



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 (3): Luis Alberto Lopez, Farid Farizy, Nathan Hewitt	

Topics of Discussion	Comments
• Welcome	
○ Notes	• Meeting held via WebEx.
• Chapter Status	
○ Membership	<ul style="list-style-type: none">• 18 members currently on Chapter roster.• ½ dues reimbursement for Gulfstream employees is available.• Officer Elections Mar 15-26. Need candidates.
○ Treasurer's Report	<ul style="list-style-type: none">• Balance = \$1,977.34
○ Chapter Project 1 – Handbook Update	<ul style="list-style-type: none">• 78% of draft complete, 1 section in final edit (see Table 1)• 16 of 20 sections delivered to Tech Committee, 70% by page count.• Goal – complete by May 2021 BOD meeting.
○ Chapter Project 2 – 2022 International Conference	<ul style="list-style-type: none">• Conference Committee in place (see Table 2)• Hotel contract signed:<ul style="list-style-type: none">○ @ DeSoto on Liberty St., May 20-26○ Damian presented contract and hotel layout○ Discussed events and speakers
• International Topics	
○ International Conference	<ul style="list-style-type: none">• 2021 Conference in Cocoa Beach, FL, postponed till October 2-6.• Damian and Brett Mcfarland to present papers.
○ Mass Properties Engineering Certification	<ul style="list-style-type: none">• Workshop held on January 29 to gather test questions. Over 30 attendees.
○ Virtual Forums	<ul style="list-style-type: none">• Last: "Persuading Leaders and Peers of the Value of Mass Properties" - January 15, 2021.• Next: "Mass Properties Estimation in Preliminary Design"
○ SAWE Blog Site	<ul style="list-style-type: none">• Register for the blog at https://www.sawe.org/blog
○ International Election	<ul style="list-style-type: none">• Damian nominated for President



Topics of Discussion	Comments
• Close	
○ Next Actions	<ul style="list-style-type: none">• Damian to update chapter website news and events.• Handbook: Damian Sect. 11; Tom 4; Peter 17, John Nakai 16.• Conference Committee members recruit help.
○ Next Meetings	<ul style="list-style-type: none">• 1st Quarter Chapter Meeting, March 18 @ 11:30am, Topic: "G700 Vertical Tail Mass Distribution Study"

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	
Total		411	78%	70%	0%		

- 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">Post Ops Manual and contract.Set up meetings to discuss Gulfstream support.
Budget/Finance	Ross Campbell	<ul style="list-style-type: none">Create new budget spreadsheet (due 5/1).
Technical Papers	Tom Tanner	<ul style="list-style-type: none">Get papers.
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.
Exhibitor Coordinator	Farid Farizy	<ul style="list-style-type: none">Investigate ship availability for inclining class.
Facilities	Damian Yañez	<ul style="list-style-type: none">Review AV costs and requirements.
Photography	Luis Alberto Lopez	<ul style="list-style-type: none">Needs management support.
Events Coordinator	Tom Tanner	<ul style="list-style-type: none">Investigate Gulfstream event planning for tour.
Marketing/Publicity	Ross Campbell	<ul style="list-style-type: none">Find helper to create flyer.
Announcement and Program	Peter Stubbers	<ul style="list-style-type: none">Investigate previous conference programs.
Registration	Peter Stubbers	<ul style="list-style-type: none">Get familiar with registration tool.
Hospitality	Tom Tanner	<ul style="list-style-type: none">Estimate cost of supplies.