

SOA Executive Committee

Minutes of the Meeting

7th May 2012

The SOA Executive Committee met on the 7th May 2012 in the PAO conference room. The following agenda items were discussed and the consequent actions noted below:

1. **Approval of the previous minutes and approval of the Agenda:** Minutes approved and the open items were addressed as indicated in this report.
2. **Action Items from previous SOA Executive Committee Meeting of 5th March 2012:**
 - a. **SOA Constitution:** The draft SOA Constitution is in the process of coordination by SHAPE MWR and should be addressed at the planned Group 2 Activities meeting on the 31st of May 2012. An SOA Executive Committee member will attend and the SOA will provide; the SOA Constitution, a List of Planned Events for 2012, a Statement of Financial Returns and a List of Members. (Action: DK)
 - b. **Membership Dues:** An email had been sent to Members who had not yet paid their due subscriptions, advising that the cut-off date was 30th April 2012. The Membership list will now be reconciled against the Financial Statement as of 2nd May and unpaid members will be removed from the SOA Membership database. There was some discussion as to the utility of issuing a Membership Card and no action has yet been taken on this action item. (Action: JMB & VL will generate current SOA membership status; DK will provide the Membership List in pdf format by name and by nationality; GB will provide the covering text to include the SOA Symposium dates; SOA to re-discuss Membership Card issue; DK will also initiate an automatic reminder towards the end of the year to local SOA members for the renewal of SHAPE access rights).
 - c. **Recruitment Drive:** The SOA will have a presence at the SHAPEFEST in September and options for the content continue to be examined, including the provision of SOA ties for any 'joining' member, outsourced catering and SOA Scholarship promotion. The SOA pamphlet will also be updated and reproduced for distribution at the event. (Action: DK will check with IHSG for the SHAPEFEST date, submission of the SOA request and regulations governing outsourced services such as catering; JW will check with Catering School for food options such as Guylian chocolate; GB will update the SOA pamphlet).
 - d. **Tree Planting for General Shalikashvili:** The tree has now been planted (wild cherry) and the request for a commemorative plaque submitted – a metal plaque on a stone mount. There was an issue over the size of the plaque but this will be resolved. The dedication will take place at the beginning of the Symposium day and this will be built into the programme. (Action: DK).
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 on the Friday followed by dinner. Following the formal Symposium programme, there was general agreement that the evening dinner should not include any official 'Speaker'. The Social programme for Saturday will be a 'Golf Competition' at RGCH and a Bus excursion to Bruges. The Bruges Eurobussing option was approved. At least one member of the SOA Executive Committee would accompany the party to Bruges. (Action: DK to book SHAPE Club Pathfinder Room and associated coffee and lunch arrangements; JW to arrange cocktail, hotel and dinner reservations; JMB to arrange Golf day; VL to arrange Bruges Bus trip; SOA to build Symposium Programme).

4. Activities planned for 2012

- a. After discussing the social event options for the local Belgium SOA members, the committee settled on an organized brewery visit to St Feuillien as the first event. This will be a 'no-host' visit but is locally accessible, informative, inexpensive and fun. The afternoons of 13th and 27th of June were identified as potential dates for this event as this would also enable any teaching staff to participate. (Action: CH for brewery liaison and arrangements; DK for email information to local SOA members with details of date, time and cost).

5. **Next Meeting.** 5th June 2012 at 0900 in the PAO conference room.

6. AOB

SOA 2012 Activities include: SOA Executive meetings
USA and DEU Chapter meetings
SOA Constitution revision
SOA Symposium
SOA Social Programmes
SOA Scholarship Programme
SHAPEFEST
Tree Planting and Dedication