



Attendees	Present
• Committee Members	
• Chair, Facilities – Damian Yañez	Y
• Budget/Finance, Market/Publicity – Ross Campbell	Y
• Technical Papers, Events, Hospitality – Tom Tanner	Y
• Student Coordinator – Clark Eliason	N
• Training Coordinator – Nathan Hewitt	N
• Exhibitor Coordinator – Farid Farizy	N
• Photography – Luis Alberto Lopez	N
• Announcement, Registration – Peter Stubbers	Y
• Members and Guests	
• Adam Cox	

Function	Volunteers	Comments/Actions
Chair	Damian Yañez	<b>Done:</b> <ul style="list-style-type: none"><li>Ops Manual and contract posted at S:\ENG\all\SAWE-SER</li></ul> <b>To Do:</b> <ul style="list-style-type: none"><li>Set up meetings to discuss Gulfstream support. – Vicki Britt, Jim Scooler, Jacob Norton – end of July? Damian and Tom</li><li>Tom to take over as Chair</li></ul>
Budget/Finance	Ross Campbell	<b>Done:</b> <ul style="list-style-type: none"><li>Create new budget spreadsheet.</li></ul> <b>To Do:</b> <ul style="list-style-type: none"><li>Putting together the AV stuff. Need to validate pricing and labor with hotel.</li></ul>
Technical Papers	Tom Tanner	<b>Done:</b> <ul style="list-style-type: none"><li>Brett to present paper</li></ul> <b>To Do:</b> <ul style="list-style-type: none"><li>Get papers. – Jeff Cerro helping at International. Damian send info to Tom</li><li>Get presentations regarding products</li><li>Keynote speakers (need 2) – Jake Howard, Clive Leyman, Clay Nolan?</li></ul>
Student Coordinator	Clark Eliason	<b>Done:</b> <ul style="list-style-type: none"><li></li></ul> <b>To Do:</b> <ul style="list-style-type: none"><li>Find activity for students (haunted tour?)</li></ul>
Training Coordinator	Nathan Hewitt	<b>Done:</b> <ul style="list-style-type: none"><li>Adam to checked at Flight Safety – no aircraft</li></ul> <b>To Do:</b> <ul style="list-style-type: none"><li>Find aircraft for W&amp;B class. FBO? Signature, Sheltair</li></ul>



Exhibitor Coordinator	Farid Farizy	<b>Done:</b> <ul style="list-style-type: none"><li>•</li></ul> <b>To Do:</b> <ul style="list-style-type: none"><li>• Investigate ship availability for inclining class.<ul style="list-style-type: none"><li>- Yacht designers, Port - website?</li></ul></li><li>• Check on early access for vendors</li><li>• Investigate businesses looking for employees.</li></ul>
Facilities	Damian Yañez	<b>Done:</b> <ul style="list-style-type: none"><li>• Hotel contract signed.</li></ul> <b>To Do:</b> <ul style="list-style-type: none"><li>• Check with hotel on AV pricing.</li><li>• Review AV costs and requirements.</li></ul>
Photography	Luis Alberto Lopez	<b>Done:</b> <ul style="list-style-type: none"><li>• Brian Thompson gave verbal approval for support.</li></ul> <b>To Do:</b> <ul style="list-style-type: none"><li>• Ensure we have the right equipment.</li></ul>
Events Coordinator	Tom Tanner	<ul style="list-style-type: none"><li>• Investigate Gulfstream event planning for tour. – In work.</li></ul>
Marketing/Publicity	Ross Campbell	<b>Done:</b> <ul style="list-style-type: none"><li>• Damian to post existing flyer</li></ul> <b>To Do:</b> <ul style="list-style-type: none"><li>• Find helper to create flyer.</li><li>• Determine signage requirements.<ul style="list-style-type: none"><li>- Nathan and Peter know print shop owners.</li></ul></li></ul>
Announcement and Program	Peter Stubbers	<b>Done:</b> <ul style="list-style-type: none"><li>• 2021 announcement posted in shared area for use as starting point.</li></ul> <b>To Do:</b> <ul style="list-style-type: none"><li>• Create new conference program mockup.</li></ul>
Registration	Peter Stubbers	<b>Done:</b> <ul style="list-style-type: none"><li>• Damian obtained CVENT access for Peter.</li></ul> <b>To Do:</b> <ul style="list-style-type: none"><li>• Get familiar with registration tool.</li></ul>
Hospitality	Tom Tanner	<b>Done:</b> <ul style="list-style-type: none"><li>•</li></ul> <b>To Do:</b> <ul style="list-style-type: none"><li>• Estimate cost of supplies and give to Ross.</li></ul>