

SOA Executive Committee
Minutes of the Meeting

- I. **date:** 21 Nov 2019
- II. **location:** Building 102, Room 248 (“Juan Cortes” Conference Room)
- III. **duration:** 1300 – 1430 hrs
- IV. **attendance list :**

SOA-Function	Name	token		status
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.)	X
Assistant Treasurer & Web Content Manager	Jean Vanderwal	JV	NATO Civilian (ret.)	P
Data Base Manager (retiring)	Jean-Marie Boulet	JB	Cdt (ret.)	P
Secretary & Publications Manager	Jack Smits	JS	NATO Civilian (ret.)	P
“Scholarships” Coordinator	Benoît Davin	BD	COL (ret.)	P
Database Manager	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	Approval of minutes of 20 Sep 2019 meeting and today's meeting agenda .	1. JH 2. all	approved
2	SOA Symposium 2019		
	Feedback received : a. Cultural visit was thoroughly enjoyed. b. General Assembly : no feedback. Lessons learned : To prevent a repeat of the long waiting time (and subsequent mishap in transportation) at the Pass Office due to the requirement for pictures to be taken it was decided that next time a request would be submitted for 1-day	1. JH 2. all	Closed

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

	<p>visitor passes. These do not require pictures, and can be picked up as a batch by the relevant SF550 sponsors ahead of time.</p> <p>Billing : SHAPE Club and la Gourmandine bills were payed, the Scholarships are awaiting bank transfer.</p>	VL	<p>Closed</p> <p>ongoing</p>
3	<p>SOA symposium 2020</p> <p>Following the enthusiastic reactions of participants, it was decided that both the reception and dinner would be held at the same place.</p> <p>Cultural Trip : Two proposals at this time :</p> <ul style="list-style-type: none"> a. Ypres battlefield trip with museum visit and lunch. b. Visit to AB Florennes Spitfire museum in the light of the 80th anniversary of the Battle of Britain. 		ongoing

4	<p>Potential SOA 2020 Activities</p> <ul style="list-style-type: none"> - New Years' Happy Hour at the SHAPE Club proposed for Jan 9th 1500 hrs. (after meeting note : reservation confirmed, notification soliciting interest to be sent out mid December) - Candlemass @ chalet on Feb 3rd pending confirmation of availability. - Florida Fun weekend on 20-22 March - Wine and cheese party in late spring. - visit of the Hôpital Notre-Dame à la Rose at Lessines. Two hour visit in the morning, possibly with lunch. Exact date and formula to be determined. Mid March suggested. - visit "Louvre" Lens, France (keep in reserve) 	<p>JH</p> <p>JH</p> <p>JV</p>	ongoing
5	<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 	<p>1. JH</p> <p>2. all</p>	ongoing
6	<p>Newcomers Briefing</p>	<p>1. JH</p> <p>2. all</p>	ongoing

	- SOA has been invited as a Group II Activity to address SHAPE Newcomers during the summer period		
7	Back up of SOA Data Base / setup of digital archive - Digital records should be kept of SOA's history and work by safeguarding selected documents and pictures - Cloud upload and catalogisation.	JS	permanent process ongoing
8	Membership status - current membership status: 460	RH	ongoing
9	Scholarship status - Action underway to transfer the scholarships due to the awardees. - Action to be taken in order to attract U.S. applications through the U.S> Chapter	BD	ongoing
10	SOA Flyer Revision (new SACEUR photo) – awaiting office call to introduce SACEUR to the SOA, and get permission to use new SACEUR's photo.	JH	ongoing
11	Invite Assistant for Host Nation Affairs to SACEUR to join ExCom – deferred till later in the year	JH	deferred
12	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	JB/JV	ongoing
13	SHAPE/SOA website JV requested pictures of recent Symposium for upload the website. JS will provide Google URL.	JV	ongoing
14	AOB a. At the request of the SSO , and advice of the NOS and ACE CI, membership of one of our members was terminated. The member was duly informed, and a letter of explanation will be written to Gen.Shaud informing him of this unfortunate event. (after meeting note : Gen. Saud was duly informed by JH) b. Jean-Marie Boulet was presented with a certificate of appreciation for his ten years of	JH	closed closed

	service to the SOA. Ray Healy has in the mean time taken over as Database Administrator.		
15	Next Executive Committee Meeting Thursday 9 January 1600 at the SHAPE Club, preceding the New Year Happy Hour.		