

SBRC D Project Technical Team Meeting Minutes November 5, 2007

List of Attendees:

- Alok Verma -Project Technical POC and PI-ODU
- Carol Considine -Co-PI, ET Dept.-ODU
- Cheng Lin -Co-PI, ET Dept.-ODU
- Ron Jerasa -Colonna's Shipyards
- Larry Koeck -NGNN
- William Prescott -NGNN
- Frank -NGNN
- Eddie Hughes - Colonna's Shipyards
- De Witt Davis - Industrial Hygienist

(Via Teleconference)

- Josephine Anderson - VSRA
- Margie Kraft - ATI
- Greg Whitney - ATI
- Dick Boutwell -NGNN

(Not Present)

- Audrey Smallwood - ATN
- Vince Warren - NGNN
- Ian Bennitt - SCA
- David Cobb - NGSS
- Mark Scott - NGSS
- Joe Williams - BAE Systems
- Regina Farr - MARAD
- Nina Martin - NGSS/MGCCC

Minutes:

1. Alok Verma welcomed everyone and introductions were made.
2. Joe Williams was not present and Alok Verma said that he was working on the layout.
3. Alok Verma gave an update on the sponsorship packages. He said that 30 invitations were sent out to 35 companies with AMMA and about 25 companies associated with VSRA. The following additional comments were made:
 - Josephine said she had sent invitations to the 170 companies associated with VSRA.
 - Dick Boutwell asked if the list of the companies who were sponsoring would be available. Alok Verma said that the list would be available on the website.

Dick Boutwell also added that he was really impressed with the simulation kits that were developed by the SBRCDD team.

- Alok Verma said that Audrey Smallwood is trying to trim down the list of sponsors at Gulf Coast and as soon as she is done the invitations would be sent out to them.
 - Alok Verma showed a preview of the passports and gave a preview of the happenings at the career day event briefly for the new members who had joined the meeting.
 - Ron Jerasa also spoke about the usage of passports.
 - Carol Considine said that they needed to offer an incentive to the students to get their passport stamped.
 - Josephine Anderson suggested to raffle out a small gift
 - Carol Considine added to her suggestion by saying that we could tell students that if they got a certain number of stamps on their passports they would get raffle tickets to be put for a draw for a mini I pod.
8. Carol Considine said that she is working on the crowd-handling plan and would have something ready by the next meeting.
 4. Ron Jerasa spoke about the hardhats. He said that he had contacted his vendors and the best price was \$5.01 for 1,100 hats with logo imprinting. The following additional comments were made:
 - Carol Considine said that they needed to tell Audrey to arrange for volunteers for assembling the hard hats.
 - Dick Boutwell asked if there were going to take any videos of the career day event. He said that they required planning in advance like a story. Alok Verma requested Dick Boutwell to put a plan for the videotaping.
 - Alok Verma talked about the bags and the costs related to it. He said that they had a quotation of \$1.59 per bag for 1200 bags with logo imprinting.
 - Alok Verma said that we needed to get an estimate for the lunch boxes.
 - Margie Kraft said that she is concerned about the costs associated with the project.
 - Greg Whitney echoed the same concerns.
 - Alok Verma assured them they would keep costs in mind before taking any step. He said that 130 students had registered for the event from Hampton roads and 30 from Gulf Coast.
 - Carol Considine said that she and Audrey would be working together to get the numbers up at Gulf Coast by getting in touch with the school systems again.
 5. Alok Verma said that Audrey Smallwood was not present but they had received a layout of the tours from NGSS and Signal was working on their layout.
 6. Alok Verma said they had a list of hands on activities that various yards would handle. The following additional comments were made:
 - De Witt Davis suggested that the people from Gulf Coast and Hampton roads review the hands on activities.
 7. Carol Considine said that she had asked Tiffany at the department to send a list of newspapers for advertisements.

Action Items:

- Ron Jerasa to remind Joe Williams for layout.
- Ron Jerasa to finalize helmet orders.
- Ron Jerasa to follow up on sponsors for Hampton Roads.
- Josephine Anderson to follow up on VSRA members sponsorship
- Carol Considine to give an update on crowd handling
- Alok Verma to get estimates on lunch options.
- Alok Verma to send invitation letters to federal government agencies and educational institutions.
- Audrey Smallwood to trim the sponsors list
- Audrey Smallwood to give an update on hands on activities and tours layout.
- Dick Boutwell to give an update on videotaping.