

SOA Executive Committee

Minutes of the Meeting

19th November 2014

1. The SOA Executive Committee met on the 19th November 2014 in the PIO Conference Room (Attendance apologies received from Steve Covington, Juergen Walter, Scott Sunquist, Veronique Leroy and Jean-Marie Boulet). Also in attendance was Jack Haas, the previous Chairman of the US Chapter. The Agenda and the minutes from the previous meeting of 9th October 2014 were approved, together with the General Assemble Discussion Notes and the Hot Wash-Up Meeting Notes of 22nd October 2014.

2. **Action Items from the previous meeting and General Assembly:**
 - a. SOA Membership List. The SOA Membership list would be provided to all members in tabular format sorted by Name and by Nationality. The membership list would be distributed via email once a year and would be limited to name, nationality and email address. Direct access to the SOA Membership database was ruled out due to administrative and security complications.

(Action: GB & JMB)
 - b. Life Membership. The proposed cessation of Life Membership status had been deferred until 2020 and this issue would be re-discussed at the 2018 General Assembly.
 - c. Membership recruitment. The proposal to add the recruitment of SHAPE members to the SOA during SHAPE Out-processing was discussed but dismissed as not practical as the purpose of out-processing was to formally confirm that all SHAPE obligations had been rescinded. However, SOA membership information would be included in the Newcomers Welcome Guide and the potential to request the NMR's to provide SOA Application Forms to departing officers will be explored.

(Action: GB & JW)
 - d. Secretarial assistance. The proposal to recruit paid secretarial assistance had been examined. However, due to the potential costs, administrative overhead, availability of PIO Office support and the SOA Executive Committee voluntary contributions, it was decided not to proceed with this at the current time. Should circumstances change then this proposal would be re-examined.

3. **SOA President's letter:**
 - a. The newly elected SOA President, General Shaud, has written a letter to the SOA membership with a number of proposals to improve the SOA and this letter will be distributed to the membership. Whilst this letter is addressed to the entire membership, the Executive Committee has already examined some of the proposals and is undertaking associated actions.
 - b. To encourage an understanding of Alliance activities, the Executive Committee will promote the active Web sites of NATO, ACO and SHAPE. These web sites are fully resourced and are updated frequently with current information. Feedback will be requested on issues arising from these web sites that are of interest to the membership and the Executive Committee will endeavour to address these issues at least once a year during the General Assembly.
 - c. Additional volunteers are being sought to promote the SOA within SHAPE and the nations by providing an SOA ambassador to the NMR echelon and SOA ambassadors to the

national communities.

(Action: GB)

- d. The use of Facebook will be explored to provide an SOA community resource. The US Chapter already operate and administer a US Chapter Facebook community and the administrator (Jim Stiles) will be approached to determine the feasibility of extending the existing Facebook resource to all the SOA membership.

(Action: JH)

(SECRETARY's Note: Jack Haas immediately contacted the US Chapter Chairman who in turn consulted the US Facebook Administrator and the US Core Group. The US Chapter has agreed to manage the Facebook page for the overall SOA organization and this will be included in their evolving communications plan.)

- e. The Chairman will circulate to the membership a copy of the SOA President's letter, a synopsis of the General Assembly decisions, a copy of the current SOA Membership list and an invitation to the New Year Happy Hour event 1700-1800 hours 14th January 2014 in the SHAPE Club.

(Action: GB & MO)

4. AOB:

- a. The Chairman proposed Jack Haas as an additional member of the Executive Committee and Jack was warmly welcomed by all present.
- b. The Chairman continues to send SOA information letters and offers of honorary SOA membership to incoming SHAPE NMR incumbents.
- c. The briefings given at the General Assembly should be made available to the membership. Jack Haas noted that the US Chapter Newsletter was already in draft and would be circulated in December.

(Action: GB)

- d. The SOA Web site was outdated and needed fresh information and perhaps some restructuring. To improve the existing update process that required SHAPE resources to implement any updates, SHAPE has offered Web Training to enable the SOA to directly update the SOA Web pages. To make the most of this free training offer, the current Webmaster (Juergen Walter) and another volunteer (Jean Vanderwal) will receive Web training.

(Action: MO, JW & JV)

- e. The SOA annual subscriptions for 2015 are due and a subscription request would be sent.

(Action: JMB)

5. Next Meeting

Wednesday 14th January, 2015 at 14:30 in the PAO conference room.