

SOA Executive Committee

Minutes of the Meeting

5th March 2012

The SOA Executive Committee met on the 5th March 2012 in the PAO conference room. The following agenda items were discussed and the consequent actions noted below:

1. Approval of the previous minutes: Minutes approved and the open items were addressed as indicated in this report.
2. Action Items from previous SOA Meeting 11th January 2012:
 - a. SOA Constitution: The draft SOA Constitution is in the process of coordination by SHAPE MWR – an update is expected at the next SOA meeting. (Action: DK)
 - b. Membership Dues: Members will receive a receipt confirmation when the membership dues are paid and a SOA membership card will be attached to the receipt. A polite reminder will be sent to those members who had not yet paid their dues for 2012. Failure to pay the dues by the end of March would result in the individuals being advised that their membership of the SOA had lapsed. (Action: DK to provide the Membership Card format; VL to provide the latest Membership Paid status; JM to issue membership cards/reminders)
 - c. Information Distributed to Members since last meeting:
 - SOA President's letter from General James L. Jones
 - SOA Application Form
 - Scholarship Program and Application Form
 - SOA February 2012 Newsletter
 - d. Scholarship Program: The Scholarship Program has been launched and the closing date for 2012 applications is 31st May 2012. The SOA Executive Committee will review the applications and identify the successful candidate by August. A formal announcement of the scholarship winner and any program activities undertaken will be made at the General Assembly.
 - e. Recruitment Drive: A number of actions were proposed to reinvigorate the SOA membership and an article is being prepared for the SHAPE Community Life. The Acting Chairman also met with the DEU NMR to promote the SOA and he will brief the SOA to the SHAPE NMR echelon. The SOA also plan to participate in the September SHAPEFEST. A number of options were discussed for the SHAPEFEST SOA activity and planning continues. (Action: JW to draft Community Life article)
3. Symposium 2012
 - a. The date set for the 2012 General Assembly is 11-12 October 2012. This will follow the same format as the 2011 General Assembly, with an evening cocktail event on the

Thursday and the formal Assembly Program on the Friday followed by a dinner. A 'Golf Day' is planned for the Saturday, with presentations and lunch after the exertions on the course. Options for a parallel Saturday excursion such as a canal boat trip are still being examined and details will follow. (Action: JM to organize Golf Competition, CH to investigate alternative program)

4. Tree Planting for General Shalikashvili

- a. The planning for the Commemorative Tree Planting is progressing. The request for the planting work has been submitted and approved. The season requirements determine that the tree will be planted in the near future, but the dedication will be done at a later date.
- b. The wording for the Commemorative Plaque has been agreed and the order is being submitted. The dedication ceremony will take place in the period 12-14 June 2012. It is a possibility that SACEUR could attend and the final planning for the date and attendees is currently being coordinated. (Action: DK to coordinate the work orders; CH to coordinate the attendees)

5. Other Activities 2012:

- a. The Executive Committee is examining a number of activities that could interest the SOA membership. A 'Wine Tasting' seemed to gain most favour as the next planned event and details are currently being examined. (Action: SS)
- b. Media. The WEB site will be amended to ease access to the SOA Application Form and other appropriate links would be examined, such as the SHAPE2DAY and the Group 2 links page currently available. (Action: DK)
- c. Newsletter. Following some positive comment on the Newsletter, an amended format is being considered with a 'Summary' section together with a number of Annexes for the various articles. The Newsletter could also include details of new members and obituaries.
- d. The Happy Hour following the previous Executive Committee meeting was regarded as a very successful event but some concerns were expressed as to the limited number of SOA members who could attend such a SHAPE function. Various options were discussed to make any subsidized events 'fair to all' and the Executive Committee will return to this topic.

6. Next Meeting: 7th May 2012 at 1430 in the PAO Conference Room.