



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

Topics of Discussion	Comments
• Welcome	
○ Notes	<ul style="list-style-type: none"><li>• Standing Action items for Conference</li><li>• Major 2021 hit list</li></ul>
• International Conference 2022	
○ Update	<ul style="list-style-type: none"><li>• Committee Members Nextcloud account</li><li>• Sales flyer – Damian / <span style="background-color: cyan;">Sent to Clint and Farid</span></li><li>• Auction Details needed</li><li>• Update Website</li><li>• Gulfstream is a Diamond Sponsor!</li></ul>
• Close	
○ Upcoming Events	<ul style="list-style-type: none"><li>• </li></ul>

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>• Need a “gameday” plan with what jobs and people are needed with hours and general responsibilities – ECD 2021</li><li>• List of 2 speakers. Opening Speaker and Standards and Practices Luncheon – Damian/Ross/Tanner to discuss short list</li></ul>
Budget/Finance	Ross Campbell	<ul style="list-style-type: none"><li>• Review Budget monthly for changes – Ross/Tanner/Damian</li><li>• Set aside budget for Auction</li></ul>
Technical Papers	Tom Tanner	<ul style="list-style-type: none"><li>• Needs to discuss keynote speakers short list and potential availability -</li><li>• Tech Fair over – Meet with Zimmerman/keep in touch</li><li>• Local – GAC papers – Need Abstracts – NOW</li></ul>



		<ul style="list-style-type: none"><li>• Action from Planning Meeting – Disperse the Student Papers</li></ul>
Student Coordinator	Clark Eliason	<ul style="list-style-type: none"><li>• Walking ghost tour set for student activity</li><li>• Set meeting with Clark to discuss Student Coordinator – Ross/Tanner</li></ul>
Training Coordinator	Nathan Hewitt / Dan Rowley	<ul style="list-style-type: none"><li>• Investigate aircraft availability for W&amp;B class. - On track</li><li>• Investigate ship availability for inclining class. - On track / Chatham County Marine / 2021 ECD item</li><li>• Action: Areas to eat near the training sites or prior to leaving hotel</li></ul>
Exhibitor Coordinator	Farid Farizy	<ul style="list-style-type: none"><li>• Vendors on SER SAWE website</li><li>• Investigate businesses looking for employees.</li></ul>
Facilities	TBD	<ul style="list-style-type: none"><li>• Review dropcord needs and if we need to purchase or borrow</li><li>• </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>• Gulfstream Tour – in work / Kiak DeGraff - Damian</li><li>• Alternate activities to walking tour</li><li>• Auction – details and prizes</li></ul>
Marketing/Publicity	Ross Campbell	<ul style="list-style-type: none"><li>• Gulfstream to help give Publicity – Logo / Pictures / Any GS reference needs to go through them for review</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. - Damian to obtain CVENT access for Peter.</li></ul>
Hospitality	Tom Tanner	<ul style="list-style-type: none"><li>• Supplies up to date</li></ul>

Next Actions

Need update