

SOA Executive Committee
Minutes of the Meeting

- I. date:** 5 September 2018
- II. location:** Building 102, Room 248 (“Juan Cortes” Conference Room)
- III. duration:** 1400 – 1505 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 July 2018 meeting and meeting agenda for 5 September 2018	1. JH 2. all	approved
2	SOA Symposium		
	58th SOA Symposium (11 – 13 OCT 2018)		
	• Happy Hour at the Hôtel de Ville Mons	1. JH 2. VL	confirmed
	• Reservation SHAPE Club Pathfinder room	2. JH	confirmed
	• Reservation hotel rooms	2. VL	confirmed
	• Dinner 13 October at Bouton d’Or Restaurant	2. VL	confirmed
	• Cultural Programme will include		
	- a visit of the Atomium and the ADAM design museum	2. JH	confirmed
	- a visit of NATO HQ on Saturday is not possible	2. KP	

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 on 12 <u>September</u>, in combination with visit of a sculpture workshop in Soignies; 16 participants are required; transportation is arranged - 58th Symposium (11 – 13 OCT 2018) - visit “l’Hôpital Notre-Dame à la Rose”, Lessines (postponed to 2019) - 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	<p style="text-align: center;">completed</p> <p style="text-align: center;">ongoing</p> <p style="text-align: center;">ongoing</p>
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 	1. JH 2. all	<p style="text-align: center;">ongoing</p> <p style="text-align: center;">ongoing</p>
	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	<p style="text-align: center;">permanent process</p>
	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	<p style="text-align: center;">permanent process</p> <p style="text-align: center;">ongoing</p>
	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	<p style="text-align: center;">permanent process</p>
	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	<p style="text-align: center;">permanent process</p>

	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 - Ties <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 recovered to SOA stocks 		completed completed ongoing ongoing
6	Membership status <ul style="list-style-type: none"> - current membership status: 460 New members 2018: 15 	1. JH 2. JB	permanent process
7	Scholarship status <ul style="list-style-type: none"> - 4 scholarship applications received - Send out reminder for scholarship donations; deadline 31 August 2018; € 220 donated, not including US members’ donations - Applications have been reviewed on 22 August and a recommendation for up to 3 scholarships was prepared - ExCom members decided to award at least 2 scholarships in 2018, i.a.w. the recommendation of the scholarships coordinator and the GA decision of 6 October 2017 - pending US members’ scholarship donations, the currently available amount of € 1,202.33 will be supplemented by SOA funds, if necessary, to allow for at least 2 scholarships to be awarded 	1. JH 2. BD 2. BD 2. JH	completed completed ongoing
8	Next Executive Committee Meetings <ul style="list-style-type: none"> - Date: 11 October 2018, 15:45 hrs - Hotel Lido, Restaurant 1st floor - Date: 5 December, 14:00 hrs - Building 102, Room 248 (“Juan Cortes” Room) 	1. JH 2. all	Confirmed Confirmed
9	AOB -None-	1. JH	