Adopted Minutes for Website Committee Conference Call

Wednesday January 9, 2013, 2:00 PM PST

**Attendees**:

Peter Lai – CPUC

Tim Caulfield – Caulfield Consulting (Website Administrator)

Andrea Horwatt – SCE

Brian Smith – PG&E

Cynthia Rogers – CEC

**Absent:**

Rob Rubin – SDG&E

##### Executive Summary

The CALMAC Website Committee held a conference call to address the attached agenda. Main discussion was on a potential survey about improvements to the site, issuing a site usage report, and potential upgrade of website server. The next call is scheduled for Wednesday, March 13, 2013 at 2:00 PM PST.

**Minutes of Conference Call - Call started at 2:05 PM PST.**

* + - 1. Approve minutes:
      * May 9, 2012 Website Committee conference call – **Adopted.**

1. Regular Meeting Items

* Review Toolkit document list**. No additions**

1. Pending issues about the site from prior calls:

* Draft survey of website users via Announcement Listserv – See below. Tabled until Tim supplies a usage report for the site. **Action: TOC – Create and send usage report to Website Committee members.**

1. New Business:
   * Heads up on website hardware being antiquated and possible need for migrating site to new hardware. Current machine is 5 years old with 2 Gigahertz processor and 1 Gigabit of RAM. We have migrated the database onto our server because of changes at the server company. The searches slow down when two searches are being conducted simultaneously. Cost for doing so would be ~$10,000.
   * Can we move this to a hosted cloud computing contract for this purpose? Can we get a service agreement that guarantees of speed. Will such an agreement reduce the hosting price? Are there other ways of reducing monthly hosting price? **Action TOC – Get information from Third Strand.**
2. Any Other Business - None.

Adjourn conference call at 2:28 PM. Next call is scheduled for Wednesday, March 13, 2013 at 2:00 PM PST.

Draft Agenda for Website Committee Conference Call

2:00 PM PST, Wednesday, January 09, 2013

Dial in Number: 1 800 444 2801

Conference Code: 3515658

(No \*s or #s necessary with this code)

1. Approve minutes of May 9, 2012 Website Committee conference call. (Minutes available in the Website Committee area at the bottom of the Administration page of CALMAC.org. Direct link to this page is:

<http://www.calmac.org/events/Draft_Minutes_Website_Call_05-09-12_V1.doc>

1. Regular Meeting Items

* Review Toolkit document list. (Committee Members: Please review prior to the conference call and see if you identify any missing documents.)

1. Pending issues about the site from prior calls:

* Draft survey of website users via Announcement Listserv – See below.

1. New Business

* Heads up on website hardware being antiquated and possible need for migrating site to new hardware. Current machine is 5 years old with 2 Gigahertz processor and 1 Gigabit of RAM. We have migrated the database onto our server because of changes at the server company. The searches slow down when two searches are being conducted simultaneously. Cost for doing so would be ~$10,000.

1. Any Other Business
2. Adjourn conference call. Next call Wednesday, March 13, 2013 at 2:00 PM PST.

***Proposed questions for Website Survey***

1. Does the site need updating? If so, suggestions?
2. What are the web pages you find most valuable?
3. Do you find the Announcements listserv useful?
4. Do you have recommendations for improvements to listserv announcements?
5. Do you have any other recommendations for improvements to CALMAC.org?