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**EERE Web Coordinator’s Meeting Minutes
*Thursday, August 16, 2018***

**Attending in Person**

Geothermal – Alex Clayborne, ActioNet

Vehicles – Heather Croteau, Allegheny

**Attending by Phone**

AMO – Shahaley Carr, Hannon Group

Buildings – Marissa Morgan, Energetics; Wendy Graves, Akoya; Linh Truong, NREL

Bioenergy – Sheila Dillard

FEMP – Courtney Fieber, DB Interactive

Fuel Cells – Sara Havig, Kathy Cisar, NREL

Vehicles – Suzanne Williams, Argonne

WIP – Monica Arevalo, NREL

EERE Communications – Carolyn Hinkley; Adrienne Elmore, Amy Vaughn Liles, NREL; David Brown, Billie Bates, ActioNet

**Summary**

This was the 108th meeting of EERE’s web coordinators.

**Around the Room**

* Buildings has been working on errors from Siteimprove and restaging a lot of blocks. Buildings has a new web coordinator, Marissa Morgan, taking over much of the work that Alex Isaacson did.
* FEMP has been preparing for Energy Exchange and is planning to map its state impact infographics.
* Vehicles had questions from an issue with a user that couldn't get PDF files to load in the browser. CMS support recommended that they 1) disallow direct links, 2) add stock language to each download page encouraging users to download the file rather than view in the browser. They said this was because viewing in the browser is essentially an app running inside an app and can be slow for users. There is a bulk override available for single-PDF download pages; contact the CMS help desk with an Excel list of URLs and node IDs for download pages that need that direct-linking feature overridden. Regarding the second point, can stock text be added to the template for download pages, CMS-wide, rather than us going into each of our nodes and adding language? Carolyn will follow up with the help desk about this.

**Current Business**

*Updates from PA*

* Carolyn sent out some recent CMS release notes, on August 2. If you didn’t receive them, let her know.
* PA plans to upgrade to Drupal 8, and one step for that is to get rid of the blocks. There is also going to be an audit of the top navigation menus. PA wants offices such as EERE to examine top nav and make sure everything is still relevant and accurate.
* [The Lab](https://lab.opm.gov/) at OPM is a facility that fosters innovation and brings together the public and private sector. They also host training.

*Communication Standards Style Guide*

Carolyn reminded us about the [style guide](https://www.energy.gov/eere/communicationstandards/eere-style-guide) on the Communication Standards site. It’s your resource for questions on punctuation, capitalization, and general grammatical style for your web content.

*Accessibility: Importance of Alt Tags*

Carolyn talked about alt tags, required for all images for Section 508 accessibility. The alt text should convey the importance of the image and provide context for our users with screen readers. You don’t need to use “Image of” or “Picture of,” because the screen reader will include that. Don’t duplicate information in the image’s caption. For decorative images, use a “null” alt tag. Include the action that will be initiated, if the image has a link. See the links in the slides for more information.

Application Template Refresher

Adrienne discussed the latest application template. See the slides for what that looks like and a couple sites that are using it. There are links to the template code and style guide, as well.

*Next Meeting*

We have been asked to merge the EERE web coordinator’s meeting into the monthly DOE Web Council meeting, which occurs the second Thursday of the month at 2:30 p.m. Eastern / 12:30 p.m., Mountain. We have had some duplication of agenda items between the two meetings, and a shortage of agenda items at times for ours. This means the next meeting will be September 13. Carolyn will share the EERE distribution list with the DOE Web Council, but if you do not want to be included, let her know. Otherwise, you’ll receive an invite for the meeting series and can attend in person at Forrestal or via Webex.