

Summary of Louisville February NRM Gateway Workshop

Attendees:

Kathleen Perales	Principal Investigator
Bonnie Bryson	Recreation Technical Coordinator; RAMP
Ginny Dickerson	Webmaster
Denise Marmer	Assist with Workshop
Lori Davis	Assist with Workshop
Craig Lykins	Career Development
Charlie Burger	Visitor Assistance
Tommy Hipp	Recreation Use Fees
Mike Key	Cooperative Law Enforcement Agreements
Jimmy Carver	Recreation Leadership Advisory Team
Mike Loesch	Env. Stewardship Representative
Debra Stokes	Interp. Services and Outreach Program
Carolyn Bauer	Volunteer Program

Summary:

Initially, an overview of the Website and background of the Website were presented. Format of content, scanning, and posting procedures were discussed. During the workshop, participants were asked to review the site map, to list keywords that could be used to search their Web information and to think of frequently asked questions for each program area. Each of the attendees was allowed time to compile information and write text to enhance this information. When attendees felt that their content was ready for input, they worked one-on-one with the Webmaster. During this process, the Webmaster transferred the information into html and created the page under the "Subject Matter Expert's (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. As a wrap-up exercise, the group discussed go-by pages that had been created during the week, location of links on the pages to ensure ease of access, and their assignments for continued page-building and follow-delivery.

Photos are attached, as are the workshop evaluation comments received.

Content SME Action Items - by 5 March.

- Review revisions posted to Website beginning Tuesday, 27 February
- Review "General Discussion Notes" document for comments that apply to your page (attached)
- Deliver updated materials for incorporation into site (see "After the Workshop" content instructions)
- Transmit documents to be scanned in time for 8 March delivery to ERDC (use attached "Transmittal" sheet)

Send the following to Bonnie via email:

- Update Pivot intro to your site if needed - limit to 125- to 150-word maximum (see attached Pivot guidance)
- Submit NRM Glossary additions
- Submit "Alphabet Soup" worksheet (copy and example attached)
- Submit FAQ's for the content areas identified for priority content development (format attached)
- Submit suggestions for Site Map