



Attendees	Present
• Officers	
○ Director – Damian Yañez	Y
○ President – Tom Tanner	Y
○ Vice President – Ben Flood	N
○ Secretary – Peter Stubbers	Y
○ Treasurer – Ross Campbell	Y
• Members and Guests	
○ Members (2): Adam Cox – Treasurer Elect, Santiago Cortina – Secretary Elect	
○ Guests: None	

Topics of Discussion	Comments
• Welcome	
○ Notes	• Damian Yañez hosted meeting via WebEx.
• International Conference 2022	
○ Damian's presentation to the Board of Directors - SAWE	• Activities that could be done in Savannah • Restaurants available in Town • Overview of the Hotel for the conference • Potential conference flyer
○ Review of actions for the Conference Committee	• See Table 1
○ Chapter Project 1 – Handbook Update	• Damian provided a brief update
• Close	
○ Upcoming Events	• Next bi-weekly officers' meeting • 2 <sup>nd</sup> Quarter Chapter meeting in June. (TBA)



Table 1 – 2022 International Conference Committee

Function	Volunteers	Comments/Actions
Chairman	Damian Yañez	<ul style="list-style-type: none"><li>Post Ops Manual and contract.</li><li>Set up meetings to discuss Gulfstream support.</li></ul>
Budget/Finance	Ross Campbell	<ul style="list-style-type: none"><li>Create new budget spreadsheet (due 5/22).</li></ul>
Technical Papers	Tom Tanner	<ul style="list-style-type: none"><li>Get papers.</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.</li></ul>
Exhibitor Coordinator	Farid Farizy	<ul style="list-style-type: none"><li>Investigate ship availability for inclining class.</li></ul>
Facilities	Damian Yañez	<ul style="list-style-type: none"><li>Review AV costs and requirements.</li></ul>
Photography	Luis Alberto Lopez	<ul style="list-style-type: none"><li>Obtain management support.✓</li></ul>
Events Coordinator	Tom Tanner	<ul style="list-style-type: none"><li>Investigate Gulfstream event planning for tour.</li></ul>
Marketing/Publicity	Ross Campbell	<ul style="list-style-type: none"><li>Find helper to create flyer.</li></ul>
Announcement and Program	Peter Stubbers	<ul style="list-style-type: none"><li>Investigate previous conference programs.</li></ul>
Registration	Peter Stubbers	<ul style="list-style-type: none"><li>Get familiar with registration tool.</li></ul>
Hospitality	Tom Tanner	<ul style="list-style-type: none"><li>Estimate cost of supplies.</li></ul>