

**EERE Web Coordinator’s Meeting Minutes
*Thursday, February 20, 2014***

**Attending in Person**

EERE Communications – Drew Bittner; Alex Clayborne, Billie Bates, ActioNet

Buildings – Miriam Berg, Nate Shelter, Energetics

Education – Stephanie von Numers, ActioNet

FEMP – Joe Konrade

Vehicles – Shannon Shea

Wind and Water – Liz Hartman; Dimetrius Simon, BCS

DOE/PA – Alex Cohen

**Attending by Phone**

AMO – Lauren Giles, Scott Morgan, Energetics

Bioenergy – Shari Brown, BCS

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

FEMP – Heather Proc, NREL; Courtney Fieber, DB Interactive

Fuel Cells – Nicole Harrison, NREL

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

WIP – Deb Lastowka, NREL

EERE Communications – Michelle Resnick, Leslie Gardner, Nicole Harrison, Elizabeth Spencer, NREL; Carolyn Hinkley

**Summary**

This was the 61st meeting of EERE’s Web coordinators.

**Current Business**

*Updates*

* We are discussing what we’re going to do about our GovDelivery account. Usage is uneven across the offices. We might institute a co-pay of it with the offices. We will circulate a list of users and accounts and ask for your edits. There should not be a break in service while we’re working this out, however.
* The technical solution for News and Events will be released in about two weeks.
* A page is being planned for small business opportunities in EERE, along with a larger presence for SBIR. This will tie in with a new FOA page for Matt Dunne. Does this affect EERE Exchange? Unclear right now. The Financial Opportunities site will also be reworked.
* Dennis Bartlett of EERE Cyber Security has retired.
* We will be taking a look at maintenance plans as EERE migrates. This will be a biannual process, and you will have a template to work from.
* Shannon Shea took a two-day Site Building in Drupal class with Fig Leaf Software in D.C.: <http://training.figleaf.com/courses/drupal2.cfm>. “It was quite good and I would recommend it as a fairly comprehensive overview,” Shannon says.

*Widgetbox Update*

Alex Clayborne explained that subsequent to the merger of Widgetbox and Flite, Flite is now retiring its Widgetbox service. We host a lot of our widgets there, so we’ll need to migrate them. Please inventory your widgets, get Flite training, and plan to migrate your widgets by March 28.

*Q&A With Content Owners of Migrated Sites*

Buildings, FEMP, and Wind and Water weighed in on several questions regarding the migration process:

* Miriam Berg in Buildings said that the regular meetings and communication with ActioNet and NREL were very helpful during migration. Her advice is to be OK with the unknown.
* Joe Konrade in FEMP said that having meetings with Alex Cohen / PA, the coders and the migrators was helpful in working out details such as left navigation. “You’re not going to get everything you want,” he said. Clearing out pages beforehand that won’t migrate helped the process, as well. You’ll discover pages you forgot you had on your site. Now that it’s migrated, FEMP is now looking at redesigning its site.
* Liz Hartman of Wind and Water said that though the sites look good now, things were haphazard at times. The widgets and animations didn’t work; it would’ve been helpful to have points of contact for those at the time. Weekly meetings would be helpful, with looping in PA once a month or so. Things change quickly.
* AMO and FEMP were migrated as articles instead of pages, which created issues.
* Have things improved in the process? FEMP says that closing the loop with Alex Cohen / PA really helped move things in the right direction.
* Has there been any pushback from stakeholders? Just a few (FEMP).
* Is the contacts page form gone? There should be a link in the footer for contacts, which will go to EERE or DOE. Are people still able to contact us? Michelle Resnick noted that EERE is discussing this now.
* Are there any technical features in this new Drupal environment that weren’t possible before? Perhaps the hero image / rotator. Responsive design. News and Events will be. Alex Cohen is happy to talk with your team about what’s possible.

*Communication Standards Update*

Elizabeth Spencer talked about the new content added to the Communication Standards site for analysis and usability: <http://www.eere.energy.gov/communicationstandards/analysis_usability.html>. This includes information on user-centered design. There is also a new page on the Paperwork Reduction Act: <http://www.eere.energy.gov/communicationstandards/paperwork_reduction_act.html>. Carolyn Hinkley is our contact for usability projects.

**Web Advisory Board Portion of the Meeting:**

*Migration Update*

Billie Bates gave a rundown of where we are in the overall migration into Energy.gov, with the list of sites moved and now live and the status of sites currently in the queue. AMO is scheduled for launch tomorrow (February 21), WIP and Solar are in site owner review, Geothermal and Vehicles have begun, and Fuel Cells should start in the next few days.

*Energy.gov Release Cycle Update*

Alex Cohen introduced a style guide for DOE websites, which was about to be discussed in the DOE Web Council meeting (staged URL, which may change: [https://stage.cms.doe.gov/energy\_styleguide](https://stage.cms.doe.gov/energy_styleguide#table)). These are the various elements available for your pages in Drupal, such as accordions and block quotes, and some of these items are still being tested. Is there an update on faceted search? Not yet. We use SOLR now, and PA is working with a possible open-source solution in Javascript. Menus are now there for viewing our pages on mobile devices. When testing / developing, PA targets devices and browsers that account for at least 5 percent of traffic.

*Landing Pages: News and Blog Feeds*

Nicole Harrison talked about the news and blog feeds now placed on the topical landing pages. News items and blog posts are being tagged with topics that align with the EERE tech offices, then those items are pulled into the feeds on the topic pages.

*Tagging Content to Create Dynamic Lists*

Michelle Resnick offered a refresher on tagging content to display in dynamic elements in Drupal. The goal is to provide us with a simple and intuitive system. Some pages have a mix of dynamic lists (like related publications) and manually curated content (like link lists). See the meeting slides for a chart of tagging topics related to the tech offices. Liz Hartman said Wind is looking at four types of content for its dynamic lists: news, events, publications, financial opportunities. These will be used mostly in the R&D area. Wind has 11-12 topics to use, mostly cross-cutting, and needs input from other programs / offices on the wording for those.

*Next Meeting*

The next Web coordinator’s meeting is scheduled for 1:30 p.m. on March 20.