Adopted Minutes for Website Committee Conference Call

Wednesday January 8, 2014, 2:00 PM PST

**Attendees**:

Tim Caulfield – Caulfield Consulting (Website Administrator)

Cynthia Rogers – CEC

Rob Rubin – SDG&E

Mike Guerra – SCE

**Absent:**

Loan Nguyen - SoCalGas

Brian Smith – PG&E

Peter Franzese – CPUC

##### Executive Summary

The CALMAC Website Committee held a conference call to address the attached agenda. Main discussion covered the update the move of the website to a cloud based server and (2) a discussion of the possible inclusion Publicly Owned Utility evaluation reports in the CALMAC Searchable Database.. The next call is scheduled for Wednesday, March 12, 2014 at 2:00 PM PST.

**Minutes of Conference Call – The conference call was called to order at 2:04 PM PDT.**

* + - 1. Approve minutes:
			* July 10, 2013 Website Committee conference call – **Adopted unanimously.**
1. Regular Meeting Items
* Review Toolkit document list**.**
	+ None
1. Pending issues about the site from prior calls:
* Website Hosting Change update. – The CALMAC.org website was converted to a cloud based server on January 7, 2014. The transfer seemed to go relatively flawlessly, and if anything the new server configuration seems faster than the older dedicated server.
1. New Business:

Per the attached document, a request had been made to reconsider whether Publicly Owned Utility (POU) studies could be posted to the CALMAC Searchable Database. The committee discussed several options:

* + Possibly having a separate database on CALMAC.org that was for POU reports.
	+ Possibly allowing the POUs to use the CALMAC site software to set up their own site.
	+ Linking to the NCPA site and putting a banner at the bottom of the CALMAC Searchable Database informing users of the NCPA site, with a link. The NCPA already has a listing of evaluation reports on their site.

After extended discussion the consensus was that putting a link to the NCPA website would be much more viable and cost effective than a new separate database. Cynthia Rogers of the CEC will take the idea back to others in the CEC and discuss it.

1. Any Other Business
	* **Action: Tim Caulfield to run an analysis of the website hits and deliver it to the Website Committee.**

Adjourn conference call at 2:25 PM. Next call is scheduled for Wednesday, March 12, 2014 at 2:00 PM PST.

Draft Agenda for Website Committee Conference Call

2:00 PM PST, Wednesday, July 10, 2013

Draft Agenda for Website Committee Conference Call

2:00 PM PST, Wednesday, January 8, 2014

Dial in Number: 1 800 444 2801

Conference Code: 3515658

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

1. Approve minutes of July 10, 2013 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://www.calmac.org/events/Draft\_Minutes\_Website\_Call\_07-10-13\_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:
* Website hosting change update.
* Review of Policy on what reports a can be posted to Searchable Database (See attached.
1. New Business
*
1. Any Other Business
2. Adjourn conference call. Next call Wednesday, March 12, 2014 at 2:00 PM PST.

**Policy Review**

Karen Herter of Herter Energy requested the ability to post SMUD evaluation reports to the CALMAC Searchable Database. I told her that under current policy this could not be done. I also told her that I would ask the Website Committee about this. Below is the current policy of what can be posted to the Searchable Database. Do we wish to modify it? If so, how?

**Issue 7:** What are the criteria for whether or not a report should be posted to the CALMAC Searchable Database?

**Proposed Policy:** If it is an evaluation study of a DSM program conducted by a member of CALMAC, is approved as final by the commissioning entity, and is funded by public funds, then it should be posted to the CALMAC Searchable Database.

**Pros:**

* Clearly identifies the criteria for posting a report.
* Eliminates ambiguity.

**Cons:**

* None.

**Policy Established** by Website Committee, November 13, 2009