

SBRC D Technical Team Meeting Minutes November 19, 2007

List of Attendees:

- Alok Verma -Project Technical POC and PI-ODU
- Ron Jerasa -Colonna's Shipyards
- Eddie Hughes - Colonna's Shipyards
- Vince Warren - NGNN
- Michael Plumb - TCC

(Via Teleconference)

- Margie Kraft - ATI

(Not Present)

- Audrey Smallwood - ATN
- Carol Considine -Co-PI, ET Dept.-ODU
- Ian Bennitt - SCA
- David Cobb - NGSS
- Mark Scott - NGSS
- Joe Williams - BAE Systems
- Regina Farr - MARAD
- Nina Martin - NGSS/MGCCC
- Cheng Lin -Co-PI, ET Dept.-ODU
- Larry Koeck -NGNN
- Josephine Anderson - VSRA
- Dick Boutwell -NGNN
- Greg Whitney - ATI

Minutes:

1. Alok Verma welcomed everyone and introductions were made.
2. Joe Williams was not present but Alok Verma said that Joe Williams has been working on the tour layout.
3. Ron Jerasa said that he has not heard from the people to whom the sponsorship letters were sent out. But he has an AMMA conference tomorrow and he would be following up with people there. He also mentioned that Metro Machines (\$1500), Colonna's shipyards (\$1500) and BAE Systems (\$1500) had confirmed their sponsorship for the Hampton Roads Career Day event up till now. The following additional comments were made:
 - Margie Kraft expressed concern over the additional costs and the mismatch between cost share and invoice amount.
 - Alok Verma said that he would prepare a spreadsheet of the cost analysis for accommodating the additional number of students and also

- he would speak with Yolanda Showers at the research foundation about the cost sharing issue.
- Alok Verma requested Margie Kraft to give an extent of lagging in the cost share reporting.
 - Alok Verma said that they needed to set a deadline for obtaining sponsorship. The members agreed to make Dec 7, 2007 as a target date for sponsorship.
4. Alok Verma spoke about the advertisements for the career day event. The following additional comments were made:
 - Ron Jerasa said that an email with updates should be sent to schools regularly a month prior to the career day event.
 - Alok Verma mentioned that the proposal included participation from parents.
 - Eddie Hughes suggested having advertisements in the Sunday newspapers since he said most parents would read it.
 - Alok Verma said they would be using the community announcements in newspapers and would also come up with press releases a month earlier.
 - Vince Warren said that we should get schools to put up posters about the event and spread the word among students & parents.
 - Ron Jerasa gave an update about the hard hats. He was able to get further discounts from OBBCO, the hard hats company. There would be no charges for logo imprinting and set up. The cost right now is \$5.01 per hardhat. He added that he would order the hard hats during the first week of January.
 5. Audrey Smallwood was not present and Alok Verma said that of the 10 hands on activities only 2 activities had no shipyard committed. Audrey said she would follow up on that.
 6. Dick Boutwell was not present and Vince Warren said he would speak to Dick about videotaping.
 7. Carol Considine was not present but Alok Verma said that she had prepared a list of volunteers that would be needed to handle the crowd. About 30 volunteers would be needed for career day event at various sections.
 8. The next Quarterly review meeting would be held on December 3, 2007 from 9:30 am – 11:30 am.

Action Items:

1. Alok Verma to prepare a spreadsheet of cost analysis for sponsorship money.
2. Alok Verma to address the cost share issue with ODURF.
3. Ameya to send Ron Jerasa logo for hardhats.
4. Ron Jerasa to give an update on sponsorship
5. Vince Warren to speak to Dick Boutwell for videotaping
6. Audrey Smallwood to give an update on hands on activities and tours layout at Gulf Coast.