Minutes for Website Committee Conference Call

Wednesday, January 13, 2016, 2:00 PM PST

**Attendees**:

Rob Rubin – SDG&E

Brian Smith – PG&E

Mike Guerra – SCE

Loan Nguyen – SoCalGas

Mona Dzvova – CPUC

Tim Caulfield – Caulfield Consulting (Website Administrator)

**Absent:**

Cynthia Rogers – CEC

##### Executive Summary

The CALMAC Website Committee held a conference call to address the attached agenda. Main discussion covered (1) the website statistics report, and (2) contracting for the CALMAC website maintenance contract. Next call Wednesday, March 9, 2016 at 2:00 PM PST.

**Minutes of Conference Call –** The conference call was called to order at 2:06 PM PST.

1. Review Toolkit document list **–** No new items.
2. Pending issues about the site from prior calls:
* Review of website statistics report - CALMAC.org is fulfilling its primary function of making results available for download, facilitating searches for relevant reports, and is resulting in download of at least 1,500 report files per year.

Discussion about how many reports are being posted. Estimate 24 reports in the last 90 days.
* Discussion about how to handle CALMAC maintenance contract – Carmen is looking at changing the contracts for some of the other databases, and could possibly include it. Brian and Mona will discuss off line. It may be easier for PG&E to continue to administer. To be determined.
1. New Business: None
2. Any Other Business – None.

Adjourn conference call at 2:26 PM. Next call Wednesday, March 9, 2016 at 2:00 PM PST**.**

Draft Agenda for Website Committee Conference Call

2:00 PM PST, Wednesday, December 13, 2016

Dial in Number: 1 800 444 2801

Conference Code: 3515658

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

1. Review Toolkit document list. (Committee Members: Please review prior to the conference call and see if you identify any missing documents.)
2. Pending issues about the site from prior calls:
	1. Website Statistics Report – Questions or comments.
	2. Moving management of CALMAC.org support contract to CPUC
3. New Business - ?
4. Any Other Business
5. Adjourn conference call. Next call Wednesday, March 9, 2016 at 2:00 PM PST.