Adopted Minutes for Website Committee Conference Call

Wednesday July 10, 2013, 2:00 PM PDT

**Attendees**:

Tim Caulfield – Caulfield Consulting (Website Administrator)

Brian Smith – PG&E

Cynthia Rogers – CEC

Rob Rubin – SDG&E

Loan Nguyen - SoCalGas

**Absent:**

Mike Guerra – SCE

Peter Franzese – CPUC

##### Executive Summary

The CALMAC Website Committee held a conference call to address the attached agenda. Main discussion covered the updates to the Toolkit pages, removal of the MAESTRO pages from active service, and the ongoing upgrade of website server. The next call is scheduled for Wednesday, May 8, 2013 at 2:00 PM PST.

**Minutes of Conference Call - Call started at 2:04 PM PDT.**

* + - 1. Approve minutes:
      * March 13, 2013 Website Committee conference call – **Adopted unanimously.**

1. Regular Meeting Items

* Review Toolkit document list**.** 
  + **Action: Tim Caulfield to email Carmen Best to request a copy of the latest version of the EM&V plan be sent to him when it is updated toward the end of July.**
  + **Action: Tim Caulfield to add a link to the DAWG site.**
  + **Action: Tim Caulfield to have the MAESTRO pages deactivated (removed from the menu). Data will remain in the background.**

1. Pending issues about the site from prior calls:

* Website Hosting Change update. – Third Strand has started research on alternate hosted listserv capability, but haven’t selected on yet. They still anticipate having the listserv function switched over by end of July 2013. The changing of the site hosting is expected by the end of September 2013, or mid-October at the latest.

1. New Business: - None.
2. Any Other Business - None.

Adjourn conference call at 2:17 PM. Next call is scheduled for Wednesday, September 11, 2013 at 2:00 PM PDT.

Draft Agenda for Website Committee Conference Call

2:00 PM PST, Wednesday, July 10, 2013

Dial in Number: 1 800 444 2801

Conference Code: 3515658

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

1. Approve minutes of March 13, 2013 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_03-13-13_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:

* Website hosting change update.

1. New Business



1. Any Other Business
2. Adjourn conference call. Next call Wednesday, September 11, 2013 at 2:00 PM PDT.