 APR) US Chapter luncheon with French Defense Attaché BBQ: Porchetta (31MAY) Visit to "Waterloo-Battlefield" (15 JUL) visit of the Cold War Museum in Warrenton, VA (29 SEP) 57th Symposium (05 - 07 OCT) Visit of the "Louvignies Castle" (tentative) Visit of the cheese factory "Le Bailly" at Soignies (tentative) <p>Members will be informed about the details of the events in due time</p>	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. tbd	<p>completed</p> <p>completed</p> <p>completed</p> <p>completed</p> <p>completed</p> <p>completed</p> <p>completed</p> <p>completed</p> <p>completed</p> <p>ongoing</p> <p>ongoing</p> <p>postponed</p> <p>postponed</p>

6	SOA-Events 2018 <ul style="list-style-type: none"> - Happy Hour with New Year's Reception (10 JAN) - Candlemas, Pancakes (02 FEB) - US Chapter Florida Fun Weekend (16-18 MAR) - outdoor porchetta dinner party (The Chalet) (tentative) - visit of Soignies cheese factory "Le Bailly" (tentative) - visit of the Louvignies Castle (tentative) - 58th Symposium (11 - 13 OCT 2018), possibly including a visit of the new NATO HQ 	1.Vice-Chairman 2. all 2. tbd 2. tbd 2. tbd 2. tbd 2. tbd 2. tbd	ongoing ongoing ongoing ongoing ongoing ongoing
7	Newcomers Briefing <ul style="list-style-type: none"> - SOA has been invited as a Group II Activity to address SHAPE Newcomers on various dates during the summer period 	1. RL 2. all	permanent process
8	UK membership <ul style="list-style-type: none"> - UK NMR led effort to better promote the Association among currently serving UK staff and UK staff who have served here but are not yet an SOA member, and possibly re-energize the UK membership 	1. RL 2. Ian Kippen	ongoing
9	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
10	SOA Membership status <ul style="list-style-type: none"> - review current membership status: 466 - new memberships joining in 2017: 15 	1. RL 2. all	permanent process
11	SACEUR - Honorary President <ul style="list-style-type: none"> - getting engaged with SHAPE-leadership whenever there is a change of command or a major SOA event 	1.JG/JH 2. CH	permanent process
12	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 - every September, include a general SOA presentation in SCL mainly to reach out to newcomers - after every Symposium, publish an article with a summary of the proceedings, a presentation of SOA Scholarships and providing the different ways to contact the SOA (cfr SOA Flyer) 	1. RL 2. RL/JV 2. JV	permanent process
13	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" - common activities need to be identified, preferably from a professional development perspective 	1.RL 2. all	permanent process

14	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
15	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
16	Update of SOA Flyer in Oct 17 - after the General Assembly to update i.a. text, pictures, SOA leadership, new PAO Liaison denomination - have it printed by SHAPE Reprographic Section	1. RL 2. JB/JS	ongoing ongoing
17	Next Executive Committee Meeting - Date: Thursday, 05 October 2017, 1545 hrs - Location: Lido Hotel Mons (Restaurant)	1. RL 2. all	