



Attendees	Present
• Officers <ul style="list-style-type: none"><li>○ Director – Damian Yañez</li><li>○ President – Tom Tanner</li><li>○ Vice President – Ben Flood</li><li>○ Secretary – Peter Stubbers</li><li>○ Treasurer – Ross Campbell</li></ul>	Y Y N N Y
• Members and Guests <ul style="list-style-type: none"><li>○ Members (2): Kathy Lacroix (Canada), Santiago Cortina</li><li>○ Guests (7): Adam Cox, Ragaa Mitry, David Doherty, Kelly Fichter, Michelle Ku, Nate Pringle, Sujay Subramanian</li></ul>	

Topics of Discussion	Comments
• Welcome <ul style="list-style-type: none"><li>○ Notes</li></ul>	<ul style="list-style-type: none"><li>• Tom Tanner hosted meeting via WebEx.</li></ul>
• Chapter Status <ul style="list-style-type: none"><li>○ Membership</li></ul>	<ul style="list-style-type: none"><li>• 18 members currently on Chapter roster.</li><li>• ½ dues reimbursement for Gulfstream employees is available.</li><li>• Jan and Feb Officers' meetings held.</li><li>• Officer Elections Mar 15-26.</li></ul>
○ Treasurer's Report	<ul style="list-style-type: none"><li>• Balance = \$1,967.15</li></ul>
○ Chapter Project 1 – Handbook Update	<ul style="list-style-type: none"><li>• 78% of draft complete, 1 section in final edit (see Table 1)</li><li>• 16 of 20 sections delivered to Tech Committee, 70% by page count.</li><li>• Deadline – complete by May 2021 BOD meeting.</li></ul>
○ Chapter Project 2 – 2022 International Conference	<ul style="list-style-type: none"><li>• Conference Committee in place (see Table 2)</li><li>• Hotel contract signed:<ul style="list-style-type: none"><li>○ @ DeSoto on Liberty St., May 20-26</li><li>○ Damian presented hotel overview and asked for help.</li></ul></li></ul>
• International Topics <ul style="list-style-type: none"><li>○ International Conference</li><li>○ Mass Properties Engineering Certification</li><li>○ Virtual Forums</li></ul>	<ul style="list-style-type: none"><li>• 2021 Conference in Cocoa Beach, FL on October 2-6.</li><li>• Damian and Brett Mcfarland to present papers.</li><li>• Workshop held on January 29 to gather test questions. Over 30 attendees.</li><li>• 191 questions gathered so far, enough for first test. Need more.</li><li>• Last: "Persuading Leaders and Peers of the Value of Mass Properties" - January 15, 2021.</li><li>• Next: "Mass Properties Estimation in Preliminary Design"</li></ul>



Topics of Discussion	Comments
<ul style="list-style-type: none"><li>○ SAWE Blog Site</li><li>○ International Election</li></ul>	<ul style="list-style-type: none"><li>● Register for the blog at <a href="https://www.sawe.org/blog">https://www.sawe.org/blog</a></li><li>● Damian nominated for President</li></ul>
● Presentation	
<ul style="list-style-type: none"><li>○ Presentation by Damian Yañez, Ross Campbell, and Adam Cox Gulfstream Aerospace Corp.</li><li>○ Next Meetings</li></ul>	<ul style="list-style-type: none"><li>● <i>MassToGrids – A New Process for Applying Mass to FEMs</i></li><li>● Damian, Ross and Adam described a new process and tool they created to rapidly extract part weights from their AMPS mass properties data management system and distribute them to appropriate grid points in a dynamics finite element model (FEM).</li><li>● <b>1<sup>st</sup> Quarter Chapter Meeting, March 18 @ 11:30am, Topic: “G700 Vertical Tail Mass Distribution Study”</b></li></ul>
● Close	
<ul style="list-style-type: none"><li>○ Next Actions</li><li>○ Upcoming Events</li></ul>	<ul style="list-style-type: none"><li>● Damian to update chapter website news and events.</li><li>● Handbook: Damian Sect. 11; Tom 4; Peter 17, John Nakai 16.</li><li>● Conference Committee members recruit help.</li><li>● <b>Officers' Meeting April 13, 2021 @11:30 AM EDT</b></li><li>● <b>2<sup>nd</sup> Quarter Chapter meeting in June. (TBA)</b></li></ul>

**Table 1 - SAWE Handbook Status****SAWE Mass Properties Engineers' Handbook Revision Status as of 02/16/2021**

Section	Topic	No. Pages (2020 Ed.)	Draft %Complete	Peer Review Entered	Peer Review Completed	Section POC	Review POC
Front material		16	75%			Yanez	
1 Units		33	100%	1/24/2019		Yanez	Emmett
2 Section Properties		22	100%	1/24/2019		Stubbers	Nakai
3 Material Properties		23	100%	3/10/2020		Yanez	Zimmerman
4 Component Properties		14	30%			Tanner	
5 Mass Properties Calculation		53	100%	9/29/2020		Ruff / Yanez	Stubbers
6 Mass Properties Measurement		59	100%	1/24/2019		Yanez	Zimmerman
7 Loads		6	100%	4/19/2019		Ruff / Yanez	Gerren / Fisher?
8 Strength		11	100%	8/26/2019		Ruff / Yanez	Gerren / Fisher?
9 Structural Dynamics		5	100%	9/20/2019		Campbell / Yanez	Gerren / Fisher?
10 Aerodynamics		12	100%	2/11/2020		Campbell / Yanez	Gerren / Fisher?
11 Propulsion		10	95%			Campbell / Yanez	
12 Thermodynamics		7	100%	5/29/2019		Stubbers / Yanez	Zimmerman
13 Space Flight Mechanics		8	100%	11/15/2019		Stubbers / Yanez	Cerro
14 Crew Systems		17	100%	2/20/2019		Lopez / Yanez	Cerro
15 Power Systems		12	100%	3/14/2019		Lopez / Yanez	Cerro
16 Mathematics		12	20%			Yanez / Nakai	
17 Marine Vehicles		68	10%			Stubbers / Cimino	
18 Land Vehicles		9	100%	10/29/2020		Yanez	Lisec
19 Miscellaneous		7	100%	2/12/2020		Yanez	Emmett / Zimmerman
20 Communications		3	100%	11/15/2019		Campbell / Yanez	Cerro
Index		4	0%			Stubbers	
<b>Total</b>		<b>411</b>	<b>78%</b>	<b>70%</b>	<b>0%</b>		

- Note:
- 1) Yellow items have been delivered to the Technical Committee for review.
  - 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"><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 5/1).</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>Needs 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>