

SCRCD Project Meeting Minutes
April 6,2007

Attendance

Alok K.Verma	Project Technical POC and PI – ODU
Carol Considine	Co – PI, ET Dept. – ODU
Vince Warren	NGNN
Larry Koeck	NGNN
Ron Jerasa	Colonna’s Shipyards
Eddie Hughes	Colonna’s Shipyards
Josephine Anderson	VSRA
Yolanda Showers	ODU- Research Foundation
Ameya Erande	Graduate Assistant - ODU
Sayali Kapatkar	Graduate Assistant - ODU
Deepa Jaishankar	Graduate Assistant - ODU
Shantanu Ghate	Graduate Assistant - ODU

In attendance via teleconference

Mark Scott	NGSS
Audrey Smallwood	ATN

Meeting Minutes

1. Alok Verma opened the meeting and welcomed all attendees. Introductions were made by all attendees.
2. Carol Considine and Deepa provided an overview of the proposed dates and locations for the career day event. The following additional comments were made:
 - The members felt that the Ted Constant Convocation Center would be a good location for the career day event at Hampton Roads.
 - Carol Considine suggested the second week of April for the career day event at Hampton roads. She also said that the event at the gulf coast would be held a month earlier.
 - Alok Verma suggested that Mark Scott and Audrey Smallwood help in finalizing the dates and the venue for the career day event in the gulf coast.
 - Carol Considine suggested that they have mailing lists for parents so that flyers and the other information can be sent to the parents.
 - NGNN suggested that pipefitting and sheet metal fitting booths could be put up in the event.
 - Ron Jerasa said that it would take about 25 minutes to complete a tour of the entire yard and that Colonna’s could handle 200 students at one time.
 - The members suggested that Ron Jerasa give a layout and details about the tour of the shipyard by the next meeting.

- Alok Verma suggested that contacts be established with BAE systems to conduct tours.
3. Carol Considine suggested that November or December 2007 would be the time when the teacher and counselor's workshop would be conducted. She also said that two separate workshops would be conducted one for the teachers and the other for the counselors.
 4. Alok Verma suggested that the members read the article "World Maritime News-New Orleans Maritime High School" sent by Margie Kraft the ATI Project Manager.
 5. Yolanda Showers spoke about the cost share agreement with the partners of the project.
 6. Alok Verma talked about getting industry sponsorship for the event to cover costs of handouts, hard hats, gloves etc.
 7. Carol Considine discussed about the various booths and equipments that would be displayed. The following additional comments were made:
 - Alok Verma suggested that they have rental charges for the booths so that they can cover the costs for the handouts. He also said that contractors could be invited to have their booths.
 - Carol Considine said that there could be rental charges for booths for the subcontractors but federal agents should not be charged for the booths.
 - Ron Jerasa said that students wear closed feet shoes and that safety glasses need to be provided for their tour to the shipyards.
 - Carol Considine suggested that a list containing the various trades of shipbuilding and the professional organizations that would have a booth would be sent out to all members and they could make additions and deletions and discuss about it in the next meeting.
 8. Alok Verma suggested that work on the simulation kits that need to be developed for middle and high school students has to begin and he showed some models of the ships that were used in the past NSRP project. The following additional comments were made.
 - Carol Considine suggested that we go through various Lego models and see if get the one we want.
 - Alok Verma suggested that we focus on how a ship is built together.
 9. The members had a discussion about the handouts that would be used during the career day event .The following additional comments were made:
 - Ron Jerasa offered to get information about the costs of the hard hats and the safety glasses for the students.
 10. Alok Verma discussed the dates for the future technical meetings and the quarterly review meetings at ODU.
 - Larry Koeck asked if it was ok to shift the meeting days on Mondays instead of Fridays and the members agreed to hold the meetings on Fridays.
 11. Alok Verma led the members through the SBRC D website that was recently put up.

The Action Items are listed below:

- Audrey Smallwood and Mark Scott would check suitable dates and locations for the career day event in the gulf coast.
- Mark Scott to shortlist three locations for the career day event at Gulf Coast.
- Ron Jerasa/ Josephine Anderson to contact BAE systems for tours.
- Ron Jerasa to get information about the costs of hard hats and safety glasses.
- Yolanda Showers to send cost share certification forms to Mark Scott.
- Members need to give feedback about the registration forms posted on the SBRCD website.
- Ron Jerasa to present the layout and details of the tour to Colonna's shipyards.