



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 	Y
<ul style="list-style-type: none"> ○ Secretary – Santiago Cortina 	Y
<ul style="list-style-type: none"> ○ Treasurer – Adam Cox 	N
<ul style="list-style-type: none"> • Members and Guests 	
<ul style="list-style-type: none"> ○ Members (1): Farid Farizy 	
<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"> • Ross Campbell hosted meeting via WebEx. • Ross provided an update on budget and member count • Tom updated us on the lawsuit w/ the Berlin Hotel for the cancelled 2020 Int. conference
<ul style="list-style-type: none"> • International Conference 2021 	
<ul style="list-style-type: none"> ○ Update 	<ul style="list-style-type: none"> • Tom Tanner provided an update with respect to the 2021 Cocoa Beach Int. Conference – postponed to 2023
<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 1. • 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?

Table 1– 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 – (August/September)
Budget/Finance	Ross Campbell	<ul style="list-style-type: none"> • Create new budget spreadsheet based on Cocoa Beach numbers. • Hotel AV cost estimate was astronomical. Will look into sourcing for ourselves/contacting SAWE international/other alternatives



Technical Papers	Tom Tanner	<ul style="list-style-type: none"> Cancelled Cocoa Beach Conf. should help us source papers. – Jeff Cerro helping at International. Get presentations regarding products Keynote speakers (need 2) – Johnny Hodges, 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. - Ongoing, talks started with private owner Investigate ship availability for inclining class. - Ongoing, Nathan has been in touch w/Bill Boze
Exhibitor Coordinator	Farid Farizy	<ul style="list-style-type: none"> Get early access for vendors Investigate businesses looking for employees.
Facilities	TBD	<ul style="list-style-type: none"> Reviewing 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. 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 - Flyer 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 obtain 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