



Attendees	Present
<ul style="list-style-type: none"> Committee Members 	
<ul style="list-style-type: none"> Chair, Facilities – Damian Yañez 	Y
<ul style="list-style-type: none"> Budget/Finance, Market/Publicity – Ross Campbell 	Y
<ul style="list-style-type: none"> Technical Papers, Events, Hospitality – Tom Tanner 	Y
<ul style="list-style-type: none"> Student Coordinator – Clark Eliason 	N
<ul style="list-style-type: none"> Training Coordinator – Nathan Hewitt 	N
<ul style="list-style-type: none"> Exhibitor Coordinator – Farid Farizy 	N
<ul style="list-style-type: none"> Photography – Luis Alberto Lopez 	N
<ul style="list-style-type: none"> Announcement, Registration – Peter Stubbers 	Y
<ul style="list-style-type: none"> Members and Guests 	
<ul style="list-style-type: none"> Adam Cox 	

Function	Volunteers	Comments/Actions
Chair	Damian Yañez	<p>Done:</p> <ul style="list-style-type: none"> Ops Manual and contract posted at S:\ENG\all\SAWE-SER <p>To Do:</p> <ul style="list-style-type: none"> Set up meetings to discuss Gulfstream support. – Vicki Britt, Jim Scooler, Jacob Norton – end of July? Damian and Tom Tom to take over as Chair
Budget/Finance	Ross Campbell	<p>Done:</p> <ul style="list-style-type: none"> Create new budget spreadsheet. <p>To Do:</p> <ul style="list-style-type: none"> Putting together the AV stuff. Need to validate pricing and labor with hotel.
Technical Papers	Tom Tanner	<p>Done:</p> <ul style="list-style-type: none"> Brett to present paper <p>To Do:</p> <ul style="list-style-type: none"> Get papers. – Jeff Cerro helping at International. Damian send info to Tom Get presentations regarding products Keynote speakers (need 2) – Jake Howard, Clive Leyman, Clay Nolan?
Student Coordinator	Clark Eliason	<p>Done:</p> <ul style="list-style-type: none"> <p>To Do:</p> <ul style="list-style-type: none"> Find activity for students (haunted tour?)
Training Coordinator	Nathan Hewitt	<p>Done:</p> <ul style="list-style-type: none"> Adam to checked at Flight Safety – no aircraft <p>To Do:</p> <ul style="list-style-type: none"> Find aircraft for W&B class. FBO? Signature, Sheltair



Exhibitor Coordinator	Farid Farizy	<p>Done:</p> <ul style="list-style-type: none"> • <p>To Do:</p> <ul style="list-style-type: none"> • Investigate ship availability for inclining class. <ul style="list-style-type: none"> - Yacht designers, Port - website? • Check on early access for vendors • Investigate businesses looking for employees.
Facilities	Damian Yañez	<p>Done:</p> <ul style="list-style-type: none"> • Hotel contract signed. <p>To Do:</p> <ul style="list-style-type: none"> • Check with hotel on AV pricing. • Review AV costs and requirements.
Photography	Luis Alberto Lopez	<p>Done:</p> <ul style="list-style-type: none"> • Brian Thompson gave verbal approval for support. <p>To Do:</p> <ul style="list-style-type: none"> • Ensure we have the right equipment.
Events Coordinator	Tom Tanner	<ul style="list-style-type: none"> • Investigate Gulfstream event planning for tour. – In work.
Marketing/Publicity	Ross Campbell	<p>Done:</p> <ul style="list-style-type: none"> • Damian to post existing flyer <p>To Do:</p> <ul style="list-style-type: none"> • Find helper to create flyer. • Determine signage requirements. <ul style="list-style-type: none"> - Nathan and Peter know print shop owners.
Announcement and Program	Peter Stubbers	<p>Done:</p> <ul style="list-style-type: none"> • 2021 announcement posted in shared area for use as starting point. <p>To Do:</p> <ul style="list-style-type: none"> • Create new conference program mockup.
Registration	Peter Stubbers	<p>Done:</p> <ul style="list-style-type: none"> • Damian obtained CVENT access for Peter. <p>To Do:</p> <ul style="list-style-type: none"> • Get familiar with registration tool.
Hospitality	Tom Tanner	<p>Done:</p> <ul style="list-style-type: none"> • <p>To Do:</p> <ul style="list-style-type: none"> • Estimate cost of supplies and give to Ross.