



Attendees	Present
<ul style="list-style-type: none"> • Officers 	
<ul style="list-style-type: none"> ○ Director – Tom Tanner 	Y
<ul style="list-style-type: none"> ○ President – Ross Campbell 	Y
<ul style="list-style-type: none"> ○ Vice President – Peter Stubbers 	N
<ul style="list-style-type: none"> ○ Secretary – Santiago Cortina 	Y
<ul style="list-style-type: none"> ○ Treasurer – Adam Cox 	Y
<ul style="list-style-type: none"> • Members and Guests 	
<ul style="list-style-type: none"> ○ Members (1): Damian Yanez, Farid Farizy, Luis Lopez, Bill Boze, Fred Brown 	
<ul style="list-style-type: none"> ○ Guests (1): Nathan Hewitt 	

Topics of Discussion	Comments
<ul style="list-style-type: none"> • Welcome 	
<ul style="list-style-type: none"> ○ Notes 	<ul style="list-style-type: none"> • Damian Yanez hosted meeting via WebEx.
<ul style="list-style-type: none"> • International Conference 2022 	
<ul style="list-style-type: none"> ○ Update 	<ul style="list-style-type: none"> • Damian went over the outline and slides for the presentation to be used at the 2022 International Conference Planning Meeting on Oct. 2nd at the Desoto Hotel in Savannah • Participants provided their insights ahead of Saturday’s meeting • Main topics discussed were: <ol style="list-style-type: none"> I. Agenda II. Budget file III. Conference Overview IV. Hotel Description V. Additional slides/Other topics
<ul style="list-style-type: none"> • Close 	
<ul style="list-style-type: none"> ○ Upcoming Events 	<ul style="list-style-type: none"> • 4th Quarter Chapter meeting in December TBD. - Topic: Social?

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 • Set up meetings to discuss Gulfstream support. – Vicki Britt, Jacob Norton – (August/September)
Budget/Finance	Ross Campbell	<ul style="list-style-type: none"> • Create new budget spreadsheet based on Cocoa Beach numbers.



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

 Next Actions

 Need update