

SOA Executive Committee
Minutes of the Meeting

- I. **date:** 20 Sep 2019
- II. **location:** Building 102, Room 248 (“Juan Cortes” Conference Room)
- III. **duration:** 1400 – 1515 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.)	X
Assistant Treasurer & Web Content Manager	Jean Vanderwal	JV	NATO Civilian (ret.)	P
Data Base Manager	Jean-Marie Boulet	JB	Cdt (ret.)	X
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 ¹	status
1	Minutes of 31 July 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 Fondation Folon.		
	Visit in the morning, (<i>tentatively</i>) followed by lunch at		

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

	<p>NATO HQ. HQ visit : contact Pannier, Planning Officer Ops section at NATO HQ</p> <p>After lunch guided museum Fondation Folon visit at 1330hrs , rest of the day free time.</p> <p><i>Bus Transport : Waiting for MK to complete the NATO HQ tour reservation before ordering the bus.</i></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. <i>Waiting for JB to produce final participant listing with menu choices.</i></p> <p><i>JV asked if JM could produce a list of participants, with the various amounts of money they were due, so he could use it to collect the dues during the AGM.</i></p>	<p>1. MW</p> <p>1. JB</p> <p>1. JB</p>	
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3	Potential SOA 2020 Activities		
	- visit of the Hôpital Notre-Dame à la Rose at Lessines	JV	
	- visit “Louvre” Lens, France (keep in reserve)	JV	
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 Program 	1. JH 2. all	ongoing
5	Newcomers Briefing		
	- SOA has been invited as a Group II Activity to address SHAPE Newcomers during the summer period	1. JH 2. all	ongoing
6	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 safeguarding selected documents and pictures - Cloud upload and catalogisation. 	1. JH 1. JS	permanent process ongoing
7	Membership status		
	- current membership status: 460	1. JH 2. JB	permanent process

<p>8</p>	<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, a minimum of two of which should be selected. <i>It was decided to honour the applications of one US candidate of the US High School and one TU candidate of the SHAPE International School. BD to communicate with the respective parents to arrange for certificate presentation.</i></p> <p>However, none of the applicants are relatives of an SOA member, which is normally a prerequisite. <i>It was reiterated that candidates who are relatives of an SOA member should get precedence.</i></p> <p>Selection criteria item to be brought up at the next General Assembly.</p>	<p>1. BD</p>	<p>ongoing</p>
<p>9</p>	<p>Next Executive Committee Meetings</p> <ul style="list-style-type: none"> - No date decided yet, 	<p>1. JH 2. all</p>	
<p>10</p>	<p>AOB</p> <ul style="list-style-type: none"> 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. MW has received a stack of SF94s awaiting signature plus submission d. SHAPE website was migrated to new version, but some items on the SOA webpage still need updating. 	<p>JS</p> <p>JH</p> <p>JB/JV</p> <p>JB/MW</p> <p>JV</p>	<p>ongoing</p> <p>ongoing</p> <p>ongoing</p> <p>ongoing</p> <p>ongoing</p>