



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 	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, Tom Tanner, Ross Campbell, Santiago Cortina, Adam Cox 	
<ul style="list-style-type: none"> ○ Guests (1): 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"> • Tom Tanner 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. • Damian completed & delivered the Math section on 8/4/2021 – Only section left is Marine Vehicles
<ul style="list-style-type: none"> • International Conference 2021 	
<ul style="list-style-type: none"> ○ Cocoa Beach - Status 	<ul style="list-style-type: none"> • Damian updated the chapter on the current status • Changed to a virtual conference due to Covid concerns & related hotel occupancy • Damian informed us of the plan forward and how it could possibly impact the 2022 International Conference in Savannah
<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. • Plan is to move forward as before until further notice
<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 08/05/2021

Section	Topic	No. Pages (2021 Ed.)	Draft %Complete	Peer Review		Section POC	Review POC
				Entered	Completed		
Front material		16	75%			Yanez	
1	Units	33	100%	1/24/2019		Yanez	Zimmerman / Emmett
2	Section Properties	22	100%	1/24/2019	2/11/2021	Stubbers	Nakai
3	Material Properties	23	100%	3/10/2020		Yanez	Zimmerman
4	Component Properties	27	100%	5/11/2021		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 / Cerro
11	Propulsion	14	100%	4/1/2021		Campbell / Yanez	McAllister
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	18	100%	8/4/2021		Nakai / Yanez	Nakai
17	Marine Vehicles	68	75%			Stubbers / Cimino / Bucci	
18	Land Vehicles	9	100%	10/29/2020	11/17/2020	Yanez	Wiegand / Liseac
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		434	94%	80%	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	Tom Tanner, Ross Campbell	<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, 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) Review per-night DeSoto hotel room occupancy requirement
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? Damian to provide a contact number for the instructor of the Ship incline class/Coast guard (from Bill Boze)
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	TBD	<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) Activities for students
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) 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 obtained CVENT access for Peter. Peter to contact Kent Melcher (ref. Cocoa beach)
Hospitality	Tom Tanner	<ul style="list-style-type: none"> Estimate cost of supplies. (Need follow-up)

- Next Actions
- Need update