

SBRC D Technical Team Meeting Minutes
April 23, 2007

Attendance

Alok K. Verma	Project Technical POC and PI – ODU
Carol Considine	Co – PI, ET Dept. – ODU
Ron Jerasa	Colonna’s Shipyards
Eddie Hughes	Colonna’s Shipyards
Ameya Erande	Graduate Assistant - ODU
Sayali Kapatkar	Graduate Assistant - ODU
Deepa Jaishankar	Graduate Assistant - ODU

In attendance via teleconference

Mark Scott	NGSS
Audrey Smallwood	ATN
Vince Warren	NGNN
Larry Koeck	NGNN
Danny Brookman	NGC

Members who could not make it

Josephine Anderson	VSRA
Yolanda Showers	ODU- Research Foundation

Meeting Minutes

1. Alok Verma opened the meeting and welcomed all attendees. All attendees made introductions.
2. Carol Considine gave the updates about the locations and sites in Hampton Roads. The following comments were made.
 - Carol Considine said that she spoke to a representative at Ted Constant Center and he said that the Ted Constant is rented out free for some events and there were a group of people who decided this. She said she would speak to those people about our event.
 - Carol Considine also mentioned that she spoke to schools in the nearby areas and they said that late February would be a convenient time for them to send their students for the career day event. She also said that she would call up schools in the Virginia Beach area to confirm the dates.
 - Carol Considine asked the members which day of the week would be convenient for them to hold the career day event and the members felt that a Wednesday or a Thursday would be good.
3. Mark Scott and Audrey Smallwood spoke about the preferable locations for the event in Gulf Coast and the following comments were made.
 - Mark Scott said that he was putting together a committee to work for the project. He suggested fair grounds, a convention center and a community college as the possible location to hold the career day event in the Gulf Coast. Though he

- suggested that fair grounds would be convenient location since they are closer to the shipyards for tours.
- Alok Verma asked to compile a list of shipyards where tours could be conducted and also compare the rates of the three locations he suggested.
4. Audrey Smallwood said that she would give a list of school contacts to Carol Considine so that she could contact them for the suitable dates for the career day event in the Gulf Coast.
 5. Josephine Anderson and Ron Jerasa said that they are speaking to BAE Systems for tours. Ron Jerasa said that he had talked to the President of BAE Systems who asked to meet him with the details of the career day event.
 6. Alok Verma showed members a list of various sponsorship levels that was compiled and the members felt that the levels and the rates were fine. The following additional comments were made.
 - Carol Considine felt that no rental charges should be held for educational institutions, federal agencies and professional organizations.
 - Ron Jerasa felt that professional organizations could be charged since they have budgets for such things.
 7. Alok Verma asked the members to see the handout of the job information of various trades in shipbuilding, which would be put up in the career resource center. The following comments were made.
 - Audrey Smallwood said that she would send the list out to shipbuilder's consortium to have them look through it.
 8. Alok Verma asked the members to go through the registration forms on the website for schools and industries and asked them to give their feedback. He also asked the members if they thought having a password for the registration would be a good idea. The members felt that a password was not needed.
 9. Ron Jerasa said that he would make maps for the tour in Colonna's giving details about the layout of the tour. The following additional comments were made
 - Ron Jerasa said that the cost of the safety helmets were anywhere \$4.78 to \$6 per piece and he said that it would not cost much to get all the logos printed on them.
 - Carol Considine felt that instead of having the logos of sponsor they have just one logo designed for the career day event and put that on the helmets. The members agreed to her suggestion.
 - Audrey Smallwood also suggests having the link of the website on the helmets.
 - Carol Considine asked if anyone had a graphics designer who could make the logo and Audrey Smallwood suggested that TCC had a graphics program and may be we could find someone there.
 10. Alok Verma asked all the members to go through the website and give their suggestions.
 11. Carol Considine said that the event insurance would cost anywhere between \$260 to \$1800 and that it was necessary we get the insurance. She also said that she would send the insurance details to Mark Scott so that he could keep that in mind while finalizing a location.
 12. Alok Verma asked the members if May 7, 2007 at 10:00 am was a convenient date and time to have the live meeting and the members agreed. The following additional comments were made

- Vince Warren felt that we were letting out high school students for the event and in response Alok Verma felt said that they would not eliminate other levels of students and so a set of guidelines would be made for teachers to select students for the career day event. He asked Carol Considine and Audrey Smallwood to work on the guidelines

The following are the list of Action Items.

- Mark Scott to decide on a committee to help on the project and work with Audrey Smallwood for identifying a location for the career day event in the Gulf Coast and also locations where tours could be conducted.
- Alok Verma to send a standardized template of the job information to be included on the website and also the link for the SBRCDC website.
- Ron Jerasa and Eddie Hughes to prepare a layout for the tour in Colonna's
- Ron Jerasa and Josephine Anderson to establish contacts with BAE systems for tours.
- Alok Verma to find out rates about the bags.
- Carol Considine and Audrey Smallwood to work on the guidelines for the selection process for students.