



SAWE Southeast Region Officers' Meeting

7/22/2021

Attendees		Present
• Officers		
○ Director – Tom Tanner		N
○ President – Ross Campbell		Y
○ Vice President – Peter Stubbers		Y
○ Secretary – Santiago Cortina		Y
○ Treasurer – Adam Cox		Y
• Members and Guests		
○ Members (1): Damian Yanez		
○ Guests (0): None		

Topics of Discussion	Comments
• Welcome	
○ Notes	• Ross Campbell hosted meeting via WebEx.
• Handbook Update	
○ Status	• See Table 1. No updates.
• International Conference 2022	
○ Review of actions for the Conference Committee	• See Table 2.
• Close	
○ Upcoming Events	• 3rd Quarter Chapter meeting in September TBD. - Topic: Social? • Next officers' meeting August 12th

Table 1 - Handbook Revision Update

SAWE Mass Properties Engineers' Handbook Revision Status as of 05/27/2021

Section	Topic	No. Pages (2008 Ed.)	No. Pages (2021 Ed.)	Pages Completed	Draft %Complete	Pages in Review	Pages Reviewed	Peer Review Entered	Peer Review Completed	Section POC	Review POC
Front material		16	16	12.0	75%	0	0			Yanez	
1 Units		18	33	33.0	100%	33	0	1/24/2019	Yanez	Zimmerman / Emmett	
2 Section Properties		20	22	22.0	100%	0	22	1/24/2019	2/11/2021	Stubbers	Nakai
3 Material Properties		30	23	23.0	100%	23	0	3/10/2020	Yanez	Zimmerman	
4 Component Properties		14	27	27.0	100%	27	0	5/11/2021	Tanner		
5 Mass Properties Calculation		48	53	53.0	100%	53	0	9/29/2020	Ruff / Yanez	Stubbers	
6 Mass Properties Measurement		50	59	59.0	100%	59	0	1/24/2019	Yanez	Zimmerman	
7 Loads		4	6	6.0	100%	6	0	4/19/2019	Ruff / Yanez	Gerren / Fisher?	
8 Strength		8	11	11.0	100%	11	0	8/26/2019	Ruff / Yanez	Gerren / Fisher?	
9 Structural Dynamics		6	5	5.0	100%	5	0	9/20/2019	Campbell / Yanez	Gerren / Fisher?	
10 Aerodynamics		12	12	12.0	100%	12	0	2/11/2020	Campbell / Yanez	Gerren / Cerro	
11 Propulsion		10	14	14.0	100%	14	0	4/1/2021	Campbell / Yanez	McAllister	
12 Thermodynamics		6	7	7.0	100%	7	0	5/29/2019	Stubbers / Yanez	Zimmerman	
13 Space Flight Mechanics		6	8	8.0	100%	8	0	11/15/2019	Stubbers / Yanez	Cerro	
14 Crew Systems		18	17	17.0	100%	17	0	2/20/2019	Lopez / Yanez	Cerro	
15 Power Systems		10	12	12.0	100%	12	0	3/14/2019	Lopez / Yanez	Cerro	
16 Mathematics		12	12	10.8	90%	0	0			Nakai / Yanez	
17 Marine Vehicles		68	68	34.0	50%	0	0			Stubbers / Cimino	
18 Land Vehicles		8	9	9.0	100%	0	9	10/29/2020	Yanez	Wiegand / Liseck	
19 Miscellaneous		6	7	7.0	100%	7	0	2/12/2020	Yanez	Emmett / Zimmerman	
20 Communications		2	3	3.0	100%	3	0	11/15/2019	Campbell / Yanez	Cerro	
Index		4	4	0.0	0%	0	0			Stubbers	
Total		376	428	384.8	90%	297	31	77%	7%		

Note: 1) Yellow items have been delivered to the Technical Committee for review. Green items have been reviewed and feedback incorporated.

2) Page count for incomplete sections based on 2008 Edition.

3) Listed Reviewers are responsible for personally reviewing the section or finding a delegate.

4) Front Material and Index to be submitted after all sections are completed.



Table 2– 2022 International Conference Committee

Function	Volunteers	Comments/Actions
Chairman	Damian Yañez	<ul style="list-style-type: none">• Ops Manual and contract posted at S:\ENG\all\SAWE-SER• Set up meetings to discuss Gulfstream support. – Vicki Britt, Jim Scooler, Jacob Norton – (Beginning of August)
Budget/Finance	Ross Campbell	<ul style="list-style-type: none">• Create new budget spreadsheet.• Putting together the AV stuff. Need to validate pricing and labor with hotel. (Pending call-back from hotel/AV)
Technical Papers	Tom Tanner	<ul style="list-style-type: none">• Get papers. – Jeff Cerro helping at International.• Get presentations regarding products• Keynote speakers (need 2) – Jake Howard, Clive Leyman, Clay Nolan?
Student Coordinator	Clark Eliason	<ul style="list-style-type: none">• Find activity for students (haunted tour?)
Training Coordinator	Nathan Hewitt	<ul style="list-style-type: none">• Investigate aircraft availability for W&B class.<ul style="list-style-type: none">- Adam to check at Flight Safety – no aircraft, FBO?- (Need follow-up)
Exhibitor Coordinator	Farid Farizy	<ul style="list-style-type: none">• Investigate ship availability for inclining class.<ul style="list-style-type: none">- Boze to follow up with Coast Guard• Get early access for vendors• Investigate businesses looking for employees.
Facilities	Damian Yañez	<ul style="list-style-type: none">• Check with hotel on pricing on AV.• Review AV costs and requirements.
Photography	Luis Alberto Lopez	<ul style="list-style-type: none">• Brian Thompson gave verbal approval for support.
Events Coordinator	Tom Tanner	<ul style="list-style-type: none">• Investigate Gulfstream event planning for tour. – In work. (Need follow-up, pricing)
Marketing/Publicity	Ross Campbell	<ul style="list-style-type: none">• Find helper to create flyer.<ul style="list-style-type: none">- Damian to post existing flyer.- Nathan and Peter know print shop owners for signage.
Announcement and Program	Peter Stubbers	<ul style="list-style-type: none">• Investigate previous conference programs. – 2021 announcement posted in shared area for use as starting point.• Next actions- Program with day schedule layout• Sign boards for each room with schedule (include easel)



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		<ul style="list-style-type: none">• Sign for registration (include easel)• Table banner (need table)• Other SAWE banner (international and regional)
Registration	Peter Stubbers	<ul style="list-style-type: none">• Get familiar with registration tool.<ul style="list-style-type: none">- Damian to obtained CVENT access for Peter.
Hospitality	Tom Tanner	<ul style="list-style-type: none">• Estimate cost of supplies. (Need follow-up)

Next Actions

Need update