

Minutes for September 17, 2003
Louisa Electronic Village
Techonolgy Leadership Team

Present: Jon Johnson, Sarah Cooper, Robert Roberts, Paula Groome-Turney, Vickie Southall, Hope Robarge

Updates:

The **Features** section of the home page will be up and running soon. Users can fill out an online form and it automatically emails to the administrator (Sarah). We can then select people to be featured periodically. Check out the features and tell us what you think.

The **Calendar** is on the test site. Administrators for the calendar will need to be in place to get it up and running. The interactive calendar will replace the existing text version. Events will be sent to the administrator for approval, then the administrator will need to enter the approved events in. We need volunteer(s) to do this. TLT members can log on to the test site to learn how to use the Calendar (see below for instructions on how to do so).

We will need to select an **Administration team(s)** soon to administer the site. BEV will help with technical assistance but the daily administration will need to be done by the TLT as of December 2003. We will need to discuss how we will approach this asap.

Sarah and Jon met with the Chamber of Commerce with Steve Toler and Jim Baldwin to discuss the needs of local businesses and what kind of topics Jim and Steve will cover in an October **Community Readiness Workshop**. A tentative date was discussed: October 29, 2003. Steve's expertise is in online marketing and Jim's is search engine optimization.

Social Services requested that we have a tab devoted to them because they would want to be listed under so many of the topic headings on LEV. The team decided this would not be appropriate. They were also interested in having a Community Connections website provided by BEV. Vickie questioned why they would not get a free site through the county.

Discussion Forum Training by Robert Roberts:

Robert trained the TLT in how to use the discussion board on the test site. It is not live yet. He suggested that the team play around with it and figure it out. Team members can log onto the test site at <http://louisa.bev.net> to get onto the site. Members can then register on the test site as a villager by choosing a personal username and password for the test site (this is different from the public website). After their new username and password is approved by Jaime they can then log on and use the discussion board. Sarah will put up some topics to start some discussions. To try out the calendar you may use the administration username. Try out entering events and see how easy it is. You need to use the administration log on instead of your personal log on to do this.

The team discussed suggestions for the site including the blue background with black text is hard to read. The suggestion was to make the text white. There was also discussion about whether or not people are required to have approval before they post on the discussion forum, if the administrator should get an email after they post with the ability to edit, or if the administrator

would not receive emails when there are postings and would have to monitor the board regularly. All options are available and the group needs to experiment and decide what we want to do.

A draft of requirements for joining the website as a Villager needs to be written to determine, for example, if businesses or people from Charlottesville or other areas are allowed to register as users.

A disclaimer statement needs to be written for the discussion boards about editing. Paula suggested that if the administrator does edit something they should automatically type next to that post that the moderator has edited this post.

The question of volunteer help to continue improving and maintaining this site was brought up by Sarah. We need administrators in place before we launch the calendar and discussion forums. Paula suggested that Extension make phone contact with all previous TLT members to see if they are still available to help. It was also suggested to contact Larry Kavanaugh at the high school and target the Lake Anna population.

A next meeting was not set, however all members are encouraged to log on to the test site to try out the calendar and discussion forum and to the public site to give feedback on how it looks. The TLT will be notified of a future meeting date.

Minutes submitted by Sarah Cooper