



Attendees	Present
<ul style="list-style-type: none"> <li>• Officers</li> </ul>	
<ul style="list-style-type: none"> <li>○ Director – Damian Yañez</li> </ul>	Y
<ul style="list-style-type: none"> <li>○ President – Tom Tanner</li> </ul>	Y
<ul style="list-style-type: none"> <li>○ Vice President – Ben Flood</li> </ul>	N
<ul style="list-style-type: none"> <li>○ Secretary – Peter Stubbers</li> </ul>	Y
<ul style="list-style-type: none"> <li>○ Treasurer – Ross Campbell</li> </ul>	Y
<ul style="list-style-type: none"> <li>• Members and Guests</li> </ul>	
<ul style="list-style-type: none"> <li>○ Members (5): Clark Eliason, Isabelle Chavarie, Luis Lopez, Santiago Cortina, Brett Mcfarland</li> <li>○ Guests (23): Andrew King, Ben Xue, Brian Thompson, Cary Robins, Dirk Petersen, Harold Smoot, Jeff Vaughn, Jeffrey Cerro, Jim Scooler, Jim Smith, John Hargrave, Kathy Lacroix, Maria Dolores Fernandez Ballesteros, Martyn Clark, Michael Byham, Nathan Hewitt, Patrick Borden, Ragaa Mitry, Robert Zimmermann, Walter Velasquez, Warner Edelman, Wei Dong Hu, Whidy Kiskunas</li> </ul>	

Topics of Discussion	Comments
<ul style="list-style-type: none"> <li>• Welcome</li> </ul>	
<ul style="list-style-type: none"> <li>○ Notes</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting held via WebEx. Open to all SAWE members and interested parties. 32 attendees.</li> </ul>
<ul style="list-style-type: none"> <li>• Chapter Status</li> </ul>	
<ul style="list-style-type: none"> <li>○ Membership</li> </ul>	<ul style="list-style-type: none"> <li>• 18 members currently on Chapter roster.</li> </ul>
<ul style="list-style-type: none"> <li>○ 2020 Highlights</li> </ul>	<ul style="list-style-type: none"> <li>• Held 7 Officer’s meetings and 2 Chapter meetings (see <a href="http://www.sersawe.org/#news">www.sersawe.org/#news</a> for minutes)</li> <li>• June Virtual Tech Fair replaced Hamburg Conference <ul style="list-style-type: none"> <li>○ 7 Chapter members attended funded by Gulfstream</li> <li>○ Peter Stubbers presented paper on Aircraft Buoyancy</li> <li>○ We won bid to host 2022 International Conference in Savannah</li> <li>○ Damian Yañez received SAWE Fellow and Best Chapter Website awards (<a href="http://www.sersawe.org">www.sersawe.org</a>)</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>○ Treasurer’s Report</li> </ul>	<ul style="list-style-type: none"> <li>• Balance = \$1,977.34</li> </ul>
<ul style="list-style-type: none"> <li>○ Chapter Project 1 – Handbook Update</li> </ul>	<ul style="list-style-type: none"> <li>• 78% of draft complete, 1 section in final edit (see Table 1)</li> <li>• 16 of 20 sections delivered to Tech Committee, 70% by page count.</li> <li>• Goal – complete by May 2021 BOD meeting.</li> </ul>
<ul style="list-style-type: none"> <li>○ Chapter Project 2 – 2022 International Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Hotel negotiation underway: <ul style="list-style-type: none"> <li>○ 1<sup>st</sup> Choice: Hyatt Regency Riverfront, 2<sup>nd</sup> Choice: DeSoto</li> </ul> </li> <li>• Conference Committee in place – Need more help! (see Table 2)</li> </ul>
<ul style="list-style-type: none"> <li>• International Topics</li> </ul>	
<ul style="list-style-type: none"> <li>○ International Conference</li> </ul>	<ul style="list-style-type: none"> <li>• 2021 Conference in Cocoa Beach, FL, postponed till October (more info to come).</li> <li>• Damian Yañez and Brett Mcfarland to present papers.</li> </ul>



Topics of Discussion	Comments
<ul style="list-style-type: none"> <li>○ Mass Properties Engineering Certification</li> </ul>	<ul style="list-style-type: none"> <li>● Three-level concept: Associate MPE (cross industry), Professional MPE, and Expert MPE (latter 2 industry specific)</li> <li>● First certifications: 21 by '21</li> <li>● Gathering test questions. Over 100 so far. Need many more.</li> </ul>
<ul style="list-style-type: none"> <li>○ Virtual Forums</li> </ul>	<ul style="list-style-type: none"> <li>● Vendor Weight Control, Fatigue Life vs. Weight, ...</li> <li>● Next in January 2021.</li> </ul>
<ul style="list-style-type: none"> <li>○ SAWE Blog Site</li> </ul>	<ul style="list-style-type: none"> <li>● Register for the blog at <a href="https://www.sawe.org/blog">https://www.sawe.org/blog</a></li> </ul>
<ul style="list-style-type: none"> <li>● Featured Speaker</li> </ul>	
<ul style="list-style-type: none"> <li>○ Presentation by Tom Tanner Mass Properties Group Head Gulfstream Aerospace Corp.</li> </ul>	<ul style="list-style-type: none"> <li>● Tom presented <i>“Getting to Know AC 120-27F – FAA Guidance for Weight and Balance Control”</i>. Tom helped clarify this important advisory circular that describes what the Federal Aviation Administration looks for in an acceptable weight and balance control plan.</li> <li>● Excellent discussion followed.</li> <li>● Thanks very much Tom!</li> </ul>
<ul style="list-style-type: none"> <li>● Close</li> </ul>	
<ul style="list-style-type: none"> <li>○ Next Actions</li> </ul>	<ul style="list-style-type: none"> <li>● Damian to update chapter website news and events.</li> <li>● Handbook: Damian Sect. 11; Tom 4; Peter 17, John Nakai 16.</li> </ul>
<ul style="list-style-type: none"> <li>○ Next Meetings</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Officers’ Meeting, January 14 @ 11:30am Webex</b></li> <li>● <b>1<sup>st</sup> Quarter Chapter Meeting, March TBD, Topic TBD</b></li> </ul>



Table 1 - SAWE Handbook Status

**SAWE Mass Properties Engineers' Handbook Revision Status as of 12/10/2020**

Section	Topic	No. Pages (2020 Ed.)	Draft %Complete	Peer Review		Section POC	Review POC
				Entered	Completed		
Front material		16	75%			Yanez	
1	Units	33	100%	1/24/2019		Yanez	Emmett
2	Section Properties	22	100%	1/24/2019		Stubbers	Nakai
3	Material Properties	23	100%	3/10/2020		Yanez	Zimmerman
4	Component Properties	14	30%			Tanner	
5	Mass Properties Calculation	53	100%	9/29/2020		Ruff / Yanez	Stubbers
6	Mass Properties Measurement	59	100%	1/24/2019		Yanez	Zimmerman
7	Loads	6	100%	4/19/2019		Ruff / Yanez	Gerren / Fisher?
8	Strength	11	100%	8/26/2019		Ruff / Yanez	Gerren / Fisher?
9	Structural Dynamics	5	100%	9/20/2019		Campbell / Yanez	Gerren / Fisher?
10	Aerodynamics	12	100%	2/11/2020		Campbell / Yanez	Gerren / Fisher?
11	Propulsion	10	90%			Campbell / Yanez	
12	Thermodynamics	7	100%	5/29/2019		Stubbers / Yanez	Zimmerman
13	Space Flight Mechanics	8	100%	11/15/2019		Stubbers / Yanez	Cerro
14	Crew Systems	17	100%	2/20/2019		Lopez / Yanez	Cerro
15	Power Systems	12	100%	3/14/2019		Lopez / Yanez	Cerro
16	Mathematics	12	10%			Yanez / Nakai	
17	Marine Vehicles	68	10%			Stubbers / Cimino	
18	Land Vehicles	9	100%	10/29/2020		Yanez	Lisec
19	Miscellaneous	7	100%	2/12/2020		Yanez	Emmett / Zimmerman
20	Communications	3	100%	11/15/2019		Campbell / Yanez	Cerro
Index		4	0%			Stubbers	
<b>Total</b>		<b>411</b>	<b>78%</b>	<b>70%</b>	<b>0%</b>		

- Note: 1) Yellow items have been delivered to the Technical Committee for review.  
 2) Page count for incomplete sections based on 2008 Edition.  
 3) Listed Reviewers are responsible for personally reviewing the section or finding a delegate.  
 4) Front Material and Index to be submitted after all sections are completed.

Table 2 – 2022 International Conference Committee

Function	Volunteers
Chair	Damian Yañez
Budget/Finance	Ross Campbell
Technical Papers	Tom Tanner
Student Coordinator	Clark Eliason
Training Coordinator	Tom Tanner
Exhibitor Coordinator	Damian Yañez
Facilities	Damian Yañez
Photography	Luis Alberto Lopez
Events Coordinator	Tom Tanner
Marketing/Publicity	Ross Campbell
Announcement and Program	Peter Stubbers
Registration	Peter Stubbers
Hospitality	Tom Tanner