

## SOA Executive Committee Minutes of the Meeting

- I. **date:** 14 November 2017
- II. **location:** SHAPE COMS DIV, PAO Conference Room
- III. **duration:** 1405 – 1455 hrs
- IV. **attendance list:**

SOA-Function	Name	token		status <sup>1</sup>
Chairman	vacant			
Chairman (elect)	Marin Natchev	MN	MG (ret.)	
Co-Chairman & NMR Liaison	Richard Laurent	RL	BG (ret.)	
Co-Chairman (elect) & US Chapter Liaison	John Haas	JH	COL (ret.)	
Secretary	Claus Richter	CR	LTC	
Secretary (elect)	Günter Bretschneider	GB	NATO Civilian (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	
visiting participant	Scott Sunquist	SS	NATO Civilian (ret.)	

V. **agenda items:**

#	Action Item <i>status from the previous and latest meeting</i>	Action by <sup>2</sup>	status
1	<b>Minutes of 20 September 2017 meeting and meeting agenda for 14 November 2017</b>	1. RL/JH 2. all	approved
2	<b>Recap of 57<sup>th</sup> SOA Symposium</b> Letter to COS SHAPE <ul style="list-style-type: none"> <li>• Thanking for supporting 57<sup>th</sup> SOA Symposium</li> <li>• Highlighting SOA Symposium in 2018</li> </ul> <i>Article for SHAPE Community Life (November 2017)</i> <ul style="list-style-type: none"> <li>• increasing visibility of SOA</li> <li>• promoting scholarships</li> </ul>	1. RL 2. RL  2. JV	completed completed completed  completed

<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>Record of decisions 57<sup>th</sup> SOA Symposium</b> <ul style="list-style-type: none"> <li>increase participation of members in SOA-Activities: <ul style="list-style-type: none"> <li>highlighted in SOA Newsletter</li> <li>supporting SOA Scholarship Programme with donations</li> </ul> </li> <li>update of the SOA Constitution wrt ExCom 2018 - 2019 approved with 57<sup>th</sup> General Assembly</li> <li>establish working group to increase membership involving NMRs (Gene Gay)</li> <li>Symposium Checklist for 58th SOA Symposium</li> </ul>	1. BD 2. all	ongoing completed ongoing completed ongoing updated
4	<b>SOA-Events 2017</b> <ul style="list-style-type: none"> <li>Happy Hour with New Year's Reception (11 JAN)</li> <li>Candlemas, Pancakes (02 FEB)</li> <li>Florida Fun Weekend (10-12 MAR)</li> <li>contributions to/participation in the "50 years of SHAPE in Belgium" events (31 MAR, 01 APR)</li> <li>US Chapter luncheon with French Defense Attaché</li> <li>BBQ: Porchetta (31MAY)</li> <li>Visit to "Waterloo-Battlefield" (15 JUL)</li> <li>visit of the Cold War Museum in Warrenton, VA (29 SEP)</li> <li>57<sup>th</sup> Symposium (05 - 07 OCT)</li> </ul>	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	completed completed completed  completed completed completed completed  completed completed
5	<b>SOA-Events 2018</b> <ul style="list-style-type: none"> <li>Happy Hour with New Year's Reception (10 JAN)</li> <li>Candlemas, Pancakes (The Chalet, 02 FEB)</li> <li>US Chapter Florida Fun Weekend (16-18 MAR)</li> <li>outdoor porchetta dinner party (The Chalet) (tentative)</li> <li><del>visit of Soignies cheese factory "Le Bailly"</del></li> <li>visit of the Louvignies Castle (tentative)</li> <li>visit "l'Hôpital Notre-Dame à la Rose", Lessines (tentative)</li> <li>58<sup>th</sup> Symposium (11 - 13 OCT 2018)</li> </ul> <p><b><i>Members will be informed about the details of the events in due time</i></b></p>	1. Vice-Chairman 2. all 2. tbd 2. tbd  2. tbd  2. tbd  2. tbd 2. tbd	ongoing ongoing ongoing  ongoing cancelled ongoing  ongoing ongoing
6	<b>58<sup>th</sup> SOA Symposium (11 - 13 OCT 2018)</b> <ul style="list-style-type: none"> <li>Share guidance of Gen Shaud with ExCom</li> <li>Happy Hour at the Hôtel de Ville Mons</li> <li>Programme could possibly include <ul style="list-style-type: none"> <li>a visit of the new NATO HQ</li> <li>exploring Mons (historical guided tour by mini-train)</li> <li>-</li> </ul> </li> </ul>	1. RL  2. VL  2. all  2. all	completed requested  ongoing  ongoing
7	<b>SOA Saleable items</b> <ul style="list-style-type: none"> <li>inventory: 246 SHAPE ties, 33 pens and 13 pairs of cufflinks still in the SOA saleable items stock</li> <li>ties to be sold by SHAPE International School students (receiving 50% of the sales revenue)</li> </ul>		   completed  ongoing

<b>8</b>	<b>UK membership</b> - 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
<b>9</b>	<b>Update of SOA Flyer</b> - 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	completed  completed
<b>10</b>	<b>Newcomers Briefing</b> - 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
<b>11</b>	<b>Back up of SOA Data Base / setup of digital archive</b> - 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
<b>12</b>	<b>SOA Membership status</b> - review current membership status: 461 - new members joining in September: 15	1. RL 2. all	permanent process
<b>13</b>	<b>SACEUR - Honorary President</b> - getting engaged with SHAPE-leadership whenever there is a change of command or a major SOA event	1.JG/JH 2. CH	permanent process
<b>14</b>	<b>Informing SHAPE Community about SOA activities and attracting new members</b> - 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
<b>15</b>	<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” - common activities need to be identified, preferably from a professional development perspective	1.RL 2. all	permanent process

<p><b>16</b></p>	<p><b>Funding of SOA-events</b></p> <ul style="list-style-type: none"> <li>- some social events (with e.g. drinks/food) may require payment of a small fee upon arrival for participants</li> <li>- to cover additional/unexpected costs the person-in-charge may request for reserve funding up to 100€ from ExCom</li> <li>- to cover (parts of) the costs of SOA activities (e.g. transportation)</li> </ul>	<p>1. RL 2. VL</p>	<p>permanent process</p>
<p><b>17</b></p>	<p><b>Back up of SOA Data Base / setup of digital archive</b></p> <ul style="list-style-type: none"> <li>- 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.</li> </ul>	<p>1. RL 2. JB/JS</p>	<p>permanent process</p>
<p><b>18</b></p>	<p><b>Next Executive Committee Meeting</b></p> <ul style="list-style-type: none"> <li>- Date: Wednesday, 10 January 2018, 1430 hrs</li> <li>- Building 102, Room 248 ("Juan Cortes" Conference Room)</li> </ul>	<p>1. RL 2. all</p>	