



Attendees	Present
• Officers <ul style="list-style-type: none">○ Director – Damian Yañez○ President – Tom Tanner○ Vice President – Ben Flood○ Secretary – Luis Alberto Lopez○ Treasurer – Ross Campbell	Y N Y N Y
• Members and Guests <ul style="list-style-type: none">○ Peter Stubbers	

Topics of Discussion	Comments
• Welcome <ul style="list-style-type: none">○ Notes	<ul style="list-style-type: none">• Meeting held at Tijuana Flats, Pooler, GA.
• Chapter Status <ul style="list-style-type: none">○ Membership○ Chapter Project –Handbook Update	<ul style="list-style-type: none">• 19 Members on roster.• Now at 12 of 20 sections delivered to Tech Committee, 41% by page count. 3 more sections in final edit.• Need all sections to Technical Committee by Feb 2020.• Goal – complete by May 2020 International Conference.
○ Treasurer's Report	<ul style="list-style-type: none">• Balance = \$1,759.84.• Bank name changed to Truist.
• International Topics <ul style="list-style-type: none">○ International Conferences○ Mass Properties Engineering Certification○ Academic Liaison○ Awards○ Recommended Practices	<ul style="list-style-type: none">• 2020 Conference May 23-28, Hamburg Germany.• Our chapter was requested to submit a bid for hosting 2022 conference. Ben and Ross will lead this effort. Will need many volunteers.• Bid presentation in work.• Damian is supporting semi-monthly telecons.• Looking for volunteer.• Nominations due March 1.• RP-7 update out for public comment and review. We should take a look and give feedback.
• Close <ul style="list-style-type: none">○ Next Actions○ Next Meetings	<ul style="list-style-type: none">• Damian to update chapter website news and events.• Officers' Meeting - Feb 11 @ Tijuana Flats, Pooler GA• 1st Qtr Chapter Meeting, Mar. 12 @ 11:30am○ Location: Gulfstream – Damian○ Presentation Topic – TBD

Table 1 - SAWE Handbook Status

Section	Topic	No. Pages (2008 Ed.)	Peer Review Entered Completed	Notes	POC
Front material		16		To be submitted after all sections are completed.	Yanez
1 Units		18	1/24/2019		Yanez
2 Section Properties		20	1/24/2019		Stubbers
3 Material Properties		30			Tanner
4 Component Properties		14			Tanner
5 Mass Properties Calculation		48			Ruff
6 Mass Properties Measurement		50	1/24/2019		Yanez
7 Loads		4	4/19/2019		Ruff, Yanez
8 Strength		8	8/26/2019		Ruff, Yanez
9 Structural Dynamics		6	9/20/2019		Campbell, Yanez
10 Aerodynamics		12		In final edit. 95% complete	Campbell, Yanez
11 Propulsion		10		In final edit. 95% complete	Campbell, Yanez
12 Thermodynamics		6	5/29/2019		Stubbers, Yanez
13 Space Flight Mechanics		6	11/15/2019		Stubbers, Yanez
14 Crew Systems		18	2/20/2019		Lopez, Yanez
15 Power Systems		10	3/14/2019		Lopez, Yanez
16 Mathematics		12			Yanez
17 Marine Vehicles		68			Stubbers
18 Land Vehicles		8	5/31/2019	Sent to S. Matschinsky for review.	Yanez
19 Miscellaneous		6		In final edit. 95% complete	Campbell
20 Communications		2	11/15/2019		Campbell, Yanez
Index		4		To be submitted after all sections are completed.	Stubbers
Total		376	41%		

Note: Yellow items have been delivered to the Technical Committee for initial review.

Blue items are near-term priorities.