

# SOA Executive Committee

## Minutes of the Meeting

- I. **date:** 5 December 2018
- II. **location:** Building 102, Room 248 (“Juan Cortes” Conference Room)
- III. **duration:** 1400 – 1525 hrs
- IV. **attendance list :**

SOA-Function	Name	token		status <sup>1</sup>
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 <sup>2</sup>	status
1	<b>Minutes of 5 September 2018 meeting and meeting agenda for 5 December 2018</b>	1. JH 2. all	approved
2	<b>SOA Symposium</b>		
	<b>Outcome of the 58<sup>th</sup> SOA Symposium (11 – 13 OCT 2018)</b> <ul style="list-style-type: none"> <li>• Happy Hour at the Hôtel de Ville Mons – good event, to be continued</li> <li>• GA in the SHAPE Club Pathfinder room – good location, to be continued; during breaks provide bottled water for the participants in addition to coffee and tea</li> </ul>	1. JH 2. all	completed

<sup>1</sup> green: present; red: absent

<sup>2</sup> 1. Executive Committee Member(s) in lead; 2. supporting Executive Committee Member(s)

	<ul style="list-style-type: none"> <li>• Hotel rooms – no complaints, best location available; to be continued</li> <li>• Dinner at Bouton d’Or Restaurant – although the room was O.K. and helped to provide a good atmosphere the meals and the service were not quite what was expected</li> <li>• Cultural Programme – good event with perfect timings</li> </ul>		
<b>3</b>	<p><b>SOA 2019 Activities</b></p> <p><b>January:</b> New Year Happy Hour at SHAPE Club Mons Room – tentative date <b>10 January 2019</b>; invitation by mid December (NMRs to be invited) RSVP by 3 January</p> <p><b>February:</b> Candlemas celebration at SHAPE Chalet – tentative date <b>2 February 2019</b></p> <p><b>15-17 March:</b> US Chapter Florida Fun Weekend</p> <p>Envisaged/possible activities in <b>Belgium:</b></p> <ul style="list-style-type: none"> <li>- outdoor porchetta dinner party at SHAPE Chalet – <b>to be replaced by a cheese and wine party</b>; tentative date <b>Thursday, 11 April 2019</b></li> <li>- visit of the new NATO Headquarters – programme for local members and interested SHAPIANS; tentative timeframe end of June / early July 2019</li> <li>- visit of the Hôpital Notre-Dame à la Rose at Lessines – awaiting additional information the visit is tentatively scheduled for the 2<sup>nd</sup> week of September 2019</li> <li>- 75th anniversary of Normandy – checking with SHAPE Trips &amp; Tours what is in the planning</li> </ul> <p><b>October:</b> 59th SOA Symposium (SHAPE) – <b>possible dates are 3 – 5 October and 17 -19 October 2019</b></p> <ul style="list-style-type: none"> <li>- visit of the new NATO Headquarters – adjust schedule</li> <li>- 75th anniversary of Normandy – post symposium – pending outcome of inquiry with SHAPE Trips &amp; Tours</li> <li>- visit “Louvre” Lens, France (keep in reserve)</li> </ul> <p><b><i>Members will be informed about the details of the events in due time</i></b></p>	<p>1. JH</p> <p>2. POC TBC</p> <p>2. JH</p> <p>2. JH</p> <p>2. POC TBC</p> <p>2. KP</p> <p>2. BD</p> <p>2. JH</p> <p>2. JH</p> <p>2. KP</p>	
<b>4</b>	<p><b>Action items from the previous meetings</b></p> <ul style="list-style-type: none"> <li>• increase participation of members in SOA-Activities: <ul style="list-style-type: none"> <li>- supporting SOA Scholarship Programme with donations</li> </ul> </li> </ul>	<p>1. JH</p> <p>2. all</p>	<p>ongoing</p> <p>ongoing</p>
	<p><b>Newcomers Briefing</b></p> <ul style="list-style-type: none"> <li>- SOA has been invited as a Group II Activity to address SHAPE Newcomers during the summer period</li> </ul>	<p>1. JH</p> <p>2. all</p>	<p>permanent process</p>
	<p><b>Back up of SOA Data Base / setup of digital archive</b></p>	<p>1. JH</p> <p>2. JB/JS</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> <li>- Digital SOA archive on the SHAPE common drive will be transferred to the cloud disc space</li> </ul>	2. GB/JS	<p>permanent process</p> <p>ongoing</p>
	<p><b>SACEUR – Honorary President</b></p> <ul style="list-style-type: none"> <li>- getting engaged with SHAPE-leadership whenever there is a change of command or a major SOA event</li> </ul>	1. MN 2. JH/KP	permanent process
	<p><b>Informing SHAPE Community about SOA activities and attracting new members</b></p> <ul style="list-style-type: none"> <li>- 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</li> <li>- “advertise” SOA-and SOA sponsored events open to the broader SHAPE community on AFN radio SHAPE</li> <li>- every September, include a general SOA presentation in SCL and the Newcomers Guide mainly to reach out to newcomers</li> <li>- 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)</li> </ul>	1. JH 2. JH/JS  2. JH/JS  2. JH/JS  2. JH/JS	permanent process
	<p><b>Engagements with similar organizations, incl. SOA (co-)sponsored lectures/events</b></p> <ul style="list-style-type: none"> <li>- 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)</li> <li>- common activities need to be identified, preferably from a professional development perspective (contact to be re-established in 2018)</li> </ul>	1.JH 2. all	permanent process
	<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>	1. JH 2. VL	permanent process
5	<p><b>SOA Saleable items – Ties, pens &amp; cufflinks</b></p> <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 handed over to Int'l School on 9 JAN 2018</li> <li>- ties to be sold by SHAPE International School students (receiving 50% of the sales revenue)</li> <li>- unsold ties will be recovered to SOA stocks</li> <li>- disposition of all articles – new members will be offered a tie as a gift; pens and cufflinks will be donated to the US Chapter</li> </ul>		<p>completed</p> <p>completed</p> <p>completed</p> <p>ongoing</p>

<b>6</b>	<b>Membership status</b> - current membership status: 460 + 2 (TBC)	1. JH 2. JB	permanent process
<b>7</b>	<b>Scholarship status</b> - Financial status for the 2019 awards – approximately 1000 Euro are being transferred from 2018 to 2019; these donations have not yet been matched by the SOA (TBC); this would allow awarding at least two scholarships in 2019	1. JH 2. BD	
<b>8</b>	<b>Next Executive Committee Meetings</b> - Date: Wednesday, 6 March, 1400 hrs - Building 102, Room 248 (“Juan Cortes” Room)	1. JH 2. all	Confirmed Confirmed
<b>9</b>	<b>AOB</b> All invitations to SOA functions should be extended to the NMR Echelon; this could be done through SACEUR’s office (TBC) The secretary will move away from the area and will not be able to complete his term till the end of 2019	1. JH	