

SOA Executive Committee

Minutes of the Meeting

- I. **date:** 28 March 2019
- II. **location:** Building 102, Room 248 (“Juan Cortes” Conference Room)
- III. **duration:** 1400 – 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 |
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| 1 | Minutes of 5 December 2018 meeting and meeting agenda for 28 March 2019 | 1. JH 2. all | approved |
| 2 | SOA Symposium | | |
| | Outcome of the 59 th SOA Symposium (9 - 11 OCT 2019) 9 Oct – Welcome reception , 1700 at Hotel de Ville, Mons 10 Oct – 0900 Visit to NATO HQ and Magritte Museum 11 Oct – General Assembly - SOA Update, Scholarships Awards, SHAPE Briefings in Pathfinder Room 11 Oct – 1800, Dinner at la Gourmandine, Casteau 12 Oct – Potential visit to Normandy (TBD) | 1. JH 2. all | |

¹ green: present; red: absent

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

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| | <ul style="list-style-type: none"> • Happy Hour at the Hôtel de Ville Mons • GA in the SHAPE Club Pathfinder room • Hotel rooms • Dinner at Bouton d'Or Restaurant • Cultural Programme | | |
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| 3 | <p>SOA 2019 Activities</p> <p>25 Apr – Wine and cheese tasting, 1700, at Le Chalet</p> <p>Chalet reservation</p> <p>TBD - visit of the Hôpital Notre-Dame à la Rose at Lessines</p> <p>January: New Year Happy Hour at SHAPE Club POC?</p> <p>February: Candlemas celebration at SHAPE Chalet POC?</p> <p>15-17 March: US Chapter Florida Fun Weekend</p> <p>Envisaged/possible activities in Belgium:</p> <ul style="list-style-type: none"> — outdoor porchetta dinner party at SHAPE Chalet POC? — visit of the new NATO Headquarters — visit of the Hôpital Notre-Dame à la Rose at Lessines — 75th anniversary of Normandy <p>October: 59th SOA Symposium (SHAPE) Date TBD</p> <ul style="list-style-type: none"> — visit of the new NATO Headquarters — adjust schedule — 75th anniversary of Normandy — post symposium? — visit “Louvre” Lens, France (keep in reserve) <p>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> | |
| 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 Programme with donations | <p>1. JH 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 2. all</p> | <p>permanent process</p> |
| | <p>Back up of SOA Data Base / setup of digital</p> | <p>1. JH</p> | |

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| | <p>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 at the afore mentioned disc space. - Digital SOA archive on the SHAPE common drive will be transferred to the cloud disc space | <p>2. JB/JS</p> <p>2. GB/JS</p> | <p>permanent process</p> <p>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"> - 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</p> <p>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</p> <p>2. VL</p> | <p>permanent process</p> |
| 5 | <p>SOA Saleable items – Ties, pens & cufflinks</p> <ul style="list-style-type: none"> - decision made to give all items away at various opportunities. - 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 | | <p>completed</p> |

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| | - disposition of all articles | | |
| 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 - Financial status for the 2019 awards | 1. BD | ongoing |
| 8 | Next Executive Committee Meetings - Date: 29 May - Building 102, Room 248 ("Juan Cortes" Room) | 1. JH 2. all | Confirmed Confirmed |
| 9 | AOB a. Review of SOA PAN Directory b. SOA Flyer Revision (new SACEUR photo) c. Invite Assistant for Host Nation Affairs to SACEUR to join ExCom d. SHAPE passes for SOA members – process in-place for renewals e. Dues – membership dues will no longer be required | RH JS JH JB | Ongoing ongoing ongoing ongoing |