

**Louisa Electronic Village
Technology Leadership Team (TLT) Meeting
Minutes
June 18, 2003**

The Technology Leadership Team (TLT) in association with the Louisa Electronic Village (LEV) and the Technology Opportunities Program (TOP) in Louisa County met at 12 noon in the Cooperative Extension Meeting Room of the Louisa County Office Building.

Present: Rick Crosby, Tom Filer, Erin Paul, Thomas Whitlock, Vanessa Reid-Hall, Gary Hall, Paula Groome-Turney, Julia Guill-Bigelow, Nanci Skinner, Bob Meier, Sarah Cooper, Connie Laws, Jaime Shetrone and Jon Johnson.

A special thanks to Rick Crosby for making a fantastic gumbo for us to enjoy during this meeting!

Welcome/Introductions

Sarah Cooper welcomed the committee members and briefly summarized the highlights of the last meeting. Team members introduced themselves, as there were new attendees in this meeting. The concepts of TOP and LEV were summarized. Connie Laws reviewed the agenda.

TLT Member Reports

Connie invited the group members to share their experiences in distributing the surveys on internet and computer use. Erin Paul announced she spoke with 15 area realtors, county teachers and students. She anticipates the remaining surveys will be returned shortly. Tom Filer noted the Chamber of Commerce produced a flyer advertising the annual "Pig-Nic" social/business event in Louisa County. The business listing information was included on one side of this flyer. He offered that LEV content could be added to future newsletters. Tom also invited VCE to attend this event and set up a LEV display. Rick stated he gave surveys to several community members to give out in their churches and community groups. He also made contact with two local businesses. Connie collected surveys from VCE office visitors, county students, parents and various community members. Sarah visited the Resource Council, AARP and several youth organizations. Paula Groome-Turney brought surveys from the parents of children in the county-wide After School Program. She delivered surveys to the offices within the Intergenerational Center. In addition, she offered to include LEV content in the quarterly Parks and Recreation activity guide. Tom Whitlock spoke to the county Agriculture Fair Association and Historical Society members. Vanessa Reid-Hall visited several churches and spoke to clients in her nutrition classes. Sarah reiterated that the information collected from the surveys will be used to plan upcoming Community Readiness Workshops (CRWs). The results from the surveys will be revealed at the next meeting. She also noted that based on the contact information given on the surveys, a mailing list is being developed to notify these community members of the CRWs.

Q & A with Jaime Shetrone

Jaime reviewed the main administration procedures, screening choices and overall responsibilities of designated administrators in relation to the maintenance of the site. She also clarified some terminology and explained how to change, delete and modify numerous sections.

Sarah asked the team if they preferred the administrative group to screen individuals as they log on or let them become immediately active when they register. Tom W. and Paula emphasized, the group concurred the later, the importance of maintaining as few barriers as possible to registration. Gary Hall posed several questions about how to find and use the directories and the specifics of site usage. Jaime announced that Blacksburg Electronic Village (BEV) is developing a site policy manual for administrators, outlining what BEV and LEV will and will not allow – a “how to” manual. Community members will be responsible for the success or demise of this project after the grant terminates. She informed the group that the community connections part of the site will be up in two weeks, the calendar in July, the discussion boards in late August and the business incubator program in September/October. Jaime also stated we would be able to add, change or delete categories. Tom W. suggested adding Hay, Agricultural and Historical as categories.

Committee Workgroups

Erin asked about future roles and responsibilities of TLT members. Sarah responded to this question by explaining how the development of committee workgroups will allow members to choose their level of involvement. Connie described the purpose of the workgroups as being a way for the group to multitask and conduct more productive meetings. Three workgroups were presented: Administration, Features and Promotion. Sarah reviewed the questions and tasks for each area. The TLT decided, because of low attendance, to discuss these areas as a large group. Julia Guill-Bigelow suggested using the same sheet of questions for all business and civic groups. Jaime noted we could develop on-line forms. The following suggestions were made in each workgroup:

Administration – Erin and Rick suggested contacting several employees within the Louisa public school system (Doug Straley, Ava Pippin and Minnie Outlaw) about involving students in this project by creating community service/internship opportunities. Erin also recommended having a link on the home page to disclaimers. Tom W. initiated conversation concerning discussion boards and the registration process, posing whether or not we should be able to trace users so that they can be held accountable for their comments.

Features – The group discussed featuring people we know at first and continue to develop a submission process. It was stressed that all of the chosen people/groups to be featured must be registered users beforehand. Members also agreed to the idea of using specified (interesting) interview questions.

Promotion – Erin suggested contacting Cathy Collins at the local Central Virginian newspaper about an exchange of information agreement: a block of LEV ads in exchange for a weekly CV feature on the home page. Paula offered to include LEV content in upcoming issues of the Leisure Times Parks and Recreation quarterly activity guide. LEV postcards have been created for TLT members to distribute in the community. LEV will be featured at the Louisa County Chamber of Commerce’s annual “Pig-Nic”.

Next Meeting

Thursday, July 17, 2003; 12:00 (Noon) in the Cooperative Extension Meeting Room of the Louisa County Office Building. **This will be a working brown bag lunch.**

Prepared by: Connie Laws, Extension Agent, Family and Community Sciences