

Minutes  
- King and Queen TLT -  
March 11, 2003

The Technology Leadership Team (TLT) for the King and Queen TOP initiative met on Tuesday, March 11, 2003, at 7:00 p.m. in the 2<sup>nd</sup> floor conference room of the Courts and Administration Building. Present were: Louise H. Carlton, Steve Haase, Sharon Beattie, Abigail Collins, Gladys Hickman, Jim Burns, Debra Branham, Gene Martin, Carole White, Lawrence Simpkins, Norm Dauphinee, Donna Elliott, Matt Lewis, Jon Johnson, Jaime Shetrone and Alinda Uzel.

After a round-robin introduction, the group was reminded that in order to have their names listed on the top.bev.net site for King and Queen, a permission form had to be signed. Blank forms were passed to those who had not completed this and returned.

It was shared that copies of the Take Charge report had been distributed to the Board of Supervisors, School Board, members of the Planning Commission and members of the TLT. A signup sheet was passed so that if a member had, for some reason, not received a copy it could be mailed to them.

Mrs. Uzel showed the group three of the four newspapers that ran the article about Tiffany Wyatt and the naming of the electronic village site. She also requested that if members of the group attend a public meeting of any kind, to please count those participants and send her an e-mail ([auzel@vt.edu](mailto:auzel@vt.edu)) giving the date, type of meeting and number present. This will be used in the report to the Dept. of Commerce to see if there is an increase in attendance in public sessions over the course of the funding cycle for the village site (one of the goals of the grant).

Jaime Shetrone, VA Tech Program Developer, then facilitated the remaining part of the meeting. She projected on screen a test template with some of the information (tabs) that had been decided at the last meeting to begin the design of our site. Some adjustments were made by the group to tab names and it was requested that she develop the same type template but with the tabs down the left side instead of across the top so we could view the difference in appearance and accessibility.

Ms. Shetrone indicated she would make the adjustments and also establish a list serve with a message board so the TLT can view the site as it progresses and members can share their opinions and ideas – we will be able to see what other members are saying so we can make decisions as we go. This will not be developed until next week when Ms. Shetrone returns to her office – Team members will receive an e-mail when it is ready to go. To view the sample site, go to: <http://top.bev.net/bevinabox/kingqueen>, keeping in mind that this is a “dummy” page – there are no links yet and some of the information is for demonstration use only.

In a discussion about the URL, Ms. Shetrone shared that if we use [www.KQInfoTrail.top.bev.net](http://www.KQInfoTrail.top.bev.net), there is no charge because that is included in the grant. If we use .org or .com, there is a fee and the name needs to be acquired outside of the grant. After group discussion, it was decided to try to acquire [www.KQInfoTrail.net](http://www.KQInfoTrail.net) since the school system has the .net extension and so does the government web site. Since there is a charge attached to the .net extension, Mrs. Uzel indicated that she would either solicit a local bank or business to fund the fee or the local Extension office would donate the fee for the first two years.

The group indicated a desire to move on this site development as soon as possible because the public is asking “when will this be ready” and they, as well as the Team, are becoming frustrated that nothing is yet visible to show the work already completed.

There is a good start to the collection of community information since Donna Elliott had already provided a list of the businesses and churches. A form is being sent to Team members for the purpose of gathering information on those businesses they find in each of their communities (Those present received the listing.). It was asked that they look at the list of businesses first to see if the ones they are aware of are listed; if not, then use the form to gather the needed information for inclusion on the list or to make any corrections that need to be made. Those present also received a listing of local churches and were asked to check see if any that they are aware of have been omitted (both lists will be sent to members who were not able to attend). A form was distributed for gathering information about local organization/civic group listings. Copies will be sent to members not able to attend. Either bring the information back to the next meeting, drop it off at the Extension Office, or e-mail it to: [ghickman@vt.edu](mailto:ghickman@vt.edu).

Again, the group reiterated that we would like to see something, even if it is only one page, with a message indicating that the site is “under construction” so that the public can view it and know that things are progressing. Ms. Shetrone indicated that this is a strong possibility – Extension staff will be in discussion with her relative to this and the Team will be notified if/when this is available.

With the announcement that the **NEXT MEETING DATE IS TUESDAY, APRIL 8, 2003 at 7:00 p.m.**, in the Courts and Administration Building, the meeting was adjourned.