



Attendees	Present
<ul style="list-style-type: none"> <li>• Officers</li> </ul>	
<ul style="list-style-type: none"> <li>○ Director – Tom Tanner</li> </ul>	Y
<ul style="list-style-type: none"> <li>○ President – Ross Campbell</li> </ul>	Y
<ul style="list-style-type: none"> <li>○ Vice President – Peter Stubbers</li> </ul>	Y
<ul style="list-style-type: none"> <li>○ Secretary – Santiago Cortina</li> </ul>	Y
<ul style="list-style-type: none"> <li>○ Treasurer – Adam Cox</li> </ul>	Y
<ul style="list-style-type: none"> <li>• Members and Guests</li> </ul>	
<ul style="list-style-type: none"> <li>○ Members (1): Damian Yanez, Farid Farizy</li> </ul>	
<ul style="list-style-type: none"> <li>○ Guests (1): Nathan Hewitt</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>• Tom Tanner/Damian Yanez hosted meeting via WebEx.</li> </ul>
<ul style="list-style-type: none"> <li>• International Conference 2022</li> </ul>	
<ul style="list-style-type: none"> <li>○ Update</li> </ul>	<ul style="list-style-type: none"> <li>• Damian presented the outline and slides for the presentation (draft) to be used at the 2022 International Conference Planning Meeting on Oct. 2<sup>nd</sup> at the Desoto Hotel in Savannah</li> <li>• Main topics discussed were:               <ol style="list-style-type: none"> <li>I. Agenda</li> <li>II. Budget file</li> <li>III. Conference Overview</li> <li>IV. Hotel Description</li> <li>V. Next slides/Other topics</li> </ol> </li> </ul>
<ul style="list-style-type: none"> <li>• Close</li> </ul>	
<ul style="list-style-type: none"> <li>○ Upcoming Events</li> </ul>	<ul style="list-style-type: none"> <li>• 3rd Quarter Chapter meeting in September <b>TBD</b>. - Topic: Social?</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>• Set up meetings to discuss Gulfstream support. – Vicki Britt, Jacob Norton – (August/September)</li> </ul>
Budget/Finance	Ross Campbell	<ul style="list-style-type: none"> <li>• Create new budget spreadsheet based on Cocoa Beach numbers.</li> </ul>



		<ul style="list-style-type: none"> <li>• Hotel AV cost estimate was astronomical. Will look into sourcing for ourselves/contacting SAWE international/other alternatives</li> </ul>
Technical Papers	Tom Tanner	<ul style="list-style-type: none"> <li>• Cancelled Cocoa Beach Conf. should help us source papers. – Jeff Cerro helping at International.</li> <li>• Get presentations regarding products</li> <li>• Keynote speakers (need 2) – Johnny Hodges, Jake Howard, Clive Leyman, Clay Nolan?</li> </ul>
Student Coordinator	Clark Eliason	<ul style="list-style-type: none"> <li>• Find activity for students (haunted tour?)</li> </ul>
Training Coordinator	Nathan Hewitt	<ul style="list-style-type: none"> <li>• Investigate aircraft availability for W&amp;B class.               <ul style="list-style-type: none"> <li>- Ongoing, talks started with private owner</li> </ul> </li> <li>• Investigate ship availability for inclining class.               <ul style="list-style-type: none"> <li>- Ongoing, Nathan has been in touch w/Bill Boze</li> </ul> </li> </ul>
Exhibitor Coordinator	Farid Farizy	<ul style="list-style-type: none"> <li>• Get early access for vendors</li> <li>• Investigate businesses looking for employees.</li> </ul>
Facilities	TBD	<ul style="list-style-type: none"> <li>• Reviewing AV costs and requirements.</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>• Investigate Gulfstream event planning for tour. – In work.</li> <li>• Activities for students</li> </ul>
Marketing/Publicity	Ross Campbell	<ul style="list-style-type: none"> <li>• Find helper to create flyer.               <ul style="list-style-type: none"> <li>- Damian to post existing flyer.</li> <li>- Nathan and Peter know print shop owners for signage.</li> </ul> </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.               <ul style="list-style-type: none"> <li>- Damian to obtain CVENT access for Peter.</li> <li>- Peter to contact Kent Melcher (ref. Cocoa Beach)</li> </ul> </li> </ul>
Hospitality	Tom Tanner	<ul style="list-style-type: none"> <li>• Estimate cost of supplies. (Need follow-up)</li> </ul>

 Next Actions

 Need update