



Attendees	Present
• Officers	
○ Director – Tom Tanner	N
○ President – Ross Campbell	Y
○ Vice President – Peter Stubbers	Y
○ Secretary – Santiago Cortina	N
○ Treasurer – Adam Cox	N
• Members and Guests	
○ Members (9): Damian Yanez; Nathan Hewitt, Bill Bose, Clint Stephenson, Darren Gamble, Donna Gerren, Fred Brown, Greg Ray, Robert Zimmerman	

Topics of Discussion	Comments
• Welcome	
○ Notes	• Standing Action items for Conference
• International Conference 2022	
○ Update	<ul style="list-style-type: none"><li>• Covid Concerns – Attendees / Hospitality Suite</li><li>• Set date and topic 1qt 2022 - Tanner</li><li>• Speakers set – Vicki and Jake agreed (send info to Zimmerman)</li><li>• Bill Bose setting up Zoom meeting on Friday's (noon)</li><li>• Announcement by TBD of Jan 2022 – SER Input by 7<sup>th</sup> – Review with VP of Pubs by 13<sup>th</sup> Jan</li><li>• What is needed? Need to involved Melissa Gray</li><li>• Meeting frequency? – Weekly Thursdays?</li><li>• </li></ul>
• Close	
○ Upcoming Events	•

Table 1– 2022 International Conference Committee

Function	Volunteers	Comments/Actions
Chairman	Tom Tanner, Ross Campbell	<ul style="list-style-type: none"><li>• Ops Manual and contract posted at S:\ENG\all\SAWE-SER</li><li>• List of 2 speakers. – Done / Vicki Britt and Jake Howard</li></ul>
Budget/Finance	Ross Campbell	<ul style="list-style-type: none"><li>• Review Budget monthly for changes – Ross/Tanner/Damian/Adam – 01/27</li><li>• Set aside budget for Auction – Brings in about 1K / Bill to provide some past history on the past conferences.</li></ul>



Technical Papers	Tom Tanner	<ul style="list-style-type: none"><li>Tech Fair over – Meet with Zimmerman/keep in touch</li><li>Action from Planning Meeting – Disperse the Student Papers</li><li>Jan and March tech Forums – State of weight databases</li></ul>
Student Coordinator	Clark Eliason	<ul style="list-style-type: none"><li>Walking ghost tour set for student activity</li><li>Set meeting with Clark to discuss Student Coordinator – Ross/Tanner</li><li>Contests and awards to Students? Analyze budget (previous prizes for best poster 1<sup>st</sup> - \$100, 2<sup>nd</sup> - \$75, 3<sup>rd</sup> - \$50)</li><li>What to do with student papers presented at tech fair? (prizes?)</li></ul>
Training Coordinator	Nathan Hewitt / Dan Rowley	<ul style="list-style-type: none"><li>Investigate aircraft availability for W&amp;B class. - On track / aircraft identified</li><li>Investigate ship availability for inclining class. - On track / Chatham County Marine – Declined request Nathan to work with Savannah Fire next</li><li>Action: Areas to eat near the training sites or prior to leaving hotel – Initial list done</li></ul>
Exhibitor Coordinator	Farid Farizy	<ul style="list-style-type: none"><li>Vendors on SER SAWE website</li><li>Investigate businesses looking for employees.</li><li>Potential Exhibitor list – Completed – Send to Clint and Farid</li><li>Damian working an invoice and setting and contract with GAC – Complete</li><li>Updated corporate partners with virtual benefits</li></ul>
Facilities	Tom Tanner	<ul style="list-style-type: none"><li>Review drop cord needs and if we need to purchase or borrow</li><li>Screens and Projectors Purchase timeline – models decided on. Cost estimates set.</li><li>What to do with the screens and projectors after the conference (SAWE purchase -Send to Florida)</li></ul>
Photography	Luis Alberto Lopez	<ul style="list-style-type: none"><li>Brian Thompson gave verbal approval for support.</li></ul>
Events Coordinator	Tom Tanner	<ul style="list-style-type: none"><li>Gulfstream Tour – in work / Kiak DeGraff – Damian /</li><li>Alternate activities to walking tour - Tanner</li><li>Auction – details and prizes – Need input from Bill</li></ul>



Marketing/Publicity	Ross Campbell	<ul style="list-style-type: none"><li>• Gulfstream to help give Publicity – Logo / Pictures / Any GS reference needs to go through them for review – GS has provided pictures to use - Damian</li></ul>
Announcement and Program	Peter Stubbers	<ul style="list-style-type: none"><li>• Updates for Announcement:</li><li>• Ross/Tanner to update the SER Welcome</li><li>• Need to set both speakers with Bios – Tanner</li><li>• Update for Forum definition – Tanner/Yanez</li><li>• Next actions- Program with day schedule layout - Flyer</li><li>• Sign boards for each room with schedule (include easel)</li><li>• Sign for registration (include easel)</li><li>• Table banner (need table)</li><li>• Other SAWE banner (international and regional)</li></ul>
Registration	Peter Stubbers	<ul style="list-style-type: none"><li>- Peter is familiar with CVNET</li><li>- Angie / Greg Ray / Kent Melcher to support</li><li>-</li></ul>
Hospitality	Tom Tanner	<ul style="list-style-type: none"><li>• Supplies up to date</li><li>• Potential Alternate Ideas for social distancing</li></ul>

Next Actions

Need update