



Attendees	Present
• Officers	
○ Director – Tom Tanner	Y
○ President – Ross Campbell	Y
○ Vice President – Peter Stubbers	N
○ Secretary – Santiago Cortina	Y
○ Treasurer – Adam Cox	Y
• Members and Guests	
○ Members (1): Damian Yanez, Farid Farizy, Luis Lopez, Bill Boze, Fred Brown	
○ Guests (1): Nathan Hewitt	

Topics of Discussion	Comments
• Welcome	
○ Notes	• Damian Yanez hosted meeting via WebEx.
• International Conference 2022	
○ Update	<ul style="list-style-type: none"><li>• Damian went over the outline and slides for the presentation to be used at the 2022 International Conference Planning Meeting on Oct. 2<sup>nd</sup> at the Desoto Hotel in Savannah</li><li>• Participants provided their insights ahead of Saturday's meeting</li><li>• Main topics discussed were:<ol style="list-style-type: none"><li>I. Agenda</li><li>II. Budget file</li><li>III. Conference Overview</li><li>IV. Hotel Description</li><li>V. Additional slides/Other topics</li></ol></li></ul>
• Close	
○ Upcoming Events	• 4th Quarter Chapter meeting in December <b>TBD</b> . - Topic: Social?

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>• Set up meetings to discuss Gulfstream support. – Vicki Britt, Jacob Norton – (August/September)</li></ul>
Budget/Finance	Ross Campbell	<ul style="list-style-type: none"><li>• Create new budget spreadsheet based on Cocoa Beach numbers.</li></ul>



		<ul style="list-style-type: none"><li>• Hotel AV cost estimate was astronomical. Will look into sourcing for ourselves/contacting SAWE international/other alternatives</li></ul>
Technical Papers	Tom Tanner	<ul style="list-style-type: none"><li>• Cancelled Cocoa Beach Conf. should help us source papers. – Jeff Cerro helping at International.</li><li>• Get presentations regarding products</li><li>• Keynote speakers (need 2) – Johnny Hodges, Jake Howard, Clive Leyman, Clay Nolan?</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. - Ongoing, talks started with private owner</li><li>• Investigate ship availability for inclining class. - Ongoing, Nathan has been in touch w/Bill Boze</li></ul>
Exhibitor Coordinator	Farid Farizy	<ul style="list-style-type: none"><li>• Get early access for vendors</li><li>• Investigate businesses looking for employees.</li></ul>
Facilities	TBD	<ul style="list-style-type: none"><li>• Reviewing AV costs and requirements.</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>• Investigate Gulfstream event planning for tour. – In work.</li><li>• Activities for students</li></ul>
Marketing/Publicity	Ross Campbell	<ul style="list-style-type: none"><li>• Find helper to create flyer.<ul style="list-style-type: none"><li>- Damian to post existing flyer.</li><li>- Nathan and Peter know print shop owners for signage.</li></ul></li></ul>
Announcement and Program	Peter Stubbers	<ul style="list-style-type: none"><li>• Investigate previous conference programs. – 2021 announcement posted in shared area for use as starting point.</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>• Get familiar with registration tool.<ul style="list-style-type: none"><li>- Damian to obtain CVENT access for Peter.</li><li>- Peter to contact Kent Melcher (ref. Cocoa Beach)</li></ul></li></ul>
Hospitality	Tom Tanner	<ul style="list-style-type: none"><li>• Estimate cost of supplies. (Need follow-up)</li></ul>



Next Actions



Need update