Minutes for Website Committee Conference Call

Wednesday September 10, 2014, 2:00 PM PDT

**Attendees**:

Rob Rubin – SDG&E

Brian Smith – PG&E

Mike Guerra – SCE

Tim Caulfield – Caulfield Consulting (Website Administrator)

**Absent:**

Peter Franzese – CPUC

Cynthia Rogers – CEC

Loan Nguyen - SoCalGas

##### Executive Summary

The CALMAC Website Committee held a conference call to address the attached agenda. Main discussion covered (1) ceasing to approve minutes, (2) continuing to attach Executive Summaries to report postings, and (3) updating of the EM&V Contacts page and EM&V Contractors List. The next call is scheduled for Wednesday, November 12, 2014 at 2:00 PM PST.

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

* + - 1. Approve minutes:
			* The meeting decided to dispense with approval of minutes going forward. If changes to the minutes are desired when they are sent out for review, the person wanting the changes will simply email Tim Caulfield with the changes.
1. Regular Meeting Items
	* Review Toolkit document list**. -** None
2. Pending issues about the site from prior calls:
* None.
1. New Business:
* Are Executive Summaries of posted reports are useful/needed given increases in download speeds? – Rob Rubin pointed out that he uses them to forward to managers in his company. The general consensus was that they should be kept.
* Usefulness of EM&V Contacts page – After a short discussion it was decided to that this subject would be tabled until we had “hit” information on this page. Rob pointed out that SCG now has their own EM&V staff, so if the page is continued this should be rectified. Brian pointed out that the CPUC now has a contact page and we might be better off to simply link to that page for the CPUC – **Action: Tim Caulfield, get hit data on the EM&V Contacts page.**
* Discussion of how assertive the committee wishes to Tim Caulfield to be in getting EM&V Contractor data for EM&V Contractor Contact List – All three utilities reconfirmed that they use this page for RFPs. The resolution is that Tim Caulfield will be persistent in keeping the contact information up to date, following up with companies that don’t respond to make sure the contact information is current.
1. Any Other Business
	* The move of CALMAC.org to the cloud has been a big success. The following are the changes observed:
		+ Increased speed
		+ Increased stability
		+ Eliminated aging hardware
		+ Reduced hosting costs by 50% (from $288/mo. to $138/mo.)
	* Email traffic to Admin@CALMAC.org was inadvertently lost from July 28 through September 5, 2014. That meant that people trying to go through the Admin address couldn’t get CALMAC Study IDs and Tim Caulfield wasn’t getting notification of report submissions. This was probably to the Tim Caulfield accidently hitting the unsubscribe footer on an email. The problem has been rectified and will be monitored in the future.

Adjourn conference call at 2:22 PM. Next call is scheduled for Wednesday, November 12, 2014 at 2:00 PM PST.

Draft Agenda for Website Committee Conference Call

2:00 PM PST, Wednesday, September 10, 2014

Dial in Number: 1 800 444 2801

Conference Code: 3515658

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

1. Approve minutes of the March 12, 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/Draft\_Minutes\_Website\_Call\_03-12-14\_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:
2. New Business
* Discussion of whether Executive Summaries of posted reports are useful/needed given increases in download speeds.
* Discussion of usefulness of EM&V Contacts page (<http://calmac.org/maestro-contacts.asp>) and whether you want to maintain it?
* Discussion of how assertive you wish to Tim Caulfield to be in getting EM&V Contractor data for EM&V Contractor Contact List (http://calmac.org/contractorcontact.asp)
1. Any Other Business
2. Adjourn conference call. Next call Wednesday, November 12, 2014 at 2:00 PM PDT.