



Attendees	Present
<ul style="list-style-type: none"> • Officers 	
<ul style="list-style-type: none"> ○ Director – Damian Yañez 	Y
<ul style="list-style-type: none"> ○ President – Tom Tanner 	Y
<ul style="list-style-type: none"> ○ Vice President – Ben Flood 	Y
<ul style="list-style-type: none"> ○ Secretary – Luis Alberto Lopez 	N
<ul style="list-style-type: none"> ○ Treasurer – Ross Campbell 	N
<ul style="list-style-type: none"> • Members and Guests 	
<ul style="list-style-type: none"> ○ Peter Stubbers 	

Topics of Discussion	Comments
<ul style="list-style-type: none"> • Welcome 	
<ul style="list-style-type: none"> ○ Notes 	<ul style="list-style-type: none"> • Meeting held at Tijuana Flats, Pooler, GA.
<ul style="list-style-type: none"> • Chapter Status 	
<ul style="list-style-type: none"> ○ Membership 	<ul style="list-style-type: none"> • 19 Members on roster.
<ul style="list-style-type: none"> ○ Chapter Project – Handbook Update 	<ul style="list-style-type: none"> • Now at 14 of 20 sections delivered to Tech Committee, 46% by page count. 2 more sections in final edit. • Need all sections to Technical Committee by Feb 29, 2020. • Goal – complete by May 2020 International Conference.
<ul style="list-style-type: none"> ○ Treasurer's Report 	<ul style="list-style-type: none"> • Balance = \$1,759.84. • Bank name changed to Truist.
<ul style="list-style-type: none"> • International Topics 	
<ul style="list-style-type: none"> ○ International Conferences 	<ul style="list-style-type: none"> • 2020 Conference May 23-28, Hamburg Germany. • Peter's buoyancy paper is in the announcement. • Our chapter was requested to submit a bid for hosting 2022 conference. Bid presentation in work.
<ul style="list-style-type: none"> ○ Mass Properties Engineering Certification 	<ul style="list-style-type: none"> • Damian is supporting semi-monthly telecons.
<ul style="list-style-type: none"> ○ Academic Liaison 	<ul style="list-style-type: none"> • Looking for volunteer.
<ul style="list-style-type: none"> ○ Awards 	<ul style="list-style-type: none"> • Nominations due March 1.
<ul style="list-style-type: none"> • Close 	
<ul style="list-style-type: none"> ○ Next Actions 	<ul style="list-style-type: none"> • Damian to update chapter website news and events. • Ben to finish Bid presentation • Dell to finish Section 5; Damian Sections 3, 11, 16, 19; Tom 4; Peter 17.
<ul style="list-style-type: none"> ○ Next Meetings 	<ul style="list-style-type: none"> • 1st Quarter Chapter Meeting, Mar. 12 @ 11:30am <ul style="list-style-type: none"> ○ Location: Gulfstream Lift CR – Damian ○ Presentation Topic – Completions – Ben/Tom ○ Announcement – Damian/Luis ○ Food - Tom

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			In final edit. 95% complete	Yanez
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	2/11/2020			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	2/12/2020			Yanez
20	Communications	2	11/15/2019			Campbell, Yanez
Index		4			To be submitted after all sections are completed.	Stubbers
Total		376		46%		

Note: Yellow items have been delivered to the Technical Committee for initial review.
Blue items are near-term priorities.