



Attendees	Present
• Officers	
○ Director – Tom Tanner	Y
○ President – Ross Campbell	N
○ Vice President – Peter Stubbers	Y
○ Secretary – Santiago Cortina	Y
○ Treasurer – Adam Cox	Y
• Members and Guests	
○ Members (1): Damian Yanez; Nathan Hewitt	

Topics of Discussion	Comments
• Welcome	
○ Notes	<ul style="list-style-type: none"> • Standing Action items for Conference • Major 2021 hit list
• International Conference 2022	
○ Update	<ul style="list-style-type: none"> • Committee Members Nextcloud account • Sales flyer – Damian / Sent to Clint and Farid • Auction Details needed • Update Website • Gulfstream is a Diamond Sponsor!
• Close	
○ Upcoming Events	•

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 • Need a “gameday” plan with what jobs and people are needed with hours and general responsibilities – ECD 2021 • List of 2 speakers. Opening Speaker and Standards and Practices Luncheon – Damian/Ross/Tanner to discuss short list
Budget/Finance	Ross Campbell	<ul style="list-style-type: none"> • Review Budget monthly for changes – Ross/Tanner/Damian • Set aside budget for Auction
Technical Papers	Tom Tanner	<ul style="list-style-type: none"> • Needs to discuss keynote speakers short list and potential availability - • Tech Fair over – Meet with Zimmerman/keep in touch • Local – GAC papers – Need Abstracts – NOW



		<ul style="list-style-type: none"> • Action from Planning Meeting – Disperse the Student Papers
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
Training Coordinator	Nathan Hewitt / Dan Rowley	<ul style="list-style-type: none"> • Investigate aircraft availability for W&B class. - On track • Investigate ship availability for inclining class. - On track / Chatham County Marine / 2021 ECD item • Action: Areas to eat near the training sites or prior to leaving hotel
Exhibitor Coordinator	Farid Farizy	<ul style="list-style-type: none"> • Vendors on SER SAWE website • Investigate businesses looking for employees.
Facilities	TBD	<ul style="list-style-type: none"> • Review dropcord needs and if we need to purchase or borrow •
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 • Auction – details and prizes
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
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. - Damian to obtain CVENT access for Peter.
Hospitality	Tom Tanner	<ul style="list-style-type: none"> • Supplies up to date

- Next Actions
- Need update