

**EERE Web Coordinator’s Meeting Minutes
*Thursday, May 21, 2015***

**Attending in Person**

EERE Communications – Drew Bittner; Alex Clayborne, ActioNet

AMO – Amy Manheim

FEMP – Joe Konrade

Wind and Water – Sarah Wagoner, Hannon Group

EERE Cyber Security – Randy Steer

**Attending by Phone**

AMO – Melissa Eichner, Lauren Giles, Energetics

Bioenergy – Reanna Trudell, BCS

Buildings – Linh Truong, NREL; Wendy Graves, Akoya; Shan Osborn, PNNL; Bory Buth, Energetics, Nate Shelter

CEMI – Allison Perry, BCS

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

Fuel Cells – Sara Havig, NREL

Solar – Jamie Nolan, Stratacomm

Vehicles – Trish Cozart, NREL; Vicki Skonicki, Suzanne Williams, Argonne, Allison Perry

Wind and Water – Kelly Yaker, NREL

WIP – Nicole Harrison, Steve Lommele, NREL; Kristin Swineford, New West

EERE Communications – Scott Minos; Carolyn Hinkley, Golden; Ken Dykes, Leslie Gardner, Elizabeth Spencer, Paige Terlip, Michael Oakley, Claudia Rivera-Pettingill, NREL; David Brown, Jason Kardell, Billie Bates, ActioNet

Strategic Analysis Center at NREL--Jim Leyshon

**Summary**

This was the 75th meeting of EERE’s Web coordinators.

**Around the Room**

* There is a new round of plain language classes that you register for now, to be held in the next few weeks.
* FEMP will be sharing information they gathered from federal energy managers on navigating the website.
* Tom O’Neill of DOE is offering an opportunity for peer review during the DOE Web Council, so if you have a project you would like reviewed, contact him. There are potential topics to discuss on Powerpedia.
* We will be adding new standard language regarding media queries to the EERE contacts page under About Us and to individual technology office contact pages.
* NREL has a new team member, Claudia Rivera-Pettingill, who will be the point person for the EERE website, supporting Carolyn and working closely with ActioNet on content strategy, template coordination, and more.

**Current Business**

*Changes to WGT Process*

Carolyn followed up on last month’s information that the process is changing for the Web Governance Team. We would like teams to call in with the initial concept for their project, before they complete any kind of form or embark on designing or coding a site or application. How is a Web/digital project defined? We may want to spell out guidance for that. Content updates on an existing site, for instance, wouldn’t qualify, but a whole new website would. We also want to clarify our role and PA’s role in Web development. There is new functionality being added in Energy.gov all the time.

The process and approvals page on Communication Standards has been updated, Leslie noted. There are three main steps when you meet with the WGT for a new project: concept approval, project charter approval (with a new charter template), and final reviews and going live. On the charter, who is the project sponsor? Often, this would be the Web coordinator. Please give Carolyn any feedback you have to this new process, as we move along.

*Bioenergy Quiz*

Alex talked about the quiz that Bioenergy has been working on, which has passed OMB approval and is now live. It’s designed to teach bioenergy concepts in a fun way. It incorporates elements such as interactivity and the parallax effect. It does not collect any personal information, so it is considered a “game” rather than a “quiz.”

*Next Meeting*

The next Web coordinator’s meeting is scheduled for June 18.