

SOA Executive Committee

Minutes of the Meeting

- I. **date:** 31 July 2019
- II. **location:** Building 102, Room 248 (“Juan Cortes” Conference Room)
- III. **duration:** 1400 – 1515 hrs
- IV. **attendance list :**

SOA-Function	Name	token		status ¹
Chairman	Marin Natchev	MN	MG (ret.)	X
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.)	X
Data Base Manager	Jean-Marie Boulet	JB	Cdt (ret.)	p
Assistant Data Base & Publications Manager	Jack Smits	JS	NATO Civilian (ret.)	P
“Scholarships” Coordinator	Benoît Davin	BD	COL (ret.)	P
Project Manager “Special Events”	Raymond Healy	RH	COL (ret.)	P
SHAPE COM DIV Liaison Officer (SCDLO)	Marcin Walczak	KP	LTC	X

V. **agenda items:**

#	Action Item <i>status from the previous and latest meeting</i>	Action by ²	status
1	Minutes of 29 May 2019 meeting and meeting agenda for	1. JH 2. all	approved
2	SOA Symposium		
	Preparation for SOA Symposium (9 - 11 OCT 2019)	1. JH 2. all	
	9 Oct – Welcome reception , 1730 at Hotel de Ville, Mons (VL) Reservation was done, no acknowledgement received yet.		ongoing
	10 Oct – 0900 Departure for Visit to NATO HQ and Magritte Museum Visit in the morning, followed by lunch at NATO HQ.		

¹ green: present; red: absent

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

	<p>HQ visit : contact Pannier, Planning Officer Ops section at NATO HQ</p> <p>After lunch museum visit, rest of the day free time.</p> <p>11 Oct – General Assembly - SOA Update, Scholarships Awards, SHAPE Briefings in Pathfinder Room</p> <p>11 Oct – 1900 start Dinner at la Gourmandine, Casteau</p> <p><i>12 Oct – Potential visit to Normandy (TBD) – cancelled due to lack of participation.</i></p>		
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3	<p>SOA 2019 Activities</p> <ul style="list-style-type: none"> - visit of the Hôpital Notre-Dame à la Rose at Lessines - visit “Louvre” Lens, France (keep in reserve) <p>TBD – a second porchetta party was suggested for 29 August/ early September</p> <p><i>Members will be informed about the details of the events in due time</i></p>	<p>JH</p> <p>JV</p> <p>JH/VL</p>	<p>Postponed</p> <p>postponed</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>completed</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>ongoing</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 at the afore mentioned disc space. - Digital SOA archive on the SHAPE common drive will be archived to DVD for subsequent review and transfer to the cloud : - Transfer from SHAPE common drive to DVD. - Review of all available files before cloud transfer. - Cloud upload and catalogisation. 	<p>1. JH</p> <p>2. JB/JS</p> <p>2. GB/JS</p> <p>JS</p> <p>RH</p> <p>JS</p>	<p>permanent process</p> <p>ongoing</p> <p>completed</p> <p>completed</p> <p>ongoing</p>
	<p>SACEUR – Honorary President</p> <ul style="list-style-type: none"> - getting engaged with SHAPE-leadership whenever 	<p>1. MN</p> <p>2. JH/KP</p>	<p>permanent process</p>

	there is a change of command or a major SOA event		
	<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>	permanent process
	<p>Engagements with similar organizations, incl. SOA (co-)sponsored lectures/events</p> <ul style="list-style-type: none"> - common activities need to be identified, preferably from a professional development perspective 	<p>1.JH</p> <p>2. all</p>	permanent process
	<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>	permanent process
6	<p>Membership status</p> <ul style="list-style-type: none"> - current membership status: 460 	<p>1. JH</p> <p>2. JB</p>	permanent process
7	<p>Scholarship status</p> <ul style="list-style-type: none"> - Process in-place to be continued - Funding in good state <p>Four applications were received, all students from the US high school, a minimum of two of which should be selected.</p> <p>However, none of the applicants are relatives of an SOA member, which is normally a prerequisite.</p> <p>Decision : two scholarships will be awarded.</p> <p>Selection criteria item to be brought up at the next General Assembly.</p>	<p>1. BD</p>	ongoing

8	Next Executive Committee Meetings - Date: 11 September, Wed (provisionally) - Building 102, Room 248 ("Juan Cortes" Room)	1. JH 2. all	Confirmed
9	AOB a. SOA Flyer Revision (new SACEUR photo) – awaiting permission to use new SACEUR’s 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, however running into practicality issues. New meeting to be setup with the Pass Office. Escort privileges : Marin and Jean currently hold this privilege. d. SHAPE website was migrated to new version, and some items on the SOA webpage need updating	JS JH JB/JV JV	ongoing ongoing ongoing ongoing