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**EERE Web Coordinator’s Meeting Minutes
*Thursday, January 18, 2018***

**Attending in Person**

AMO – Shahaley Carr, Hannon Group

EERE – Billie Bates, ActioNet

Geothermal – Alex Clayborne, ActioNet

Vehicles – Heather Croteau, Allegheny

DOE PA – Atiq Warraich; Ernie Ambrose, ActioNet

**Attending by Phone**

AMO – Natalie Rance, Hannon Group

Bioenergy – Sheila Dillard; Reanna Suess, Kelsey Satalino, BCS

Buildings – Alex Isaacson, Energetics; Wendy Graves, Akoya; Linh Truong, NREL; Shan Osborn, PNNL

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

Fuel Cells – Sara Havig, NREL

Solar / Sunshot – Greg O’Brien, Hannon Group

Strategic Programs – Alicia Moulton

Vehicles – Suzanne Williams, Vicki Skonicki, Argonne

Wind – Jamie Wiebe, NREL

WIP – Monica Arevalo, NREL

EERE Communications – Carolyn Hinkley, Scott Minos; Elizabeth Spencer, Alexis Powers, Amy Vaughn Liles, NREL; Jason Kardell, David Brown, ActioNet

**Summary**

This was the 103rd meeting of EERE’s web coordinators.

**Around the Room**

* Buildings is working through issues with the new direct-linking functionality for single-PDF download pages, as the office has hundreds of projects on download pages with a lot of content that the users should be able to access. There is a fix in the works with the CMS help desk that will enable a bulk override of the direct-linking functionality (rather that individually overriding the feature on each download page). Stay tuned for when that bulk override is released in the next few weeks.
* The CMS admins did a release last week and are also working on a cleanup of revisions in the CMS.

**Current Business**

*Updated EERE Site Map*

Carolyn discussed the latest version of the EERE site map, which is broken out into new sections. The criteria for partnership sites is now included. This map lists 144 sites, including social media. Let Carolyn know of any edits you have moving forward.

*Site Maintenance Plans*

Carolyn reminded the web coordinators that the twice-yearly [site maintenance plans](http://webgovernanceteam.wikispaces.com/SiteMaintenancePlans) are due. Please send your maintenance plan to Billie if you haven’t done so already.

*SiteImprove and Biannual 508 Report*

We’ve been addressing some of the issues included in the new reports from SiteImprove. If you’d like an account in the SiteImprove platform, please let Carolyn know. Carolyn is also working on the regular Section 508 reporting for the EERE sites.

*AMO Game Demo*

Shahaley showed everyone the new AMO game, which was inspired by a recent Bioenergy game. See the slides for a snapshot of this interactive feature, along with the process of developing it, analytics from its promotion, and the lessons learned from it.

*Fiscal Year 2017 Stats Takeaways*

Alexis ran through some key stats from the past fiscal year, the full report for which will be sent out with these minutes. Were there any positive comparisons to be made with prior years? Yes, see the full report for more on that. Other observations: We had more visitors despite a data loss in Google Analytics. Hidden menus seem to be affecting the sites. Our social media reach is down, possibly because we are not participating in paid advertising.

*DOE Web Council Notes*

* Carolyn and Atiq offered some notes from last week’s [DOE Web Council](https://powerpedia.energy.gov/wiki/Web_Council#Next_meeting):
	+ [Digitalgov](https://www.digitalgov.gov/2017/11/14/a-better-digitalgov/) is documenting the rebuild of its site, making it more mobile-friendly in particular.
	+ Section 508 reporting is underway. [Section508.gov](https://section508.gov/) is a good resource for this.
	+ There was a NEPA site demo, showing, among other things, how the site is using pivot tables to make docs more searchable.
	+ A CMS revision cleanup is under way, with the goal of getting rid of old page revisions from before last summer’s redesign. PA is still doing analysis on this, but you will receive a report of revisions that will be deleted for your office / area.
* Any idea of what content maintenance will be allowed during the possible government shutdown? Unclear right now; stay tuned for guidance in that event.

*Next Meeting*

February 15 at 1 p.m. Eastern, 11 a.m. Mountain, in 5E-069 Forrestal and X300 Golden. Let us know if you have a project to present or topic you would like to discuss.