

SOA Executive Committee

Minutes of the Meeting

20th March 2013

The SOA Executive Committee met on the 20th March 2013 in the PAO conference room (attendance apologies received from Jean-Marie Boulet, Veronique Leroy and Dariusz Kacperczyk). 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 the SOA Executive Committee meeting of 16th January 2013:**
 - a. The Acting Chairman of the SOA had written to the new NLD and LUX NMRs offering free SOA membership for their tenure and will continue to extend this invitation to each new NMR incumbent. The Acting Chairman will also provide a welcoming letter to each new SOA member (Action GB).
 - b. The NMR echelon will be included in all SOA information emails (Action DK).
 - c. The SOA Brochure will be updated and re-printed (Action JW).
 - d. The Database Manager emailed a current summary of the Membership status.
 - e. A potential candidate for the Chairmanship of the SOA had been approached but was currently unable to commit to this role. Another approach will be made in the near future (Action SS).
 - f. The 2012 Scholarship awards were presented at the Happy Hour on 16th January 2013. Contributions for the 2013 fund were received and it was agreed that the SOA operating fund will match any individual contributions. The SHAPE Schools will be contacted in April for potential Scholarship nominees and a direct appeal may be made to all members reminding them that any SOA member may nominate someone for a Scholarship award (Action SS).
 - g. Mony Marsh and Jean Vanderwal had confirmed their willingness to take on the “Mons 2015 City of Culture” task. Jean Vanderwal attended a preparatory event by the Mons organizing committee and provided a summary of the discussions to the Acting Chairman. Christiane Hermant had also attended and confirmed the organizing committee intent to involve international organisations in the 2015 programme. Mony and Jean will be invited to the next SOA Executive Committee meeting (Action GB).
3. **Symposium 2013**
 - a. The 2013 Symposium planning milestones were reviewed:
 - i. The event will follow the same format as that of 2012, with a welcoming Happy Hour on the evening of 10th October, the General Assembly and Annual Dinner on the 11th of October, and a Social Programme on the 12th of October.
 - ii. The Symposium Programme will be completed by 7th August 2013 for review by the Executive Committee and then distributed to all members on 15th August. A Registration reminder will be sent on 9th September 2013 and the final Registration deadline will be 19th September 2013.
 - iii. A reservation has been made with Best Western Casteau Resort Hotel for the Happy Hour event on Thursday evening 10th October and a nominal 10 rooms have been reserved for the Symposium weekend.
 - iv. A reservation has been made with L'Ecole Hotelliere St Ghislain for the Annual dinner on Friday evening 11th October. All participants will be requested to provide full payment by 1st October if they wish to attend the Annual dinner, with the

- exception of members travelling from the U.S. who will be asked to pay upon arrival.
- v. The Social Programme on Saturday 12th October will consist of a visit to Leuven and a RGCH Golf tournament. The Leuven trip will be a tour of the Hotel de Ville and Cathedral followed by a luncheon at the nearby Microbrewery (Action GB and JMB).
 - vi. Buses are to be arranged for the Symposium and Annual Dinner transport on Friday and for the Leuven visit from 0900-1800 on Saturday (Action DK and VL).
- b. The Acting Chairman will shortly send a message to all members summarising the planned 2013 activities and will verify if the SOA President, General Jones, is able to attend the Symposium (Action GB).

4. Activities Planned for 2013

- a. The Acting Chairman recapped the proposed plans for the 2013 social events and following the feedback from the local members, the decision was taken to to organise two events:
 - i. A Wine Lecture and Tasting in the Spring (Action JMB)
 - ii. A Casteau cultural day to include a history lecture, 5km hiking tour and visit to the 'Art et Saveur' event at St Denis on the last weekend in August (Action CH).

5. SOA Membership Status

- a. The Database Manager provided:
 - i. A list of the 13 new members since November 2012 (including 4 rediscovered old members)
 - ii. A list of the 19 members who resigned or died in 2012
 - iii. A list of the 6 members who resigned or died since November 2012
- b. The issue of a SOA membership card was discussed and this topic will be revisited at the next meeting (Action GB).

6. AOB

- a. The date and location for the 2014 Symposium had been discussed at the 2012 Symposium and an action taken to poll the membership views (Action GB to check this topic with US Chapter Chairman).
- b. It had been noted that the Unclassified SHAPE2DAY web site did not yet include a link to the SOA web site. Equally, there is no visibility of SOA activities on the internal NATO Secret network (Action JW and DK).
- c. The PAO representative on the SOA Executive Committee is leaving this year and a farewell luncheon is provisionally planned for 28th May 2013 (Action CH).

7. Next Meeting

Tuesday 28th May 2013 at 14.30 in the SHAPE PAO Conference Room.