

SOA Executive Committee
Minutes of the Meeting
30 Sept 2015

1. The SOA Executive Committee met on the 30 Sept 2015 in the PAO Conference Room. Attendance apologies received from Steve Covington, Scott Sunquist, Günter Bretschneider, Véronique Leroy and Jean-Marie Boulet. The Agenda and the minutes from the previous meeting of 8 July 2015 were approved.

2. **Action Items and their status from the previous meeting (to include follow-on actions)**
 - a. NMR Luncheon 8 Oct, hosted by SOA President. So far 10 NMRs out of 20 accepted the invitation to the luncheon. 4 ExCom members were identified to attend (2/table). The menu was agreed and the number of attendees is to be finalized by 05 Oct the latest and confirmed to SHAPE Club prior to approval of its quotation for the event (**Action: RL**). Talking points for Gen Shaud have been prepared and will be discussed with him during a preparatory meeting on 7 Oct. A courtesy call for Gen Shaud with BGen Toft, Deputy Dean NMR is scheduled just before the luncheon.
 - b. SHAPE and Building 101 access for Gen Shaud on 7/8 Oct . Requires contact with SHAPE protocol to include his possible escort. (**Action: to be initiated by CH; follow-up by JH/RL**)
 - c. SACEUR Honorary SOA President. Issue was reviewed at EUCOM and its Legal Office could not find any legal restrictions to the SACEUR being an Honorary President of the SOA. Details will be discussed at the 8 Oct ExCom meeting. (**Action: RH/JH**)
 - d. SOA flyer. Has been updated in time for SOA participation at the recent SHAPE Fest where the flyers were well received. Its current format and presentation proved to be quite handy. Needs however further update and some text reformatting. (**Action: JW**).
 - e. SOA Sponsored Lectures. Initiative to possibly re-initiate lectures to be pursued. Will be discussed with NMRs as their support in identifying suitable speakers would be a tremendous help. (**Action: RL**)
 - f. Engagement with similar organizations. A joint Beer Call was held with the SHAPE Cavalry and Armour Officers'

Association (SCAOA) on 17 Sept. This get together went well for a first time event. Continued contact with SCAOA , of which VCOS is the new President, is warranted, in particular through invitation of SCAOA members to some SOA events on a reciprocity basis. (**Action: All**).

- g. SOA Webpage makeover. Finding information on the webpage about current events may sometimes prove to be difficult, which needs to be addressed. In addition, it was agreed that we should seek single and unified messaging, in particular between Webpage, Facebook account and our promotional leaflets (**Action: JW/JV/JH**). A proposal for an SOA Promotional folder (in A4 format) to be included in national Newcomers' Welcome Packages is being considered. It would include a presentation of the SOA (cfr recent article in SHAPE Community Life), the President's letter to SHAPIANS and an Application form. To be presented to NMRs. (**Action: RL**)
- h. SHAPE Community Life article. Article presenting the SOA published in 10 Sept edition. (**Action: complete for 2015**). Further articles will however be included (e.g. about the SOA Symposium 2015 and the recent joint SOA-SCAOA event)

3. 2015 Symposium Actions

- a. Mtg with NMRs 8 Oct. See above.
- b. Executive Committee Mtg on 8 Oct, 1430L. To be Held in PAO Area. Requires a room with sufficient seating. (**Action: MO**)
- c. List of attendees. Needs to be checked for completeness. Attendance of John Craig's family member was accepted in principle. (**Action: MO**)
- d. Happy Hour. +/- 55 attending as of 30 Sept. Parking space for the bus in front of Thanks galerie has been requested from 1700 to 1930L. but needs to be confirmed. (**Action: RH**)
- e. Location of Symposium. Pathfinder Room at SHAPE Club.
- f. No host lunch. SHAPE Club needs to be informed about the number of participants. (**Action: MO**)
- g. Article in SHAPE Community Life. A report from the Symposium will be included in the November edition. (**Action: JW**)
- h. Friday evening concert. 60 seats will be reserved for SOA members. Tickets to be distributed at the General Assembly. (**Action: JV**)

- i. Saturday social program. Has been finalized (Town visit start time changed to 0930L; Fee for tour is 25€ plus 15€ for the luncheon (drinks not included) and the Welcome Pack was amended accordingly. There is however a requirement to confirm transportation arrangements (see below).
- j. SOA Dinner. Total signed up is 50 (22 Menu A , 28 Menu B) . This number will be provided to Grand Hotel as an estimate and final number NLT than 5 Oct. (**Action: RH**)
- k. VIP participation. Possible SACEUR attendance at the Dinner is still being considered and needs confirmation. (**Action: CH**)
- l. Golf Competition : On track.
- m. Transportation : Transportation arrangements confirmed for Thursday, Friday and Saturday night. Open items:
 - i. Transport to town on Saturday, 10 Oct for the Social Program still needs to be confirmed (Pick up at Best Western Casteau Resort Hotel for an estimated 27 persons for the entire day) (**Action: MO**)
 - ii. Ensure that the buses for the Thursday Happy Hour and the Saturday Dinner can handle up to 50 people. (**Action: MO**)
- n. SOA Membership. The SOA Membership Slide needs to be updated (i.e. Breakdown by nation and total number of lifetime members). (**Action: JMB**)

4. ExCom 2016/17

In addition to that of three other ExCom core members, the current chairman's tenure expires this year. He will be asked if he wishes to continue to serve in his current capacity. (**Action: CH**). Should this not be the case, a search for a suitable candidate will begin. Ideally the person should be in a leadership position at SHAPE where he/she is willing and able to actively contribute to SOA and make an impact at senior and staff level. To be discussed with our President.

5. Scholarship 2015

Three nominations were received, one of which was late. The ExCom decided to award the SOA Scholarship 2015 to Gloria Zarco, the best qualified candidate. (**Action: SS**)

6. Next Meeting

Thursday, 8 October 2015 at 14:30 in a PAO briefing room.

