

Minutes

North Coast Marine Manufacturing Alliance Meeting
Monday, August 1, 2016
1:00 to 2:00 PM
NWTC's Business Assistance Center – Green Bay, WI

Type of Meeting:	Steering Committee Meeting	
Note Taker:	Debbie Thompson	
Attendees:	Jerry Clusen-NLUS, Josh Delforge-Marquis, Joe Draves-NWTC, Mark Hawkins-Hands On Deck, Tony Martens-Cruisers, Nate Millsap-FMM, Cindy Rasmussen-PMI, Dennis Rockhill-Proto, Dean Stewart-NWTC, Dave Young-Bay Shipbuilding, Ann Franz-NCMMA, Debbie Thompson-NCMMA	
	TOPICS	PRESENTER
	TALL SHIP FESTIVAL	All

Please see the attachments for additional setup, takedown, employee/volunteer guidelines and parking information.

EVENT CONTACTS

First Contact: Cindy Rasmussen, 920-676-8883, cindyr@pmiwi.com

Second Contact: Chelsea McGuire, 920-621-3448, chelsea.mcguire@pmiwi.com

PARKING - Metered and unmetered street parking is available throughout the downtown Green Bay area.

Parking lot, ramp parking, and bicycle parking is also available.

Limited ADA parking will be available at Leicht Park on a first come first serve basis. The Neville Museum, across the street from the festival, will be selling parking and will have ADA spaces available also on a first come first serve basis.

PARKING SHUTTLES will be running from the Main Street Ramp (east) and Larsen Green (west side near Titledown Brewery) and the Neville Museum near the Festival entrance.

Main Street Ramp: 262-298 Main Street

Larsen Green Property: 406 N. Broadway

Neville Museum: 210 Museum Place

Shuttles, powered by the Greater Green Bay Convention and Visitor's Bureau, are available. See attached parking map.

Members are encouraged to bring their own extension cords. Please be sure to mark your name and/or organization's name on any extension cords brought to the Festival.

Members reviewed the NCMMA shipyard layout (see attachment). There will be a rest area with shade canopies and seating. The tug is almost 30' long, vs. the 20' originally planned. Cindy was able to order a 40' tent for the tug, allowing the vessel to be covered and roped off. Three boats will be displayed at the entrance to grab attention, with Coastie at the right. To maintain the river view, tents are being setup opposite of the river side. Tent two will feature scale models and will utilize Ann's laptop for videos, while tent three will house history and SeaPerch. NWTC's 53' ElectroMech Lab will be featured in the upper left corner.

Mark Hawkins is coordinating the kids' boat build. Mark also shot the images for the career banners that are approximately 80" high x 30.5" wide. Members reviewed the images, noting any desired changes. The North Coast banner will also be displayed.

- Food and beverage tents are being setup today. The rest of the tents are being delivered tomorrow.
- Wi-Fi service will not be provided at the event.
- There will be water fill-up stations.
- Employee/volunteer lunches cannot be brought into the grounds. They must be kept in your vehicle.
- Blankets can be brought to cover any items during off-hours.
- Storage is available on the grounds. Contact Cindy Rasmussen if needed.

- NCMMA t-shirts were distributed for members working the Festival.
- Volunteer entrance tickets were disbursed.
- Individually packaged candy/snacks (that won't melt) can be distributed.
- Members are allowed and encouraged to stay in their booths during the fireworks.

NEXT STEPS

- ✓ Josh will mark the NCMMA area tomorrow (Tuesday). Most of the setup will take place on Thursday.
- ✓ Boat builders need to email Ann their open positions they would like promoted. A booth will be staffed to promote member jobs.
- ✓ Email Ann with any staffing updates. A minimum of two people are needed to staff the general area. NWTC will be staffing their area.
- ✓ Setup Parking: Drive into the grounds and let the attendee know you are there for setup.
- ✓ Nate will have Kathy contact Cindy regarding the storage and security of Coastie. The ground must be level for the setup of Coastie, with a faucet available for fill-up.

	NEXT STEPS & NEXT MEETING	
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The next meeting of the North Coast Marine Manufacturing Alliance will be on **Wednesday, September 14 from 1:30 to 3:30 p.m. at NWTC's Business Assistance Center - BA133 boardroom.**

- ✓ Tall Ship Festival Wrap-up
- ✓ SeaPerch
- ✓ Associate Member Vendor Expo
- ✓ Hiring Needs & Promotion of Marine Related Degree Fields