Minutes for Website Committee Conference Call

Wednesday, November 9, 2015, 9:00 AM PST

**Attendees**:

Rob Rubin – SDG&E

Brian Smith – PG&E

Mike Guerra – SCE

Cynthia Rogers – CEC

Loan Nguyen – SoCalGas

Tim Caulfield – Caulfield Consulting (Website Administrator)

**Absent:**

Peter Franzese – CPUC

##### Executive Summary

The CALMAC Website Committee held a conference call to address the attached agenda. Main discussion covered (1) the ongoing role of the CALMAC Toolkit pages, (2) contracting for the CALMAC website maintenance, and (3) whether CALMAC should coordinate with the PDA, and what could be done to get reports on CALMAC closer to the time the reports are issued. Next call Wednesday, January 13, 2016 at 2:00 PM PST.

**Minutes of Conference Call –** The conference call was called to order at 9:06 AM PST.

(Note: Review of the minutes of the prior meeting revealed that adoption of the CALMAC Website Committee minutes is no longer done, so that item was dropped from the draft agenda.)

1. Regular Meeting Items:
* Review Toolkit document list**. –** No new items. The website Committee discussed whether the toolkit pages were now obsolete. Tim pointed out that no new files had been posted to the DR Toolkit page in four years and no new files had been posted to the EE Toolkit page in two years. Brian commented that he had a couple that could be posted to the EE page. Rob suggested that we might simply put a link on the toolkit page to a similar CPUC page. Brian pointed out that that page may be password protected and not available to web searches. He also asked for stats on how often the toolkit pages are visited. Tim will produce those stats before the next meeting. Any decision was delayed so everyone can review the stats and think about how best to handle the Toolkit pages. **Action TOC: Generate a CALMAC Statistics Report**.
1. Pending issues about the site from prior calls:
* None.
1. New Business:
* Discuss Statement of Work for 2016 and funding – (Brian Smith). The main modification from the prior scope of work is the addition of a task for reporting of the website statistics. Rob suggested that this contract would more logically reside with the CPUC. Loan will be going to a joint coordination meeting tomorrow (11/10/2015) and will bring it up for discussion there. Brian will send information on historic spending rates to Loan. He will also assess whether to issue a new contract or extend the existing one, to make sure there is no contracting gap. **Loan and Brian to coordinate**.
* Coordination between CALMAC and the Public Document Area (PDA)? (Loan Nguyen) – This subject turned into a discussion of a much broader CPUC process. Tim pointed out that CALMAC policy is that only final reports are posted on the CALMAC Searchable Database. Rob suggested that everyone make the last task for any contract the submission of the report to CALMAC, and that some portion of the funds be withheld until the report is submitted. That way it will be sure to get done in a timely manner. Tim also suggested that the contracting entity project managers be made aware that they need to get contractors to file the reports.

At one point Brian asked for a summary of the process that occurs once a report has been submitted to CALMAC.org. The process is that Tim reviews the submission data, and if data is incomplete he gets that information from the submitters before posting the report to the database and announcing it via the listserv. The process can sometimes take a week. Rob pointed out that the continual presence of a gatekeeper has assured data consistency on the CALMAC database.
1. Any Other Business – None.

 **Adjourn conference call at 9:40 AM. Next call Wednesday, January 13, 2016 at 2:00 PM PST.****Draft Agenda for Website Committee Conference Call**

9:00 AM PST, Wednesday, November 9, 2015

Dial in Number: 1 800 444 2801

Conference Code: 3515658

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

1. ~~Approve minutes of the September 10, 2014 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://calmac.org/events/Minutes\_Website\_Call\_09-10-14\_V1.docx~~](http://calmac.org/events/Minutes_Website_Call_09-10-14_V1.docx)

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: None
2. New Business
* Discuss Statement of Work for 2016 and funding - see attached (Brian Smith).
* Coordination between CALMAC and PDA? (Loan Nguyen)
1. Any Other Business
2. Adjourn conference call. Next call Wednesday, January 13, 2016 at 2:00 PM PST.