

SOA Executive Committee

Minutes of the Meeting

- I. **date:** 10 January 2018
- II. **location:** Building 102, Room 248 (“Juan Cortes” Conference Room)
- III. **duration:** 1430 – 1600 hrs
- IV. **attendance list:**

SOA-Function	Name	token		status ¹
Chairman	Marin Natchev	MN	MG (ret.)	
Co-Chairman & NMR and US Chapter Liaison	John Haas	JH	COL (ret.)	
Secretary	Günter Bretschneider	GB	NATO Civilian (ret.)	
Treasurer	Véronique Leroy	VL	NATO Civilian (ret.)	
Assistant Treasurer & Web Content Manager	Jean Vanderwal	JV	NATO Civilian (ret.)	
Data Base Manager	Jean-Marie Boulet	JB	Cdt (ret.)	
Assistant Data Base & Publications Manager	Jack Smits	JS	NATO Civilian (ret.)	
“Scholarships” Coordinator	Benoît Davin	BD	COL (ret.)	
Project Manager “Special Events”	Raymond Healy	RH	COL (ret.)	
SHAPE COM DIV Liaison Officer (SCDLO)	Krzysztof Plazuk	KP	LTC	
SHAPE COM DIV - Guest	Claus Richter	CR	LTC	

V. **agenda items:**

#	Action Item <i>status from the previous and latest meeting</i>	Action by ²	status
1	Minutes of 14 November 2017 meeting and meeting agenda for 10 January 2018	1. JH 2. all	approved
2	SOA Symposium		
a.	58th SOA Symposium (11 - 13 OCT 2018) <ul style="list-style-type: none"> • Guidance by Gen Shaud • Happy Hour at the Hôtel de Ville Mons • Programme could possibly include <ul style="list-style-type: none"> - a visit of the new NATO HQ - exploring Mons (historical guided tour by mini-train) 	1. JH 2. VL 2. all 2. all	completed requested ongoing ongoing

¹ green: present; red: absent

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

b.	SOA Symposium checklist - adjust checklist in light of changes in the ExCom	1. JH 2. GB	completed
3	SOA 2018 Activities - Happy Hour with New Year's Reception (10 JAN) - Candlemas, Pancakes (The Chalet, 02 FEB) - US Chapter Florida Fun Weekend (16-18 MAR) - outdoor porchetta dinner party (The Chalet) (tentative Thursday, 31 MAY) – additional tents ? - visit of the Louvignies Castle (tentative) - visit "l'Hôpital Notre-Dame à la Rose", Lessines (tentative, combine with visit of Louvignies Castle) - visit "Louvre" Lens, France (keep in reserve) - 58 th Symposium (11 - 13 OCT 2018) <i>Members will be informed about the details of the events in due time</i>	1. JH 2. all 2. JH 2. JH 2. JH/VL 2. JV 2. JV 2. tbd 2. JH	completed ongoing ongoing ongoing ongoing ongoing ongoing
4	Action items from previous meetings • increase participation of members in SOA-Activities: - highlighted in SOA Newsletter - supporting SOA Scholarship Programme with donations • update of the SOA Constitution wrt ExCom 2018 - 2019 approved with 57 th General Assembly • establish working group to increase membership involving NMRs (Gene Gay)	1. JH 2. all 2. JH	ongoing completed ongoing completed ongoing
	Newcomers Briefing - SOA has been invited as a Group II Activity to address SHAPE Newcomers on various dates during the summer period	1. JH 2. all	permanent process
	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. JH 2. JB/JS	permanent process
	SACEUR - Honorary President - getting engaged with SHAPE-leadership whenever there is a change of command or a major SOA event	1. MN 2. JH/KP	permanent process
	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 - 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. JH 2. JH/JS 2. JH/JS 2. JH/JS	permanent process

	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” (contact to be re-established in 2018) - common activities need to be identified, preferably from a professional development perspective (contact to be re-established in 2018) 	1. JH 2. all	permanent process
	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. JH 2. VL	permanent process
5	SOA Saleable items <ul style="list-style-type: none"> - inventory: 246 SHAPE ties, 33 pens and 13 pairs of cufflinks still in the SOA saleable items stock - ties handed over to Int’l School on 9 JAN 2018 - ties to be sold by SHAPE International School students (receiving 50% of the sales revenue) 		completed completed ongoing
6	Membership status <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 - current membership status: 462 New/renewed memberships 2017: 24 New members 2018: 1 	1. JH 2. Ian Kippen	ongoing permanent process
7	Next Executive Committee Meeting <ul style="list-style-type: none"> - Date: Wednesday, 28 March 2018, 1400 hrs - Building 102, Room 248 (“Juan Cortes” Conference Room) 	1. JH 2. all	
8	AOB <ul style="list-style-type: none"> - SOA briefing to NMRs scheduled for 31 January - find alternate restaurant for dinner 13 October 	1. JH 2. MN/JH 2. GB	