

SOA Executive Committee
Minutes of the Meeting

- I. date:** 29 May 2019
- II. location:** Building 102, Room 248 (“Juan Cortes” Conference Room)
- III. duration:** 1400 – 1545 hrs
- IV. attendance list :**

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

V. agenda items:

#	Action Item <i>status from the previous and latest meeting</i>	Action by ¹	status
1	Minutes of 29 May 2019 meeting and meeting agenda for	1. JH 2. all	approved
2	SOA Symposium - Tentative Outcome of the 59 th SOA Symposium (9 - 11 OCT 2019) 9 Oct – Welcome reception , 1730 at Hotel de Ville, Mons 10 Oct – 0900 Departure for Visit to NATO HQ and Magritte Museum 11 Oct – General Assembly - SOA Update, Scholarships Awards, SHAPE Briefings in Pathfinder Room 11 Oct – 1900 start Dinner at la Gourmandine, Casteau 12 Oct – Potential visit to Normandy (TBD)	1. JH 2. all	
3	SOA 2019 Activities		

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

	<p>25 Apr – Wine and cheese tasting, 1700, at Le Chalet Chalet reservation</p> <p>TBD - visit of the Hôpital Notre-Dame à la Rose at Lessines</p> <p>TBD - visit “Louvre” Lens, France (keep in reserve) Members will be informed about the details of the events in due time</p>	<p>VL and MV</p> <p>JH</p> <p>JV</p>	<p>completed</p>
4	<p>Action items from the previous meetings</p> <ul style="list-style-type: none"> • increase participation of members in SOA-Activities: <ul style="list-style-type: none"> - supporting SOA Scholarship Program - mail to be sent to membership to solicit inputs for candidates 	<p>1. JH</p> <p>2. all</p>	<p>ongoing</p> <p>ongoing</p>
	<p>Newcomers Briefing</p> <ul style="list-style-type: none"> - SOA has been invited as a Group II Activity to address SHAPE Newcomers during the summer period 	<p>1. JH</p> <p>2. all</p>	<p>permanent process</p>
	<p>Back up of SOA Data Base / setup of digital archive</p> <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 in the cloud. - Digital SOA archive on the SHAPE common drive will be transferred to CD - Review of SOA PAN Directory - Transfer of selected files to cloud 	<p>1. JH</p> <p>2. JB/JS</p> <p>2. GB/JS</p> <p>1. RH</p> <p>1. JS</p>	<p>permanent process</p> <p>completed</p> <p>completed ongoing</p>
	<p>SACEUR – Honorary President</p> <ul style="list-style-type: none"> - getting engaged with SHAPE-leadership whenever there is a change of command or a major SOA event 	<p>1. MN</p> <p>2. JH/KP</p>	<p>permanent process</p>
	<p>Informing SHAPE Community about SOA activities and attracting new members</p> <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) 	<p>1. JH</p> <p>2. JH/JS</p> <p>2. JH/JS</p> <p>2. JH/JS</p> <p>2. JH/JS</p>	<p>permanent process</p>
	<p>Engagements with similar organizations, incl. SOA (co-)sponsored lectures/events</p> <ul style="list-style-type: none"> - common activities need to be identified, 	<p>1.JH</p> <p>2. all</p>	<p>permanent process</p>

	preferably from a professional development perspective		
	Funding of SOA-events - 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, pens & cufflinks - decision made to give all items away at various opportunities.		completed
6	Membership status - current membership status: 460	1. JH 2. JB	permanent process
7	Scholarship status - Process in-place to be continued - Funding in good state	1. BD	ongoing
8	Next Executive Committee Meetings - Date: 31 July (provisionally) - Building 102, Room 248 (“Juan Cortes” Room)	1. JH 2. all	Confirmed
9	AOB - actions a. SOA Flyer Revision (new SACEUR photo) b. Invite Assistant for Host Nation Affairs to SACEUR to join ExCom – deferred till later in the year c. SHAPE passes for SOA members – process in-place for renewals. SOA delegation to visit SHIPSS to establish agreed procedure. d. SHAPE website was migrated to new version, and some items on the SOA webpage need updating, notably the Membership Application Form e. Newsletter to be sent to all members soliciting their interest for the Normandy visit. A down payment of 200 Euros will be required for an estimated price of 500 Euro pp, all inclusive. f. NATO HQ visit : Coordinate with NATO Office of Security.	JS JH MN/JB/JV JV JH/JS JH	Ongoing Ongoing Ongoing Ongoing Ongoing In Process