



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, Bill Boze, Farid Farizy, Luis Alberto Lopez</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>• Standing Action items for Conference</li> <li>• Major 2021 hit list</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>• Committee Members Nextcloud account - Complete</li> <li>• Sales flyer – Damian / Sent to Clint and Farid</li> <li>• Update Website – SER – ECD end 2021 – In work</li> <li>• Speakers set – ECD End 2021 – Initial Pass set / Ranking Now</li> <li>• SOP for Conference individual responsibilities – ECD End 2021</li> <li>• Announcement by 17th of Jan 2022</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>•</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>• Need a “gameday” plan with what jobs and people are needed with hours and general responsibilities – ECD 2021</li> <li>• List of 2 speakers. Opening Speaker and Standards and Practices Luncheon – Damian/Ross/Tanner to discuss short list</li> </ul>
Budget/Finance	Ross Campbell	<ul style="list-style-type: none"> <li>• Review Budget monthly for changes – Ross/Tanner/Damian</li> <li>• Set aside budget for Auction – Brings in about 1K / Bill to provide some past history on the past conferences.</li> </ul>



Technical Papers	Tom Tanner	<ul style="list-style-type: none"> <li>• Needs to discuss keynote speakers short list and potential availability -</li> <li>• Tech Fair over – Meet with Zimmerman/keep in touch</li> <li>• Local – GAC papers – Need Abstracts – Dec 17th NOW – Zimmerman to send reminder a week before</li> <li>• Action from Planning Meeting – Disperse the Student Papers</li> <li>• Jan and March tech Forums – State of weight databases</li> </ul>
Student Coordinator	Clark Eliason	<ul style="list-style-type: none"> <li>• Walking ghost tour set for student activity</li> <li>• Set meeting with Clark to discuss Student Coordinator – Ross/Tanner</li> </ul>
Training Coordinator	Nathan Hewitt / Dan Rowley	<ul style="list-style-type: none"> <li>• Investigate aircraft availability for W&amp;B class. - On track</li> <li>• Investigate ship availability for inclining class. - On track / Chatham County Marine / 2021 ECD item</li> <li>• Action: Areas to eat near the training sites or prior to leaving hotel</li> </ul>
Exhibitor Coordinator	Farid Farizy	<ul style="list-style-type: none"> <li>• Vendors on SER SAWE website</li> <li>• Investigate businesses looking for employees.</li> <li>• Dec 2nd / Review new and potential Exhibitors – Everyone</li> <li>• Damian working an invoice and setting and contract with GAC</li> </ul>
Facilities	Tom Tanner	<ul style="list-style-type: none"> <li>• Review dropcord needs and if we need to purchase or borrow</li> <li>• Screens and Projectors Purchase timeline and decide on models – Tanner/Ross</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>• Gulfstream Tour – in work / Kiak DeGraff - Damian</li> <li>• Alternate activities to walking tour</li> <li>• Auction – details and prizes</li> </ul>
Marketing/Publicity	Ross Campbell	<ul style="list-style-type: none"> <li>• Gulfstream to help give Publicity – Logo / Pictures / Any GS reference needs to go through them for review</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> </ul>



		<ul style="list-style-type: none"> <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>• Peter is familiar with CVENT, Angie / Greg Ray / Kent Melcher to support</li> </ul>
Hospitality	Tom Tanner	<ul style="list-style-type: none"> <li>• Supplies up to date</li> </ul>

- Next Actions
- Need update