

SOA Executive Committee
Minutes of the Meeting

- I. **date:** 25 July 2018
- II. **location:** Building 102, Room 248 (“Juan Cortes” Conference Room)
- III. **duration:** 1400 – 1545 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	

V. **agenda items:**

#	Action Item <i>status from the previous and latest meeting</i>	Action by ²	status
1	Minutes of 25 May 2018 meeting and meeting agenda for 25 July 2018	1. JH 2. all	approved
2	SOA Symposium		
	58th SOA Symposium (11 – 13 OCT 2018)		
	<ul style="list-style-type: none"> • Happy Hour at the Hôtel de Ville Mons • Reservation SHAPE Club Pathfinder room • Reservation hotel rooms • Dinner 13 October at Bouton d’Or Restaurant • Programme could possibly include <ul style="list-style-type: none"> - a visit of the new NATO HQ (alternatives Atomium/Leuven/Waterloo?) - Kris to investigate NATO HQ visit on Saturday 	1. JH 2. VL 2. JH 2. VL 2. VL 2. JH 2. KP	<div style="background-color: green; padding: 2px;">confirmed</div> <div style="background-color: green; padding: 2px;">confirmed</div> <div style="background-color: green; padding: 2px;">confirmed</div> <div style="background-color: green; padding: 2px;">confirmed</div> <div style="background-color: yellow; padding: 2px;">ongoing</div>

¹ green: present; red: absent

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

3	SOA 2018 Activities <ul style="list-style-type: none"> - outdoor porchetta dinner party (6 June, The Chalet) - visit of the Louvignies Castle (<u>tentatively 8 September</u>, combine with visit of a sculpture workshop in Soignies) - 58th Symposium (11 – 13 OCT 2018) - visit “l’Hôpital Notre-Dame à la Rose“, Lessines (keep in reserve) - visit “Louvre” Lens, France (keep in reserve) <p>Members will be informed about the details of the events in due time</p>	2. JH 2. JH/VL 2. JV 2. JH 2. JV 2. tbd	<div style="background-color: #00FF00; padding: 2px; display: inline-block;">completed</div> <div style="background-color: #FFFF00; padding: 2px; display: inline-block;">ongoing</div> <div style="background-color: #FFFF00; padding: 2px; display: inline-block;">ongoing</div>
4	Action items from the previous meetings <ul style="list-style-type: none"> • increase participation of members in SOA-Activities: <ul style="list-style-type: none"> - supporting SOA Scholarship Programme with donations • establish working group to increase membership involving NMRs (Gene Gay) 	1. JH 2. all 2. JH	<div style="background-color: #FFFF00; padding: 2px; display: inline-block;">ongoing</div> <div style="background-color: #FFFF00; padding: 2px; display: inline-block;">ongoing</div> <div style="background-color: #00FF00; padding: 2px; display: inline-block;">completed</div>
	Newcomers Briefing <ul style="list-style-type: none"> - SOA has been invited as a Group II Activity to address SHAPE Newcomers during the summer period (12 JUL, 23 AUG, 20 SEP); Newcomers will meet in the Auditorium Bldg. 102. 	1. JH 2. all	<div style="background-color: #00FFFF; padding: 2px; display: inline-block;">permanent process</div>
	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. - Digital SOA archive on the SHAPE common drive will be transferred to the cloud disc space 	1. JH 2. JB/JS 2. GB/JS	<div style="background-color: #00FFFF; padding: 2px; display: inline-block;">permanent process</div> <div style="background-color: #FFFF00; padding: 2px; display: inline-block;">ongoing</div>
	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. MN 2. JH/KP	<div style="background-color: #00FFFF; padding: 2px; display: inline-block;">permanent process</div>
	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 (SCL) prior to the event - “advertise” SOA-and SOA sponsored events open to the broader SHAPE community on AFN radio SHAPE - every September, include a general SOA presentation in SCL and the Newcomers Guide 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 2. JH/JS	<div style="background-color: #00FFFF; padding: 2px; display: inline-block;">permanent process</div>

	<p>Engagements with similar organizations, incl. SOA (co-)sponsored lectures/events</p> <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) 	<p>1. JH 2. all</p>	<p>permanent process</p>
	<p>Funding of SOA-events</p> <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) 	<p>1. JH 2. VL</p>	<p>permanent process</p>
5	<p>SOA Saleable items - Ties</p> <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) - unsold ties will be returned to SOA stocks 		<p>completed completed ongoing ongoing</p>
6	<p>Membership status</p> <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: 460 New members 2018: 15 	<p>1. JH 2. Ian Kippen 2. JB</p>	<p>completed permanent process</p>
7	<p>Scholarship status</p> <ul style="list-style-type: none"> - 5 scholarship applications received - Send out reminder for scholarship donations; deadline 31 August 2018 - Applications are to be reviewed and a recommendation for up to 3 scholarships be prepared for the ExCom meeting on 5 Sep 2018 	<p>1. JH 2. BD 2. BD</p>	<p>ongoing ongoing</p>
8	<p>Next Executive Committee Meeting</p> <ul style="list-style-type: none"> - Date: 5 September 2018, 14:00 hrs - Building 102, Room 248 (“Juan Cortes” Conference Room) 	<p>1. JH 2. all</p>	<p>confirmed</p>
9	<p>AOB None</p>	<p>1. JH</p>	