



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 	N
<ul style="list-style-type: none"> ○ Secretary – Peter Stubbers 	Y
<ul style="list-style-type: none"> ○ Treasurer – Ross Campbell 	Y
<ul style="list-style-type: none"> • Members and Guests 	
<ul style="list-style-type: none"> ○ Members (3): Luis Alberto Lopez, Farid Farizy, 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"> • Meeting held via WebEx.
<ul style="list-style-type: none"> • Chapter Status 	
<ul style="list-style-type: none"> ○ Membership 	<ul style="list-style-type: none"> • 18 members currently on Chapter roster. • ½ dues reimbursement for Gulfstream employees is available. • Officer Elections Mar 15-26. Need candidates.
<ul style="list-style-type: none"> ○ Treasurer's Report 	<ul style="list-style-type: none"> • Balance = \$1,977.34
<ul style="list-style-type: none"> ○ Chapter Project 1 – Handbook Update 	<ul style="list-style-type: none"> • 78% of draft complete, 1 section in final edit (see Table 1) • 16 of 20 sections delivered to Tech Committee, 70% by page count. • Goal – complete by May 2021 BOD meeting.
<ul style="list-style-type: none"> ○ Chapter Project 2 – 2022 International Conference 	<ul style="list-style-type: none"> • Conference Committee in place (see Table 2) • Hotel contract signed: <ul style="list-style-type: none"> ○ @ DeSoto on Liberty St., May 20-26 ○ Damian presented contract and hotel layout ○ Discussed events and speakers
<ul style="list-style-type: none"> • International Topics 	
<ul style="list-style-type: none"> ○ International Conference 	<ul style="list-style-type: none"> • 2021 Conference in Cocoa Beach, FL, postponed till October 2-6. • Damian and Brett Mcfarland to present papers.
<ul style="list-style-type: none"> ○ Mass Properties Engineering Certification 	<ul style="list-style-type: none"> • Workshop held on January 29 to gather test questions. Over 30 attendees.
<ul style="list-style-type: none"> ○ Virtual Forums 	<ul style="list-style-type: none"> • Last: "Persuading Leaders and Peers of the Value of Mass Properties" - January 15, 2021. • Next: "Mass Properties Estimation in Preliminary Design"
<ul style="list-style-type: none"> ○ SAWE Blog Site 	<ul style="list-style-type: none"> • Register for the blog at https://www.sawe.org/blog
<ul style="list-style-type: none"> ○ International Election 	<ul style="list-style-type: none"> • Damian nominated for President



Topics of Discussion	Comments
<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. • Handbook: Damian Sect. 11; Tom 4; Peter 17, John Nakai 16. • Conference Committee members recruit help.
<ul style="list-style-type: none"> ○ Next Meetings 	<ul style="list-style-type: none"> • 1st Quarter Chapter Meeting, March 18 @ 11:30am, Topic: "G700 Vertical Tail Mass Distribution Study"

Table 1 - SAWE Handbook Status

SAWE Mass Properties Engineers' Handbook Revision Status as of 02/16/2021

Section	Topic	No. Pages (2020 Ed.)	Draft %Complete	Peer Review		Section POC	Review POC
				Entered	Completed		
Front material		16	75%			Yanez	
1	Units	33	100%	1/24/2019		Yanez	Emmett
2	Section Properties	22	100%	1/24/2019		Stubbers	Nakai
3	Material Properties	23	100%	3/10/2020		Yanez	Zimmerman
4	Component Properties	14	30%			Tanner	
5	Mass Properties Calculation	53	100%	9/29/2020		Ruff / Yanez	Stubbers
6	Mass Properties Measurement	59	100%	1/24/2019		Yanez	Zimmerman
7	Loads	6	100%	4/19/2019		Ruff / Yanez	Gerren / Fisher?
8	Strength	11	100%	8/26/2019		Ruff / Yanez	Gerren / Fisher?
9	Structural Dynamics	5	100%	9/20/2019		Campbell / Yanez	Gerren / Fisher?
10	Aerodynamics	12	100%	2/11/2020		Campbell / Yanez	Gerren / Fisher?
11	Propulsion	10	95%			Campbell / Yanez	
12	Thermodynamics	7	100%	5/29/2019		Stubbers / Yanez	Zimmerman
13	Space Flight Mechanics	8	100%	11/15/2019		Stubbers / Yanez	Cerro
14	Crew Systems	17	100%	2/20/2019		Lopez / Yanez	Cerro
15	Power Systems	12	100%	3/14/2019		Lopez / Yanez	Cerro
16	Mathematics	12	20%			Yanez / Nakai	
17	Marine Vehicles	68	10%			Stubbers / Cimino	
18	Land Vehicles	9	100%	10/29/2020		Yanez	Lisec
19	Miscellaneous	7	100%	2/12/2020		Yanez	Emmett / Zimmerman
20	Communications	3	100%	11/15/2019		Campbell / Yanez	Cerro
Index		4	0%			Stubbers	
Total		411	78%	70%	0%		

- Note:
- 1) Yellow items have been delivered to the Technical Committee for review.
 - 2) Page count for incomplete sections based on 2008 Edition.
 - 3) Listed Reviewers are responsible for personally reviewing the section or finding a delegate.
 - 4) Front Material and Index to be submitted after all sections are completed.



Table 2 – 2022 International Conference Committee

Function	Volunteers	Comments/Actions
Chairman	Damian Yañez	<ul style="list-style-type: none"> • Post Ops Manual and contract. • Set up meetings to discuss Gulfstream support.
Budget/Finance	Ross Campbell	<ul style="list-style-type: none"> • Create new budget spreadsheet (due 5/1).
Technical Papers	Tom Tanner	<ul style="list-style-type: none"> • Get papers.
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.
Exhibitor Coordinator	Farid Farizy	<ul style="list-style-type: none"> • Investigate ship availability for inclining class.
Facilities	Damian Yañez	<ul style="list-style-type: none"> • Review AV costs and requirements.
Photography	Luis Alberto Lopez	<ul style="list-style-type: none"> • Needs management support.
Events Coordinator	Tom Tanner	<ul style="list-style-type: none"> • Investigate Gulfstream event planning for tour.
Marketing/Publicity	Ross Campbell	<ul style="list-style-type: none"> • Find helper to create flyer.
Announcement and Program	Peter Stubbers	<ul style="list-style-type: none"> • Investigate previous conference programs.
Registration	Peter Stubbers	<ul style="list-style-type: none"> • Get familiar with registration tool.
Hospitality	Tom Tanner	<ul style="list-style-type: none"> • Estimate cost of supplies.