



Attendees	Present
<ul style="list-style-type: none"> • Officers 	
<ul style="list-style-type: none"> ○ Director – Tom Tanner 	Y
<ul style="list-style-type: none"> ○ President – Ross Campbell 	Y
<ul style="list-style-type: none"> ○ Vice President – Peter Stubbers 	N
<ul style="list-style-type: none"> ○ Secretary – Santiago Cortina 	N
<ul style="list-style-type: none"> ○ Treasurer – Adam Cox 	Y
<ul style="list-style-type: none"> • Members and Guests 	
<ul style="list-style-type: none"> ○ Members (0): None 	
<ul style="list-style-type: none"> ○ Guests (0): None 	

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"> • International Conference 2022 	
<ul style="list-style-type: none"> ○ Damian's presentation to the Board of Directors - SAWE 	<ul style="list-style-type: none"> • Activities that could be done in Savannah • Restaurants available in Town • Overview of the Hotel for the conference • Potential conference flyer
<ul style="list-style-type: none"> ○ Review of actions for the Conference Committee 	<ul style="list-style-type: none"> • See Table 1
<ul style="list-style-type: none"> ○ Chapter Project 1 – Handbook Update 	<ul style="list-style-type: none"> • Damian provided a brief update
<ul style="list-style-type: none"> • Close 	
<ul style="list-style-type: none"> ○ Upcoming Events 	<ul style="list-style-type: none"> • Next bi-weekly officers' meeting • 2nd Quarter Chapter meeting in June. (TBA)



Table 1 – 2022 International Conference Committee

Function	Volunteers	Comments/Actions
Chairman	Damian Yañez	<ul style="list-style-type: none"> • Post Ops Manual and contract. - S:\ENG\all\SAWE-SER ✓ • Set up meetings to discuss Gulfstream support. - TBD
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. – Jeff Cerro at international.
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. – Damian to speak with Nathan.
Exhibitor Coordinator	Farid Farizy	<ul style="list-style-type: none"> • Investigate ship availability for inclining class. – Yacht designers, Port?
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. – In work.
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. – 2021 announcement posted in shared area for use as starting point.
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.