



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 	N
<ul style="list-style-type: none"> ○ Vice President – Ben Flood 	Y
<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): Adam Cox – Treasurer Elect, Santiago Cortina – Secretary Elect, Brett Mcfarland 	
<ul style="list-style-type: none"> ○ Guests (0): 	

Topics of Discussion	Comments
<ul style="list-style-type: none"> • Welcome 	
<ul style="list-style-type: none"> ○ Notes 	<ul style="list-style-type: none"> • Damian Yañez hosted meeting 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. • Membership renewal underway. • ½ dues reimbursement for Gulfstream employees is available. • 1st Quarter meeting successful. • Officer Elections complete, transition underway. Duty list in Table 1.
<ul style="list-style-type: none"> ○ Treasurer's Report 	<ul style="list-style-type: none"> • Balance = \$1,967.15
<ul style="list-style-type: none"> ○ Chapter Project 1 – Handbook Update 	<ul style="list-style-type: none"> • 86% of draft complete, 3 sections still in work (see Table 2). • 17 of 20 sections delivered to Tech Committee, 73% by page count. • Incorporating comments from Tech Committee. • Deadline – 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 3). • Hotel contract signed: <ul style="list-style-type: none"> ○ @ DeSoto on Liberty St., May 20-26 ○ Damian presented hotel overview and asked for help.
<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 on 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"> • 200 questions gathered so far, enough for first test at 2021 Conference. Need more.
<ul style="list-style-type: none"> ○ Virtual Forums 	<ul style="list-style-type: none"> • Last: “Mass Properties Estimation in Preliminary Design” – March 26, 2021 • Next: “Weight Growth” – May 21 @11:00AM EDT
<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 is President Elect



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: Tom 4; Peter 17, John Nakai 16 by May 1, 2021 • Conference Committee members recruit help, and complete tasks (see Table 3).
<ul style="list-style-type: none"> ○ Upcoming Events 	<ul style="list-style-type: none"> • Cross Chapter Meeting April 29, 2021 @11:30 AM EDT • 2nd Quarter Chapter meeting in June. (TBA)

Table 1 – Southeast Region Chapter Officers' Duties

Office	Duties
President	<ul style="list-style-type: none"> • Schedule monthly officers' meetings. • Schedule quarterly meetings. • Prepare meeting agendas and presentations. • Run all meetings. • Send out meeting invitations. • Find presenters. • Promote membership (new & renewal) • Ensure smooth transfer when term ends.
Vice President	<ul style="list-style-type: none"> • Fill in for President in their absence. • Manage chapter projects. • Run Chapter elections.
Treasurer	<ul style="list-style-type: none"> • Maintain bank account, and report balance. • Maintain membership rolls and actively promote renewal. • Make and receive payments for services, meeting fees, etc.
Secretary	<ul style="list-style-type: none"> • Take meeting minutes and send to Webmaster. • Produce meeting notices and flyers and supply them to the President and Webmaster before meetings.
Director	<ul style="list-style-type: none"> • Attend International Board of Directors meetings (one per year usually at conference and occasionally special meetings online). • Supply annual chapter report prior to BOD meeting. • Act as liaison between SAWE international and our chapter.



Table 2 - SAWE Handbook Status

SAWE Mass Properties Engineers' Handbook Revision Status as of 04/15/2021											
Section	Topic	No. Pages (2008 Ed.)	No. Pages (2021 Ed.)	Pages Completed	Draft %Complete	Pages in Review	Pages Reviewed	Peer Review		Section POC	Review POC
								Entered	Completed		
Front material		16	16	12.0	75%	0	0			Yanez	
1	Units	18	33	33.0	100%	33	0	1/24/2019		Yanez	Zimmerman / Emmett
2	Section Properties	20	22	22.0	100%	0	22	1/24/2019	2/11/2021	Stubbers	Nakai
3	Material Properties	30	23	23.0	100%	23	0	3/10/2020		Yanez	Zimmerman
4	Component Properties	14	14	7.0	50%	0	0			Tanner	
5	Mass Properties Calculation	48	53	53.0	100%	53	0	9/29/2020		Ruff / Yanez	Stubbers
6	Mass Properties Measurement	50	59	59.0	100%	59	0	1/24/2019		Yanez	Zimmerman
7	Loads	4	6	6.0	100%	6	0	4/19/2019		Ruff / Yanez	Gerren / Fisher?
8	Strength	8	11	11.0	100%	11	0	8/26/2019		Ruff / Yanez	Gerren / Fisher?
9	Structural Dynamics	6	5	5.0	100%	5	0	9/20/2019		Campbell / Yanez	Gerren / Fisher?
10	Aerodynamics	12	12	12.0	100%	12	0	2/11/2020		Campbell / Yanez	Gerren / Cerro
11	Propulsion	10	14	14.0	100%	14	0	4/1/2021		Campbell / Yanez	McAllister
12	Thermodynamics	6	7	7.0	100%	7	0	5/29/2019		Stubbers / Yanez	Zimmerman
13	Space Flight Mechanics	6	8	8.0	100%	8	0	11/15/2019		Stubbers / Yanez	Cerro
14	Crew Systems	18	17	17.0	100%	17	0	2/20/2019		Lopez / Yanez	Cerro
15	Power Systems	10	12	12.0	100%	12	0	3/14/2019		Lopez / Yanez	Cerro
16	Mathematics	12	12	2.4	20%	0	0			Nakai / Yanez	
17	Marine Vehicles	68	68	34.0	50%	0	0			Stubbers / Cimino	
18	Land Vehicles	8	9	9.0	100%	0	9	10/29/2020	11/17/2020	Yanez	Wiegand / Liseac
19	Miscellaneous	6	7	7.0	100%	7	0	2/12/2020		Yanez	Emmett / Zimmerman
20	Communications	2	3	3.0	100%	3	0	11/15/2019		Campbell / Yanez	Cerro
Index		4	4	0.0	0%	0	0			Stubbers	
Total		376	415	356.4	86%	270	31	73%	7%		

Note: 1) Yellow items have been delivered to the Technical Committee for review. Green items have been reviewed and feedback incorporated.
 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 3 – 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 5/22).
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"> Obtain 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.