



SAWE Southeast Region Officers' Meeting

5/13/2021

Attendees	Present
• Officers	
○ Director – Tom Tanner	Y
○ President – Ross Campbell	Y
○ Vice President – Peter Stubbers	N
○ Secretary – Santiago Cortina	N
○ Treasurer – Adam Cox	Y
• Members and Guests	
○ Members (0): None	
○ Guests (0): None	

Topics of Discussion	Comments
• Welcome	
○ Notes	• Damian Yañez hosted meeting via WebEx.
• International Conference 2022	
○ Damian's presentation to the Board of Directors - SAWE	• Activities that could be done in Savannah • Restaurants available in Town • Overview of the Hotel for the conference • Potential conference flyer
○ Review of actions for the Conference Committee	• See Table 1
○ Chapter Project 1 – Handbook Update	• Damian provided a brief update
• Close	
○ Upcoming Events	• Next bi-weekly officers' meeting • 2 nd Quarter Chapter meeting in June. (TBA)



Table 1 – 2022 International Conference Committee

Function	Volunteers	Comments/Actions
Chairman	Damian Yañez	<ul style="list-style-type: none">Post Ops Manual and contract. - S:\ENG\all\SAWE-SER ✓Set up meetings to discuss Gulfstream support. - TBD
Budget/Finance	Ross Campbell	<ul style="list-style-type: none">Create new budget spreadsheet (due 5/22).
Technical Papers	Tom Tanner	<ul style="list-style-type: none">Get papers. – Jeff Cerro at international.
Student Coordinator	Clark Eliason	<ul style="list-style-type: none">Find activity for students (haunted tour?) -
Training Coordinator	Nathan Hewitt	<ul style="list-style-type: none">Investigate aircraft availability for W&B class. – Damian to speak with Nathan.
Exhibitor Coordinator	Farid Farizy	<ul style="list-style-type: none">Investigate ship availability for inclining class. – Yacht designers, Port?
Facilities	Damian Yañez	<ul style="list-style-type: none">Review AV costs and requirements.
Photography	Luis Alberto Lopez	<ul style="list-style-type: none">Obtain management support.✓
Events Coordinator	Tom Tanner	<ul style="list-style-type: none">Investigate Gulfstream event planning for tour. – In work.
Marketing/Publicity	Ross Campbell	<ul style="list-style-type: none">Find helper to create flyer.
Announcement and Program	Peter Stubbers	<ul style="list-style-type: none">Investigate previous conference programs. – 2021 announcement posted in shared area for use as starting point.
Registration	Peter Stubbers	<ul style="list-style-type: none">Get familiar with registration tool.
Hospitality	Tom Tanner	<ul style="list-style-type: none">Estimate cost of supplies.