

**SBRCD Project
Technical Team Meeting Minutes
August 13, 2007**

List of Attendees:

- Alok K. Verma - Project Technical POC and PI – ODU
- Carol Considine - Co – PI, ET Dept. – ODU
- Eddie Hughes - Colonna’s Shipyards
- Ron Jerasa - Colonna’s Shipyards
- Larry Koeck - NGNN
- Vince Warren - NGNN

(Via Teleconference)

- Josephine Anderson - VSRA
- Joe Williams - BAE Systems
- Mark Scott - NGSS

(Not Present)

- Audrey Smallwood - ATN
- David Cobb - NGSS
- Michael Plumb - TCC
- Cheng Lin - ET Dept. – ODU
- Margie Kraft - ATI

Minutes:

1. Alok Verma welcomed everyone and introductions were made.
2. Alok Verma gave an update on sponsorship for SBRCD. He said we needed to raise about \$7000 to \$8000 in each area. The following additional comments were made:
 - Carol Considine said that we needed to get enough sponsorship so that we can make up for the stipend for teachers since we increased the number of teachers from 30 to 60 in each area.
 - Alok Verma said that Carol Considine has made a distribution list indicating the number of slots for each school.
3. Carol Considine spoke about the invitation for the Teachers and Counselors Workshop. She said the invitations would be sent out early this week. Three packages would be sent to schools within the 50-mile radius while one package would be sent to schools within the 100-mile radius.
4. Since Audrey Smallwood and David Cobb were not present for the meeting Alok Verma informed Mark Scott about the need for a tour layout for the Gulf Coast.
5. Since Ron Jerasa was not present Alok Verma informed Joe Williams about the need for a similar layout for BAE Systems.

6. Larry Koeck & Vince Warren spoke about the mapping of the hands on activities in Hampton Roads. They said that for a good effect the Cave area needed to be covered. They also said that some kind of partition would be needed between the booths. The following additional comments were made:
 - Carol Considine asks Larry Koeck for a write up on each of the hands on activities.
 - Alok Verma suggests taking pictures of each of the hands on activities so that we could compile them along with the write up.
 - Larry Koeck talked about having volunteers for the career day event.
 - Carol Considine suggests having people from shipyards to volunteer. She asked if Josephine Anderson could get some people and she said she would find out.
7. Alok Verma gave an update on the speakers for the career day event. He requested the members to recommend people who would be willing to speak for the event. The following additional comments were made:
 - Larry Koeck asked what information would the speakers talk about during the teachers and counselors workshop.
 - Alok Verma said that three topics would be covered:
 - (i) Information on apprentice programs.
 - (ii) Have apprentices talk about their daily life experiences.
 - (iii) Industry professionals talk about their experiences.
 - Alok Verma asked Carol Considine to speak to schools about transportation.
8. Alok Verma spoke about the job fair, which would start after the career day event is over. He said that ATI did not want any of the project money to be used for the expenses for the job fair. The following additional comments were made:
 - Carol Considine suggested that VSRA take responsibility to raise funds for the expenses of the job fair.
 - The members asked if companies other than those associated with VSRA could participate in the job fair. Josephine Anderson said that they would advertise only in VSRA but other companies could join.
 - Carol Considine suggested advertising in ODU through the Career Management Center.
 - Josephine Anderson said Ron Jerasa is on the agenda for the next VSRA meeting scheduled in September.
 - The members felt that it would be late to wait for so long to send out the sponsorship packages.
 - Alok Verma suggested identifying some shipyards that would be prospective sponsors and approach them directly for sponsorship.
9. Alok Verma asked the members to mark August 27, 2007 as the date for the next meeting.

Action Items:

- Joe Williams to make a layout for BAE Systems tours.
- Mark Scott to tell David Cobb to give a progress on the hands on activities.
- Audrey Smallwood & David Cobb to work on the sponsorship for Gulf Coast.
- Ron Jerasa to work on the sponsorship for Hampton Roads.
- Larry Koeck & Vince Warren to compile pictures & written description for the hands on activities in Hampton Roads.
- Larry Koeck & Vince Warren to give names of speakers for the career day event.