



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 	Y
<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 (1): Damian Yanez 	
<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"> Ross Campbell 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"> 3rd Quarter Chapter meeting in September TBD. - Topic: Social? Next officers' meeting August 12th

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 / Ussec
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 – (Beginning of August)
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. (Pending call-back from hotel/AV)
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? - (Need follow-up)
Exhibitor Coordinator	Farid Farizy	<ul style="list-style-type: none"> • Investigate ship availability for inclining class. <ul style="list-style-type: none"> - Boze to follow up with Coast Guard • 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. (Need follow-up, pricing)
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. • Next actions- Program with day schedule layout • Sign boards for each room with schedule (include easel)



		<ul style="list-style-type: none">• Sign for registration (include easel)• Table banner (need table)• Other SAWE banner (international and regional)
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. (Need follow-up)

 Next Actions

 Need update