



Attendees	Present
• Officers	
○ Director – Tom Tanner	Y
○ President – Ross Campbell	Y
○ Vice President – Peter Stubbers	Y
○ Secretary – Santiago Cortina	Y
○ Treasurer – Adam Cox	N
• Members and Guests	
○ Members (1): Farid Farizy	
○ Guests (1): Nathan Hewitt	

Topics of Discussion	Comments
• Welcome	
○ Notes	<ul style="list-style-type: none"><li>• Ross Campbell hosted meeting via WebEx.</li><li>• Ross provided an update on budget and member count</li><li>• Tom updated us on the lawsuit w/ the Berlin Hotel for the cancelled 2020 Int. conference</li></ul>
• International Conference 2021	
○ Update	<ul style="list-style-type: none"><li>• Tom Tanner provided an update with respect to the 2021 Cocoa Beach Int. Conference – postponed to 2023</li></ul>
• International Conference 2022	
○ Review of actions for the Conference Committee	<ul style="list-style-type: none"><li>• See Table 1.</li><li>• Plan is to move forward as before until further notice</li></ul>
• Close	
○ Upcoming Events	<ul style="list-style-type: none"><li>• 3rd Quarter Chapter meeting in September <b>TBD</b>. - Topic: Social?</li></ul>

Table 1– 2022 International Conference Committee

Function	Volunteers	Comments/Actions
Chairman	Tom Tanner, Ross Campbell	<ul style="list-style-type: none"><li>• Ops Manual and contract posted at S:\ENG\all\SAWE-SER</li><li>• Set up meetings to discuss Gulfstream support. – Vicki Britt, Jacob Norton – (August/September)</li></ul>
Budget/Finance	Ross Campbell	<ul style="list-style-type: none"><li>• Create new budget spreadsheet based on Cocoa Beach numbers.</li><li>• Hotel AV cost estimate was astronomical. Will look into sourcing for ourselves/contacting SAWE international/other alternatives</li></ul>



Technical Papers	Tom Tanner	<ul style="list-style-type: none"><li>• Cancelled Cocoa Beach Conf. should help us source papers. – Jeff Cerro helping at International.</li><li>• Get presentations regarding products</li><li>• Keynote speakers (need 2) – Johnny Hodges, Jake Howard, Clive Leyman, Clay Nolan?</li></ul>
Student Coordinator	Clark Eliason	<ul style="list-style-type: none"><li>• Find activity for students (haunted tour?)</li></ul>
Training Coordinator	Nathan Hewitt	<ul style="list-style-type: none"><li>• Investigate aircraft availability for W&amp;B class. - Ongoing, talks started with private owner</li><li>• Investigate ship availability for inclining class. - Ongoing, Nathan has been in touch w/Bill Boze</li></ul>
Exhibitor Coordinator	Farid Farizy	<ul style="list-style-type: none"><li>• Get early access for vendors</li><li>• Investigate businesses looking for employees.</li></ul>
Facilities	TBD	<ul style="list-style-type: none"><li>• Reviewing AV costs and requirements.</li></ul>
Photography	Luis Alberto Lopez	<ul style="list-style-type: none"><li>• Brian Thompson gave verbal approval for support.</li></ul>
Events Coordinator	Tom Tanner	<ul style="list-style-type: none"><li>• Investigate Gulfstream event planning for tour. – In work.</li><li>• Activities for students</li></ul>
Marketing/Publicity	Ross Campbell	<ul style="list-style-type: none"><li>• Find helper to create flyer.<ul style="list-style-type: none"><li>- Damian to post existing flyer.</li><li>- Nathan and Peter know print shop owners for signage.</li></ul></li></ul>
Announcement and Program	Peter Stubbers	<ul style="list-style-type: none"><li>• Investigate previous conference programs. – 2021 announcement posted in shared area for use as starting point.</li><li>• Next actions- Program with day schedule layout - Flyer</li><li>• Sign boards for each room with schedule (include easel)</li><li>• Sign for registration (include easel)</li><li>• Table banner (need table)</li><li>• Other SAWE banner (international and regional)</li></ul>
Registration	Peter Stubbers	<ul style="list-style-type: none"><li>• Get familiar with registration tool.<ul style="list-style-type: none"><li>- <b>Damian to obtain CVENT access for Peter.</b></li><li>- Peter to contact Kent Melcher (ref. Cocoa Beach)</li></ul></li></ul>
Hospitality	Tom Tanner	<ul style="list-style-type: none"><li>• Estimate cost of supplies. <b>(Need follow-up)</b></li></ul>

Next Actions

Need update