

**EERE Web Coordinator’s Meeting Minutes
*Thursday, September 19, 2013***

**Attending in Person**

EERE Communications – Drew Bittner; Andrea Maher, Alex Clayborne, ActioNet; Chris Stewart, Michelle Resnick, NREL

AMO – Amy Manheim; Lauren Giles, Energetics

Education – Erin Twamley, EES

Vehicles – Shannon Shea

DOE PA – Alex Cohen

**Attending by Phone**

AMO – Melissa Eichner, Bory Buth, Energetics

Bioenergy – Kristin Rubisch, BCS

Buildings – Wendy Graves, Akoya; Linh Truong, Emily Laidlaw, NREL; Nate Shelter, Energetics; Shan Osborn, PNL

FEMP – Joe Konrade; Heather Proc, Adrian Schulte, NREL; Courtney Fieber, DB Interactive

Fuel Cells – Sara Havig, NREL

Solar – Jamie Nolan, Stratacomm

Vehicles – Trish Cozart, Matt Rahill, NREL; Vicki Skonicki, Suzanne Williams, Argonne

Wind and Water – Alex Lemke, NREL; Steven Goldman, Energetics

EERE Communications – Nicole Harrison, Allison Casey, Elizabeth Spencer, Marsha Luevane, Shauna Fjeld, Heidi Rex, NREL; Karl Chan, Billie Bates, ActioNet; Carolyn Hinkley, Golden

**Summary**

This was the 58th meeting of EERE’s Web coordinators.

**Current Business**

*Around the Table segment skipped due to packed agenda.*

*EERE Top Navigation in Energy.gov*

Chris Stewart showed what our EERE content will look like in the new DOE Drupal environment, in terms of navigation. The top navigation “buckets” are Services, Efficiency, Renewables, and Transportation. Are these top nav items frozen to changes? Yes, though offices are able to submit suggestions for the future development / roadmap through Drew. Amy Manheim said there is a need to communicate that the government is not supporting traditional manufacturing, but *advanced* manufacturing (in reference to the label “Manufacturing”). The home page and topical landing pages are launching tomorrow (September 20). Will stats be collected? Yes, though we’re still working out the details. Web coordinators will be able to access stats.

*Energy.gov CMS Demonstration*

Alex Clayborne gave us a look inside the new DOE Drupal environment. Keep in mind that we are placing our content into a smaller, differently configured space. The migrators will be scooping your content into this new environment to make it match as closely as possible, though it won’t be exact, but we will then hand the site back to you to develop further, moving forward. Some of the other points covered:

* The EERE home page has many of the same elements as our current one. Note that the drop-down menus such as “By Audience” are gone.
* When will partnership sites be migrated? That’s yet to be determined and will be based on technical and other factors.
* Looking at the Energy Basics site, note that there is no left nav on the landing page. There are alternatives to left nav such as collapsible nav; DOE PA can work with you on this. The conversation about left nav is still happening between EERE and PA.
* The ability to see the HTML code in the Drupal page editor will be set to a default of off for users who are not power users.
* EERE will establish standards for elements in the right rail of a page, just as we have standards for this now. The offices would like to be involved in these decisions.

*Energy.gov Migration Tracking and Scheduling*

Alex also showed the current proposed migration schedule for the EERE sites. Some of the positioning is based on the size of the sites and office preference for going earlier rather than later. This is not set in stone, and we’re willing to work with you on timing. As we prepare your site for migration, we’ll discuss a migration responsibilities checklist with you and get your input on timing. We will talk more about the migration schedule in Tuesday’s Web Advisory Board meeting; please make sure your office has a rep on that team.

*EERE Transition Web Advisory Board Chair*

Welcome to Trish Cozart, now serving as the chair.

*Communication Standards Tip*

Elizabeth Spencer discussed the new page about personally identifiable information (PII): <http://www.eere.energy.gov/communicationstandards/personal_information.html>

*Next Meeting*

The next Web coordinator’s meeting is scheduled for 1:30 p.m. on October 17.