



Attendees	Present
<ul style="list-style-type: none"> • Officers 	
<ul style="list-style-type: none"> ○ Director – Tom Tanner 	N
<ul style="list-style-type: none"> ○ President – Ross Campbell 	Y
<ul style="list-style-type: none"> ○ Vice President – Peter Stubbers 	Y
<ul style="list-style-type: none"> ○ Secretary – Santiago Cortina 	N
<ul style="list-style-type: none"> ○ Treasurer – Adam Cox 	N
<ul style="list-style-type: none"> • Members and Guests 	
<ul style="list-style-type: none"> ○ Members (9): Damian Yanez; Nathan Hewitt, Bill Bose, Clint Stephenson, Darren Gamble, Donna Gerren, Fred Brown, Greg Ray, Robert Zimmerman 	

Topics of Discussion	Comments
<ul style="list-style-type: none"> • Welcome 	
<ul style="list-style-type: none"> ○ Notes 	<ul style="list-style-type: none"> • Standing Action items for Conference
<ul style="list-style-type: none"> • International Conference 2022 	
<ul style="list-style-type: none"> ○ Update 	<ul style="list-style-type: none"> • Covid Concerns – Attendees / Hospitality Suite • Set date and topic 1qt 2022 - Tanner • Speakers set – Vicki and Jake agreed (send info to Zimmerman) • Bill Bose setting up Zoom meeting on Friday's (noon) • Announcement by TBD of Jan 2022 – SER Input by 7th – Review with VP of Pubs by 13th Jan • What is needed? Need to involved Melissa Gray • Meeting frequency? – Weekly Thursdays? •
<ul style="list-style-type: none"> • Close 	
<ul style="list-style-type: none"> ○ Upcoming Events 	<ul style="list-style-type: none"> •

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 • List of 2 speakers. – Done / Vicki Britt and Jake Howard
Budget/Finance	Ross Campbell	<ul style="list-style-type: none"> • Review Budget monthly for changes – Ross/Tanner/Damian/Adam – 01/27 • 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"> • Tech Fair over – Meet with Zimmerman/keep in touch • Action from Planning Meeting – Disperse the Student Papers • Jan and March tech Forums – State of weight databases
Student Coordinator	Clark Eliason	<ul style="list-style-type: none"> • Walking ghost tour set for student activity • Set meeting with Clark to discuss Student Coordinator – Ross/Tanner • Contests and awards to Students? Analyze budget (previous prizes for best poster 1st- \$100, 2nd- \$75, 3rd- \$50) • What to do with student papers presented at tech fair? (prizes?)
Training Coordinator	Nathan Hewitt / Dan Rowley	<ul style="list-style-type: none"> • Investigate aircraft availability for W&B class. - On track / aircraft identified • Investigate ship availability for inclining class. - On track / Chatham County Marine – Declined request Nathan to work with Savannah Fire next • Action: Areas to eat near the training sites or prior to leaving hotel – Initial list done
Exhibitor Coordinator	Farid Farizy	<ul style="list-style-type: none"> • Vendors on SER SAWE website • Investigate businesses looking for employees. • Potential Exhibitor list – Completed – Send to Clint and Farid • Damian working an invoice and setting and contract with GAC – Complete • Updated corporate partners with virtual benefits
Facilities	Tom Tanner	<ul style="list-style-type: none"> • Review drop cord needs and if we need to purchase or borrow • Screens and Projectors Purchase timeline – models decided on. Cost estimates set. • What to do with the screens and projectors after the conference (SAWE purchase -Send to Florida)
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 – Damian / • Alternate activities to walking tour - Tanner • Auction – details and prizes – Need input from Bill



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 – GS has provided pictures to use - Damian
Announcement and Program	Peter Stubbers	<ul style="list-style-type: none"> • Updates for Announcement: • Ross/Tanner to update the SER Welcome • Need to set both speakers with Bios – Tanner • Update for Forum definition – Tanner/Yanez • 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 CVNET - Angie / Greg Ray / Kent Melcher to support -
Hospitality	Tom Tanner	<ul style="list-style-type: none"> • Supplies up to date • Potential Alternate Ideas for social distancing

- Next Actions
- Need update