

**Louisa Electronic Village
Technology Leadership Team (TLT) Meeting
Minutes
May 14, 2003**

The Technology Leadership Team for the Technology Opportunities Program in Louisa County met at 6:00 PM in the Cooperative Extension Meeting Room of the Louisa County Office Building.

Present: Hope Robarge, Erin Paul, Fred Reid, Shirley Stewart, Thomas Whitlock, Vanessa Reid-Hall, Vickie Southall, Sharon Johnson, Rick Crosby, Matthias Smith, Paula Groome-Turney, Sarah Cooper, Connie Laws, Jim Riddell and Jon Johnson.

Updates

Connie Laws welcomed the committee members and briefly summarized the highlights of the last meeting, reviewed the content of the information packet sent to TLT members and stated agenda for the evening. Sarah Cooper distributed permission forms to the attendees for them to fill out to be listed on the TOP site as TLT members.

Connie presented a revised PowerPoint presentation to the group for additional feedback and suggestions. Vickie Southall requested clarification on one of the slides between the term *mailing list* and *list serve*. The group decided to use the term, list serve, for the purpose of this project. This PowerPoint is intended to be used as a marketing and educational tool for TLT members to use with business and civic groups as they begin the community outreach component. Jon Johnson provided clarification and greater detail about the content in the presentation.

Jim Riddell and Jon briefly reiterated the purpose of the TOP project and LEV in Louisa County and emphasized this not being just a technology development initiative but more about community and economic development possibilities within Louisa.

Review of LEV site

Sarah reviewed five pages of the test site with the group. Several components on the home page were discussed. The concepts of the Faces of Louisa, Business Spotlight and Community Focus were reintroduced. How to determine the selection and rotation of these featured groups on the site will be discussed at future meetings.

It was discovered that the town of Bumpass has not been included in the narrative section of the Government page. Matthias Smith volunteered to compose and submit this section.

The group had several changes they would like to pose to Jaime Shetrone. One page under consideration for editing is the senior section. At present, this page is quite lengthy and it takes too long to scroll down. In an effort to simplify the page and make it user-friendly, the group would like to subcategorize or have an alphabet guide at the top of the page for users to easily find what they are looking for (similar to what is at the top of the organization listings page). Vickie suggested several improvements for the Health page that could be applied to other

sections as well. The subcategories are not easily seen on each page because the shades of blue are too similar. A break or white space between the tabs and the subcategories or having an intersection page may help with the distinction. Vickie also questioned the difference between the Search and Help tabs (are they the same). After some discussion, the group chose to keep Search and discard Help. Several group members considered the Discussion Boards tab to be too long. A suggestion was to stack these two words to make the tab smaller so that another tab of interest could be added. Connie reintroduced the idea of including an arts and entertainment section to the site. The group would like to see an arts tab on the home page even if it had to be combined with another tab. Another proposal is to change the Sports and Recreation tab to Arts and Recreation. Group members were asked to brainstorm what content would be included in the arts and entertainment section. Connie proposed featuring local artists on this page – similar to the spotlights on the home page.

Community Outreach

Sarah presented the LEV survey of internet/computer use to the TLT members for review. Erin Paul questioned the purpose of and collection and analysis procedures for the survey. These surveys will be used to identify the needs of the community concerning technology and help determine what Community Readiness Workshops we will plan and offer to citizens. Vickie noted that the district of Cuckoo was not included as an option for residence and also suggested rewording one of the questions. The modified survey will be emailed to group members later in the week. It was determined that TLT members will come to the next meeting with collected surveys and we will decide if we will cease collection at that time or continue to distribute the survey for one more month.

Sarah explained the purpose of and how to distribute the business and civic group listing forms. TLT members were encouraged to visit 5 groups and present the LEV project before the next meeting, distribute and collect surveys and distribute business and civic group listings. Connie directed the group to identify the groups they plan to visit in the next month. Tom Whitlock, Erin, and Vickie composed a diverse list for the group to use in this first phase of community outreach.

Assignments

Connie summarized the outcomes of this meeting and reviewed the following list of tasks to be completed by the next meeting:

- Distribute forms for organization/civic group and local businesses listings with cover letters
- Distribute and collect LEV survey of computer and internet usage
- Each TLT member choose 5 groups to present PowerPoint or paper presentation about LEV
- Brainstorm and report: Who else should be invited to be a TLT member?

Next Meeting

Wednesday, June 18, 2003; 12:00 (Noon) in the Cooperative Extension Meeting Room of the Louisa County Office Building. RICK BRINGS GUMBO!

Prepared by: Connie Laws