



| Attendees | Present |
|----------------------------------|---------|
| • Officers | |
| ○ Director – Damian Yañez | Y |
| ○ President – Tom Tanner | Y |
| ○ Vice President – Ben Flood | Y |
| ○ Secretary – Luis Alberto Lopez | N |
| ○ Treasurer – Ross Campbell | Y |
| • Members and Guests | |
| ○ None | |

| Topics of Discussion | Comments |
|---|--|
| • Welcome | |
| ○ Notes | • Meeting held at Tijuana Flats, Pooler, GA. |
| • Chapter Status | |
| ○ Membership | • 19 Members on roster. • Two members in arrears removed from roster. • Tom to send out reminder for everyone to update their profile on SAWE.org. |
| ○ Chapter Project –Handbook Update | • Still at 9 of 20 Sections delivered to Tech Committee, 38% by page count. 4 more Sections in final edit. • Need all sections to Technical Committee by Dec 2019. • Goal – complete by May 2020 International Conference. |
| ○ Treasurer's Report | • Balance = \$1,652.40. • Ross working out payment from International. |
| • International Topics | |
| ○ International Conferences | • 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. |
| ○ Mass Properties Engineering Certification | • 3 Levels – Associate MPE (cross industry), Professional MPE (industry specific), and Expert MPE (industry specific). Training gap analysis in work. • Damian is supporting monthly telecon. |
| ○ Academic Liaison | • Bob Martin no longer with Gulfstream. We may need to find another rep. |
| ○ Recommended Practices | • RP-7 update out for public comment and review. We should take a look and give feedback. |
| • Close | |
| ○ Next Actions | • Damian to update chapter website news and events. |

| Topics of Discussion | | Comments |
|---|--|---|
| <ul style="list-style-type: none"> ○ Next Meetings | | <ul style="list-style-type: none"> ● Officers' Lunch Meeting on Nov. 14 @ 11:30am. ● 4th Qtr Chapter Meeting / Dinner Dec. 12 @ TBD <ul style="list-style-type: none"> ○ Location TBD. (Moon River?) ○ Presentation Topic – Aircraft Buoyancy – Peter Stubbers |

| 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 | | | In final edit. 95% complete | Stubbers |
| 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 | | | | Campbell |
| 20 Communications | | 2 | | | | Campbell |
| Index | | 4 | | | To be submitted after all sections are completed. | Stubbers |
| Total | | 376 | 39% | | | |

Note: Yellow items have been delivered to the Technical Committee for initial review.
 Blue items are near-term priorities.