



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, Bill Boze, Farid Farizy, Luis Alberto Lopez	

Topics of Discussion	Comments
• Welcome	
○ Notes	<ul style="list-style-type: none">• Standing Action items for Conference• Major 2021 hit list
• International Conference 2022	
○ Update	<ul style="list-style-type: none">• Committee Members Nextcloud account - Complete• Sales flyer – Damian / Sent to Clint and Farid• Update Website – SER – ECD end 2021 – In work• Speakers set – ECD End 2021 – Initial Pass set / Ranking Now• SOP for Conference individual responsibilities – ECD End 2021• Announcement by 17th of Jan 2022
• Close	
○ Upcoming Events	•

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-SER• Need a “gameday” plan with what jobs and people are needed with hours and general responsibilities – ECD 2021• List of 2 speakers. Opening Speaker and Standards and Practices Luncheon – Damian/Ross/Tanner to discuss short list
Budget/Finance	Ross Campbell	<ul style="list-style-type: none">• Review Budget monthly for changes – Ross/Tanner/Damian• Set aside budget for Auction – Brings in about 1K / Bill to provide some past history on the past conferences.



Technical Papers	Tom Tanner	<ul style="list-style-type: none">Needs to discuss keynote speakers short list and potential availability -Tech Fair over – Meet with Zimmerman/keep in touchLocal – GAC papers – Need Abstracts – Dec 17th NOW – Zimmerman to send reminder a week beforeAction from Planning Meeting – Disperse the Student PapersJan and March tech Forums – State of weight databases
Student Coordinator	Clark Eliason	<ul style="list-style-type: none">Walking ghost tour set for student activitySet meeting with Clark to discuss Student Coordinator – Ross/Tanner
Training Coordinator	Nathan Hewitt / Dan Rowley	<ul style="list-style-type: none">Investigate aircraft availability for W&B class. - On trackInvestigate ship availability for inclining class. - On track / Chatham County Marine / 2021 ECD itemAction: Areas to eat near the training sites or prior to leaving hotel
Exhibitor Coordinator	Farid Farizy	<ul style="list-style-type: none">Vendors on SER SAWE websiteInvestigate businesses looking for employees.Dec 2nd / Review new and potential Exhibitors – EveryoneDamian working on invoice and setting and contract with GAC
Facilities	Tom Tanner	<ul style="list-style-type: none">Review dropcord needs and if we need to purchase or borrowScreens and Projectors Purchase timeline and decide on models – Tanner/Ross
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">Gulfstream Tour – in work / Kiak DeGraff - DamianAlternate activities to walking tourAuction – details and prizes
Marketing/Publicity	Ross Campbell	<ul style="list-style-type: none">Gulfstream to help give Publicity – Logo / Pictures / Any GS reference needs to go through them for review
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.



		<ul style="list-style-type: none">• 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">• Peter is familiar with CVENT, Angie / Greg Ray / Kent Melcher to support
Hospitality	Tom Tanner	<ul style="list-style-type: none">• Supplies up to date

Next Actions

Need update