

# SOA Executive Committee

## Meeting Minutes

**8 June 2011.**

The SOA Executive Committee met on 8 June 2011 in the PAO conference room and the following agenda items were discussed and actions to be taken noted below.

1. Approval of last meeting's minutes : Minutes approved and open items were noted and to be addressed as indicated in this report. One of the committee members noted that when the minutes were reviewed on the web site, there was a lot of outdated information and that it should be cleaned out. PAO will look into it and take action.
2. Appointment of the Executive Committee Members: This action item is still an open item and the position of Secretary is still unfilled. Members residing in Belgium will be canvassed to identify a volunteer for the position of Secretary. A potential candidate has been identified but must be confirmed. Also, the position of Chairman is still a work in progress. The desired individual for Chairman is a current serving senior officer assigned to SHAPE .
3. Action Items discussed:
  - a. Constitution : The revised constitution is being submitted to SHAPE HSG/MWR for approval/inclusion as a Group 2 activity. The next step is the Vote by the membership approving the change (s) to the constitution at the General Assembly this year.
  - b. September 2011 Activity : The committee decided to have a Social Function (Happy Hour at the SHAPE Club) on Wednesday , 7 September 2011 from 1700L to 1800L . The purpose of the event is to brief Belgium members and members residing in Belgium the current status of the association and to encourage /recruit participation in the SOA. A message to members residing in Belgium will be sent with particulars of the event.
  - c. Scholarship Program: A proposal for a Scholarship Program was briefed by Scott Sunquist . The proposal was accepted in principle by the committee and it was proposed that it be refined , briefed at the General Assembly and voted on as an action item.
  - d. Dues Collection: Dues paid by members residing in Europe should be by bank transfer direct to the SOA account with BNP Paribas/Fortis Bank. Dues from the US need to be sent to the US Chapter for consolidation and forwarding to the European account. Note - A check for \$5 US will cost more in bank fees than the check is worth!!!
3. October 2011 General Assembly : Dates – 13 to 15 October 2011 To Be Confirmed
  - a. Program :

The attached program was briefed, discussed and accepted in principle by the committee . The final program will be forwarded in August with the registration package.
  - b. Issues discussed :
    - 1) Access Information Deadline: Attendees must provide information for access cards not later than Wednesday, 5 October 2011.

2) Reservation Deadline: Deadline for receipt of reservations from attendees is Friday, 30, September 2011.

3. Notifications:

a) A message from the Acting Chairman will be sent out this month informing the membership of the October Event, the program, the issues to be discussed, voting, and general information.

b) In August 2011, the formal notification of the event will be forwarded to all members with the program, reservation forms, security requirements etc etc;

c) In Mid September, a reminder will be sent to the membership.

4) Administrative Support: The PAO has offered the support of his front office in support of the event. The SOA needs to identify what support it needs – a brief discussion outlined the needs but it needs to be fixed; ie printing/collation of welcome package, message transmission, preparation of lists, tags, access cards etc etc.

5) Reservations Made/Needed:

a) 30 Rooms at the Casteau Moat House have been reserved and the 13 October Cocktail/Social Hour at the Casteau Moat arranged.

b) Dinner Arrangements for the Friday Night Dinner are in progress.

6). Agenda of General Assembly :

The committee agreed to the sequence of events :

- a) Welcoming Comments
- b) Introduce President
- c) Status of the SOA (Annual Report)
- d) Financial Report
- e) Brief on Constitution and Issues to vote on.
- f) Voting
- g) Presidents Comments
- h) ACO Briefing

c. Voting Issues:

1) Approval of constitution

2) Dues: The committee proposes for GA vote the following procedures for implementation of dues for members on approval of the constitution:

a) New Members – Pay dues agreed to immediate

b) Members who paid in advance: If a member has paid in advance to 2013, 2014, or 2015, he/she will start paying dues the year after his/her advance payment period expires.

c) Life Time Members – Life Time Members who are currently enrolled (or wish to continue membership) will not pay annual dues “grandfathered” until 2016. After that, they will be subject to annual dues agreed to by the General Assembly

c) Financial impact: Implementation of the above procedures will result of an annual loss of income of dues of +/- 3000€ per year provided by “grandfathered” members or +/- reduction of 12000-15000€ in the treasury.

4. Next Meeting: Wednesday, 3 August 2011