



| Attendees | Present |
|---|---------|
| <ul style="list-style-type: none"> Officers | |
| <ul style="list-style-type: none"> Director – Tom Tanner | N |
| <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 | Y |
| <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 (2): Farid Farizy, Damian Yañez | |
| <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"> Handbook Update | |
| <ul style="list-style-type: none"> Status | <ul style="list-style-type: none"> See Table 1. No updates. |
| <ul style="list-style-type: none"> International Conference 2022 | |
| <ul style="list-style-type: none"> Review of actions for the Conference Committee | <ul style="list-style-type: none"> See Table 2. |
| <ul style="list-style-type: none"> Close | |
| <ul style="list-style-type: none"> Upcoming Events | <ul style="list-style-type: none"> 2nd Quarter Chapter meeting in June 24. - Topic: Passenger Migration? Next officers' meeting July 8 |

Table 1 - Handbook Revision Update

SAWE Mass Properties Engineers' Handbook Revision Status as of 05/27/2021

| Section | Topic | No. Pages (2008 Ed.) | No. Pages (2021 Ed.) | Pages Completed | Draft %Complete | Pages in Review | Pages Reviewed | Peer Review Entered | Peer Review Completed | Section POC | Review POC |
|----------------|-----------------------------|----------------------|----------------------|-----------------|-----------------|-----------------|----------------|---------------------|-----------------------|-------------------|--------------------|
| 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 | 27 | 27.0 | 100% | 27 | 0 | 5/11/2021 | | 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 | 10.8 | 90% | 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 / Lisec |
| 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 | 428 | 384.8 | 90% | 297 | 31 | 77% | 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 2– 2022 International Conference Committee

| Function | Volunteers | Comments/Actions |
|--------------------------|--------------------|---|
| Chairman | Damian Yañez | <ul style="list-style-type: none"> • Ops Manual and contract posted at S:\ENG\all\SAWE-SER • Set up meetings to discuss Gulfstream support. – Vicki Britt, Jim Scooler, Jacob Norton – end of July? |
| Budget/Finance | Ross Campbell | <ul style="list-style-type: none"> • Create new budget spreadsheet. • Putting together the AV stuff. Need to validate pricing and labor with hotel. |
| Technical Papers | Tom Tanner | <ul style="list-style-type: none"> • Get papers. – Jeff Cerro helping at International. • Get presentations regarding products • Keynote speakers (need 2) – Jake Howard, Clive Leyman, Clay Nolan? |
| 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. <ul style="list-style-type: none"> - Adam to check at Flight Safety – no aircraft, FBO? |
| Exhibitor Coordinator | Farid Farizy | <ul style="list-style-type: none"> • Investigate ship availability for inclining class. <ul style="list-style-type: none"> - Yacht designers, Port? • Get early access for vendors • Investigate businesses looking for employees. |
| Facilities | Damian Yañez | <ul style="list-style-type: none"> • Check with hotel on pricing on AV. • Review AV costs and requirements. |
| Photography | Luis Alberto Lopez | <ul style="list-style-type: none"> • Brian Thompson gave verbal approval for 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. <ul style="list-style-type: none"> - Damian to post existing flyer. - Nathan and Peter know print shop owners for signage. |
| 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. <ul style="list-style-type: none"> - Damian to obtain CVENT access for Peter. |
| Hospitality | Tom Tanner | <ul style="list-style-type: none"> • Estimate cost of supplies. |