From:	THOMPSON Michele
To:	HOOFF Rian
Cc:	GOLDSTEIN Meyer; HNIDEY Emil
Subject:	Rulemaking Page
Date:	Tuesday, November 24, 2015 14:54:54
Attachments:	aballastCharter.docx

Hi Rian,

Sorry about the lag time on the new web page. We finally got the web site working again, and I'll have this done very soon.

A couple of hitches:

1. The rulemakings are normally done in a very particular way with a single "code word", normally assigned by Meyer, and applied to all of the associated rulemaking pages. Since Meyer isn't here at the moment, I code named this **ballastwp** and henceforth, the pages will be assigned as:

   Rballastwp – Main rulemaking page
   Cballastwp – Comment page if used
   Aballastwp – Advisory page

   I'm copying Meyer and Emil so everyone can be on the same page.

2. The Agenda has an odd heading in it "**Wednesday, December 2nd (1000-1230)".** Should this actually be 10 – 12:30 p.m.?
   (Also, don't forget that agency style for dates is Dec. 2, 2015 and parentheses are not used around area codes – just an FYI)

3. The charter had some issues like inconsistent margins and fonts. The template also has some inconsistencies with our agency style and ADA preferences. That isn't your fault, just something that Meyer and I haven't quite resolved yet. I fixed everything except:
   a. Under Technical and Policy/page 3, there is text in yellowy orange. That particular color doesn't provide enough contrast. Can it be changed to black or if it needs to be highlighted, is there another way? Darker color, bolding perhaps? Try to avoid underlining if possible since this is associated with hyperlinks.
   b. The footer is very inconsistent throughout the document, with three different ones used. I am happy to fix this as well, but I wanted to be sure that there wasn't a reason behind this.

   I've attached this so you can take a look. Once I have these, I can publish the page.

Let me know if you have any questions.

Thanks & happy turkey day!

Michele Thompson
Web and SharePoint Representative

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Think for yourself and let others enjoy the privilege of doing so too.
-Voltaire, Traité sur la tolérance, à l'occasion de la mort de Jean Calas