



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

Topics of Discussion	Comments
• Welcome	
○ Notes	<ul style="list-style-type: none">Tom Tanner/Damian Yanez hosted meeting via WebEx.
• International Conference 2022	
○ Update	<ul style="list-style-type: none">Damian presented the outline and slides for the presentation (draft) to be used at the 2022 International Conference Planning Meeting on Oct. 2nd at the Desoto Hotel in SavannahMain topics discussed were:<ol style="list-style-type: none">AgendaBudget fileConference OverviewHotel DescriptionNext slides/Other topics
• Close	
○ Upcoming Events	<ul style="list-style-type: none">3rd Quarter Chapter meeting in September TBD. - Topic: Social?

Table 1– 2022 International Conference Committee

Function	Volunteers	Comments/Actions
Chairman	Tom Tanner, Ross Campbell	<ul style="list-style-type: none">Ops Manual and contract posted at S:\ENG\all\SAWE-SERSet up meetings to discuss Gulfstream support. – Vicki Britt, Jacob Norton – (August/September)
Budget/Finance	Ross Campbell	<ul style="list-style-type: none">Create new budget spreadsheet based on Cocoa Beach numbers.



		<ul style="list-style-type: none">• Hotel AV cost estimate was astronomical. Will look into sourcing for ourselves/contacting SAWE international/other alternatives
Technical Papers	Tom Tanner	<ul style="list-style-type: none">• Cancelled Cocoa Beach Conf. should help us source papers. – Jeff Cerro helping at International.• Get presentations regarding products• Keynote speakers (need 2) – Johnny Hodges, Jake Howard, Clive Leyman, Clay Nolan?
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. - Ongoing, talks started with private owner• Investigate ship availability for inclining class. - Ongoing, Nathan has been in touch w/Bill Boze
Exhibitor Coordinator	Farid Farizy	<ul style="list-style-type: none">• Get early access for vendors• Investigate businesses looking for employees.
Facilities	TBD	<ul style="list-style-type: none">• Reviewing AV costs and requirements.
Photography	Luis Alberto Lopez	<ul style="list-style-type: none">• Brian Thompson gave verbal approval for support.
Events Coordinator	Tom Tanner	<ul style="list-style-type: none">• Investigate Gulfstream event planning for tour. – In work.• Activities for students
Marketing/Publicity	Ross Campbell	<ul style="list-style-type: none">• Find helper to create flyer.<ul style="list-style-type: none">- Damian to post existing flyer.- Nathan and Peter know print shop owners for signage.
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.• Next actions- Program with day schedule layout - Flyer• Sign boards for each room with schedule (include easel)• Sign for registration (include easel)• Table banner (need table)• Other SAWE banner (international and regional)
Registration	Peter Stubbers	<ul style="list-style-type: none">• Get familiar with registration tool.<ul style="list-style-type: none">- Damian to obtain CVENT access for Peter.- Peter to contact Kent Melcher (ref. Cocoa Beach)
Hospitality	Tom Tanner	<ul style="list-style-type: none">• Estimate cost of supplies. (Need follow-up)



Next Actions



Need update