Draft Minutes for Website Committee Conference Call

Wednesday March12, 2014, 2:00 PM PDT

**Attendees**:

Tim Caulfield – Caulfield Consulting (Website Administrator)

Cynthia Rogers – CEC

Rob Rubin – SDG&E

Brian Smith – PG&E

Peter Franzese – CPUC

Mike Guerra – SCE (only part)

**Absent:**

Loan Nguyen - SoCalGas

##### Executive Summary

The CALMAC Website Committee held a conference call to address the attached agenda. Main discussion covered (1) an on update of the move of the website to a cloud based server, (2) the mode of extension for the website maintenance contract. The next call is scheduled for Wednesday, May 14, 2014 at 2:00 PM PDT.

**Minutes of Conference Call – The conference call was called to order at 2:04 PM PDT.**

* + - 1. Approve minutes:
			* January 8, 2014: Website Committee conference call – **Adopted unanimously.**
1. Regular Meeting Items
* Review Toolkit document list**.**
	+ None
1. Pending issues about the site from prior calls:
* How to link to POU website/database – Cynthia Rogers reported that the NCPA didn’t feel that a link on CALMAC was necessary. No action will be taken.
* Completion of transfer of CALMAC.org to the cloud – This process is complete, the website is performing well, and the old web server will now be shut down.
1. New Business:
* Tracking Data – Tim Caulfield reported that the old reports on number of hits included web spiders and bots, so they were inaccurate. The current website is being tracked using Google Analytics, which filters out that information. Caulfield Consulting, along with Third Strand, is looking at whether we can modify the older data to filter out spiders and bot traffic, so that we can have a continuous time series on site usage. The results will be reported later.
* Contract Extension – Brian Smith of PG&E said that PG&E will put a contract extension in place for the current contract with Caulfield Consulting that should carry it through until about September 2014. They will be contacting SCE to see if they will pick up the contract at that point. PG&E feels that this will be simpler than putting a cost sharing agreement into place mid program cycle. PG&E has carried this contract for approximately 13 years.
1. Any Other Business
	* Several people on the call reported that they could no longer see the tabs on the left side of the CALMAC site. Tim Caulfield said that he would report this immediately after the call. [Note: This issue was resolved after the call]

Adjourn conference call at 2:23 PM. Next call is scheduled for Wednesday, May 14, 2014 at 2:00 PM PST.

Draft Agenda for Website Committee Conference Call

2:00 PM PST, Wednesday, March 12, 2014

Dial in Number: 1 800 444 2801

Conference Code: 3515658

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

1. Approve minutes of January 8, 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://www.calmac.org/events/Draft\_Minutes\_Website\_Call\_01-08-14\_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:
* How to link to POU website/database.
* Completion of transfer of CALMAC.org to the cloud.
1. New Business
*
1. Any Other Business
2. Adjourn conference call. Next call Wednesday, May 14, 2014 at 2:00 PM PDT.