

**EERE Web Coordinator’s Meeting Minutes
*Thursday, June 19, 2014***

**Attending in Person**

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

AMO – Amy Manheim

Buildings – Nate Shelter, Energetics

Education – Stephanie von Numers, ActioNet

Solar – Jamie Nolan, Stratacomm

Wind and Water – Liz Hartman

**Attending by Phone**

AMO – Melissa Eichner, Lauren Giles, Scott Morgan, Energetics

Analysis – Ookie Ma

Buildings – Wendy Graves, Akoya; Amy Vaughn, Linh Truong, NREL

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

Fuel Cells – Kathy Cisar, Sara Havig, NREL

Vehicles – Trish Cozart, NREL; Suzanne Williams, Argonne

Wind – Alexis Powers, NREL

WIP – Harris Walker, New West; Nicole Harrison, NREL

EERE Communications – Ken Dykes, Michelle Resnick, Paige Terlip, Elizabeth Spencer, Amy Glickson, NREL

**Summary**

This was the 64th meeting of EERE’s Web coordinators.

**Current Business**

*Updates*

* AMO raised a question on the IT budgeting exercise – will the approach change now that the sites have moved into Drupal? There’s no way to know the specifics for these numbers; use your best guess. AMO will have a lot of legacy content to go through.
* For Bioenergy, we are looking at discrepancies in the Google Analytics numbers. If any other offices have seen this, let Drew know. One reason is that referring sites changed with the migration, and it takes a while to reindex the sites. Plus, in many cases, page volume has been reduced with the migration.
* Buildings is upgrading its site, one section at a time, for each of the five program areas. The office is also revising its home page.
* Education is working on several projects: the Teacher Toolbox, the wind career map, an interactive framework for Energy Literacy, and a Spanish version of Energy Literacy.
* FEMP has identified an issue with finding its content through Energy.gov and is investigating this.
* Fuel Cells is doing a cleanup on the site as well as figuring out maintenance processes.
* Geothermal is developing a new site for the FORGE initiative.
* Solar / SunShot is just coming off the SunShot Summit, and is adding a fifth subprogram to the site, creating a page for each active project, and working on a new site for a White House initiative.
* Vehicles had some access issues that are now worked out.
* Wind and Water are changing how they use OSTI, in particular with how FOAs and AOPs are tagged. The program names may be changing. Is there an update on the project map? Yes, there is a call right now to check your data.

*DOE Web Council Update*

Drew shared some highlights:

* Currently DOE is focusing on the “site coordinator” role, which for EERE means two power users, Jason Kardell and Amy Glickson.
* There is a password change policy going into effect.
* Alex Cohen’s position has not been filled yet, but Rob Roberts has been working closely with us.
* Search is being worked on.
* PA is updating the style guide in the CMS. Is there any guidance on tagging? This would be a good item to include on the Communication Standards site.

*Maintenance Plans*

Drew discussed maintenance plans, for which there is new [guidance](http://www1.eere.energy.gov/communicationstandards/maintenance.html) on the Communication Standards site. What format should the plans be in? A template is being developed right now. Is there a way to see how many pages were updated in Drupal over a certain time period? We will ask DOE PA. What are the best practices for assuring your office staff will review Web content? Drew will be making a presentation to the operations supervisors on Section 508 and will touch on this topic as well.

*Communication Standards Update*

Elizabeth talked about the new [guidance](http://www1.eere.energy.gov/communicationstandards/domains.html) on Communication Standards regarding domains. Now that we’ve moved into Energy.gov, it changes the structure of our site URLs.

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

*Migration Update*

Billie ran down the status of our sites – what has migrated and is now live in the new environment (basically all EERE offices and programs as well as some additional corporate pieces and subsites) and what is next in the queue. WIP’s Solution Center will be the next site to go live. We are also turning our attention right now to the reskinning of applications and databases (in the new application template). Please note that the DOE Drupal CMS trainings for EERE will now be every other Thursday afternoon rather than weekly, and DOE is asking us for firm commitments for these. If you need to sign up, email Billie and please make sure you can attend the session.

*EERE News Process*

Michelle explained the process for news announcements. The article type “Press Release” is the EERE and DOE standard for news announcements. Some of the links are still going to the old news database – please switch over to the new system. Can there be archives for year and month for the new system, rather than having to hit “Next” repeatedly to see the older items? Drew will ask the Web Council about this. For newsletters, you can use the “Bulletin” article type to include a vast repository of newsletter content.

*Post-Migration Cleanup*

Drew asks, are there any items you’d like to complete now in terms of redesign? Note that we are working on an update to the page footer that will include a contact form.

*Energy.gov Release Cycle Update*

No update this month.

*Next Meeting*

The next Web coordinator’s meeting is scheduled for 1:30 p.m. on July 24 (one week later than the normal schedule).