

SOA Executive Committee

Minutes of the Meeting

11th October 2012

The SOA Executive Committee met on the 11th October 2012 in the PAO conference room (attendance apologies received from Veronique Leroy). The attendance of the Chairman and Vice Chairman of the US Chapter was welcomed (Jack Haas and Gene Gay). The following agenda items were discussed and the consequent actions noted below:

1. **Approval of the previous minutes and approval of the Agenda:** The Minutes and Agenda were approved. The open items were addressed as indicated in this report.
2. **Action Items from previous SOA Executive Committee Meeting of 12th September 2012:**
 - a. SOA Constitution: The SOA Constitution has been approved and the SOA is now an official Group 2 MWR activity. The SOA will submit an annual report and when necessary attend the MWR meetings. The extent to which official SOA activities can benefit from tax exemption will be explored.
(Action: DK)
 - b. Tree Planting for General Shalikashvili: The installation of the plaque and base in commemoration of General Shalikashvili has been completed. The dedication ceremony is planned for tomorrow morning prior to the General Assembly meeting.
 - c. NMR Participation: An individual letter promoting the SOA activities had been sent to each NMR and it is hoped for some NMR representation at the General Assembly meeting.
3. **Symposium 2012**
 - a. The Welcome package had been prepared and printed copies would be available this evening at the Happy Hour and tomorrow at the General Assembly.
 - b. The Acting Chairman had prepared a few words for the Happy Hour to welcome the participants and outline the administrative arrangements for the Symposium, Dinner and Social Programme.
 - c. The Meeting Agenda for the SOA General Assembly was reviewed and a detailed walkthrough of the prepared SOA presentations conducted. Both the Agenda and SOA presentations were approved.
 - d. The results of the 2012 Scholarship Programme will be presented at the General Assembly, together with a request for donations for 2013. Individual contributions received during the General Assembly will be matched by an equal amount from the General Operating Fund.
(Action: SS)
 - e. Following the General Assembly, a 'Scholarship' article will be published in the SHAPE Community Life.
(Action:JW)
4. **An 'Open Letter' to the Membership**
 - a. An anonymous open letter to the SOA membership had been received by the Executive Committee. The Acting Chairman summarized the main points but the crux of the letter is that times have changed and the SOA should become an Alumni Association. Whilst the arguments made were well understood, the proposal raises open questions that remain to be addressed. As the SOA has only just completed the review and approval of the SOA Constitution through the membership, and gained official recognition through the SHAPE MWR program, it was

generally felt that a period of time should elapse before major change was considered. Consequently, it was decided not to table this issue at the Symposium.

5. AOB

- a. The Executive Committee continues to explore avenues to raise the profile of the SOA. The incoming SACEUR will be approached to accept Honorary membership of the SOA. The NMR echelon will also be offered Honorary membership during their tenure at SHAPE.
- b. The proposed inclusion of a Membership Review was not discussed at the previous SOA Executive Committee meeting due to the absence of the Database manager. The topic was confirmed as a standing action for each SOA Executive Committee meeting and the Database Manager will prepare a detailed statement for each meeting, focusing primarily on new membership.
(Action JMB)
- c. A potential candidate for the Chairman of the SOA has been identified. Whilst this is yet to be confirmed, the Executive Committee hopes to announce the candidate in Spring 2013.
- d. A recurring theme has been the exploration of alternative venues for the SOA General Assembly. Although the NDC in Rome had been proposed as a possible venue, it was felt that both in terms of potential numbers attending and administrative arrangements, a more promising alternative would be to combine the General Assembly with a US Chapter meeting. A survey of the membership will be conducted to seek their views on this topic.
- e. The next event following the Symposium in October 2012 will be the annual New Year hosted Happy Hour at 1600 hours on 16th January 2013 and this event will be promoted at the General Assembly.

6. Next Meeting

- a. Wednesday 16th January 2013 at 14.15 in the SHAPE PAO Conference Room to be followed by the NEW YEAR Happy Hour in the SHAPE Club at 1600.