



Attendees	Present
<ul style="list-style-type: none"> <li>• Officers</li> </ul>	
<ul style="list-style-type: none"> <li>○ Director – Damian Yañez</li> </ul>	Y
<ul style="list-style-type: none"> <li>○ President – Tom Tanner</li> </ul>	N
<ul style="list-style-type: none"> <li>○ Vice President – Ben Flood</li> </ul>	Y
<ul style="list-style-type: none"> <li>○ Secretary – Luis Alberto Lopez</li> </ul>	N
<ul style="list-style-type: none"> <li>○ Treasurer – Ross Campbell</li> </ul>	Y
<ul style="list-style-type: none"> <li>• Members and Guests</li> </ul>	
<ul style="list-style-type: none"> <li>○ Peter Stubbers</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>• Meeting held at Tijuana Flats, Pooler, GA.</li> </ul>
<ul style="list-style-type: none"> <li>• Chapter Status</li> </ul>	
<ul style="list-style-type: none"> <li>○ Membership</li> </ul>	<ul style="list-style-type: none"> <li>• 19 Members on roster.</li> </ul>
<ul style="list-style-type: none"> <li>○ Chapter Project – Handbook Update</li> </ul>	<ul style="list-style-type: none"> <li>• Now at 12 of 20 sections delivered to Tech Committee, 41% by page count. 3 more sections in final edit.</li> <li>• Need all sections to Technical Committee by Feb 2020.</li> <li>• Goal – complete by May 2020 International Conference.</li> </ul>
<ul style="list-style-type: none"> <li>○ Treasurer's Report</li> </ul>	<ul style="list-style-type: none"> <li>• Balance = \$1,759.84.</li> <li>• Bank name changed to Truist.</li> </ul>
<ul style="list-style-type: none"> <li>• International Topics</li> </ul>	
<ul style="list-style-type: none"> <li>○ International Conferences</li> </ul>	<ul style="list-style-type: none"> <li>• 2020 Conference May 23-28, Hamburg Germany.</li> <li>• Our chapter was requested to submit a bid for hosting 2022 conference. Ben and Ross will lead this effort. Will need many volunteers.</li> <li>• Bid presentation in work.</li> </ul>
<ul style="list-style-type: none"> <li>○ Mass Properties Engineering Certification</li> </ul>	<ul style="list-style-type: none"> <li>• Damian is supporting semi-monthly telecons.</li> </ul>
<ul style="list-style-type: none"> <li>○ Academic Liaison</li> </ul>	<ul style="list-style-type: none"> <li>• Looking for volunteer.</li> </ul>
<ul style="list-style-type: none"> <li>○ Awards</li> </ul>	<ul style="list-style-type: none"> <li>• Nominations due March 1.</li> </ul>
<ul style="list-style-type: none"> <li>○ Recommended Practices</li> </ul>	<ul style="list-style-type: none"> <li>• RP-7 update out for public comment and review. We should take a look and give feedback.</li> </ul>
<ul style="list-style-type: none"> <li>• Close</li> </ul>	
<ul style="list-style-type: none"> <li>○ Next Actions</li> </ul>	<ul style="list-style-type: none"> <li>• Damian to update chapter website news and events.</li> </ul>
<ul style="list-style-type: none"> <li>○ Next Meetings</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Officers' Meeting - Feb 11 @ Tijuana Flats, Pooler GA</b></li> <li>• <b>1st Qtr Chapter Meeting, Mar. 12 @ 11:30am</b> <ul style="list-style-type: none"> <li>○ Location: Gulfstream – Damian</li> <li>○ Presentation Topic – TBD</li> </ul> </li> </ul>

**Table 1 - SAWE Handbook Status**

Section	Topic	No. Pages (2008 Ed.)	Peer Review		Notes	POC
			Entered	Completed		
Front material		16			To be submitted after all sections are completed.	Yanez
1	Units	18	1/24/2019			Yanez
2	Section Properties	20	1/24/2019			Stubbers
3	Material Properties	30				Tanner
4	Component Properties	14				Tanner
5	Mass Properties Calculation	48				Ruff
6	Mass Properties Measurement	50	1/24/2019			Yanez
7	Loads	4	4/19/2019			Ruff, Yanez
8	Strength	8	8/26/2019			Ruff, Yanez
9	Structural Dynamics	6	9/20/2019			Campbell, Yanez
10	Aerodynamics	12			In final edit. 95% complete	Campbell, Yanez
11	Propulsion	10			In final edit. 95% complete	Campbell, Yanez
12	Thermodynamics	6	5/29/2019			Stubbers, Yanez
13	Space Flight Mechanics	6	11/15/2019			Stubbers, Yanez
14	Crew Systems	18	2/20/2019			Lopez, Yanez
15	Power Systems	10	3/14/2019			Lopez, Yanez
16	Mathematics	12				Yanez
17	Marine Vehicles	68				Stubbers
18	Land Vehicles	8	5/31/2019		Sent to S. Matschinsky for review.	Yanez
19	Miscellaneous	6			In final edit. 95% complete	Campbell
20	Communications	2	11/15/2019			Campbell, Yanez
Index		4			To be submitted after all sections are completed.	Stubbers
<b>Total</b>		<b>376</b>		<b>41%</b>		

Note: Yellow items have been delivered to the Technical Committee for initial review.

Blue items are near-term priorities.