

## Summary of Louisville February 2002 NRM Gateway Workshop

### Attendees:

Kathy Perales	Gateway Project Leader
Bonnie Bryson	Gateway Recreation Technical Coordinator
Ginny Dickerson	Web Developer
Linda Spears	Assist with Workshop
Lori Davis	Assist with Workshop
Dwight Beall	Career Development
Nancy Rogers	Cooperating Associations
Rachel Garren	Cooperating Associations
Kevin Ewbank	Ranger Email Network
Jonathan Davis	Shoreline Management
Melissa Wolf	Shoreline Management
Jim Runkles	Uniform Program
Janice Smith	HQ Advisor-Environmental Compliance
Edward Currie	Environmental Compliance
Carol Hewes	Environmental Compliance
Anjna O'Connor	Environmental Compliance
Greg Slarich	Environmental Compliance
Ed Bave	Environmental Compliance

### Summary:

Initially, an overview of the website, along with the vision for the website, were presented. A presentation of a page that has the content information already compiled followed. Format of content, scanning and posting procedures were discussed. The attendees for this workshop fell into one of two categories, Recreation "Subject Matter Expert" (SME) or Environmental Compliance Team. During the workshop, SME's were asked to compile glossary terms for their program area, to list keywords that could be used to search their web information and to think of frequently asked questions for their program area. Each of the SME's were allowed time to compile information and write text to enhance this information. When a SME felt that their content was ready for input, s/he worked with the Web Developer. During this process, the Web Developer transferred the information into html and created the page under the SME guidance. The newly created pages were printed for further editing by the SME and presented to the working group for constructive criticism and ideas. In the time provided, each participant was able to have their content input into the Gateway and reviewed by their peers. The Environmental Compliance (EC) Team met in a breakout room and started the process of laying out their portion of the Gateway. They have assigned portions to specific individuals and have scheduled a meeting for the first week of June 2002 to develop their content. The EC Team participated in the page presentations and members were able to provide additional viewpoints. This provided them with an opportunity to see what their next step will be.

### Recreation Content SME Action Items – by 4 March 2002.

- Review program pdf files (received by email) with other team members and submit revisions to Bonnie and Ginny
- Deliver materials for incorporation into site (see "After the Workshop" matrix)
- Transmit documents to be scanned in time for 4 March delivery to ERDC (see "After the Workshop" matrix, and use attached "Transmittal" sheet)
- Submit NRM Glossary additions
- Submit "Alphabet Soup" worksheet if not yet submitted
- Submit any suggestions for improvement/additions to Site Index

### Recreation Content SME Action Items – by 1 April 2002.

- Coordinate Headquarters' Review of your site using the updated/edited pdf version that Ginny will provide (this version will have been reviewed by the editor)