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**EERE Web Coordinator’s Meeting Minutes
*Thursday, February 15, 2018***

**Attending in Person**

Geothermal – Alex Clayborne, ActioNet

Vehicles – Heather Croteau, Allegheny

DOE PA – Atiq Warraich

**Attending by Phone**

Bioenergy – Reanna Suess, Kelsey Satalino, BCS

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

FEMP – Courtney Fieber, DB Interactive

Fuel Cells – Sara Havig, Kathy Cisar, NREL

Solar / Sunshot – Greg O’Brien, Hannon Group

Strategic Programs – Alicia Moulton, BCS

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

WIP – Monica Arevalo, NREL

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

**Summary**

This was the 104th meeting of EERE’s web coordinators.

**Around the Room**

* Note on the new direct-linking functionality for single-doc download pages: When overriding this functionality on the editing page in the CMS, you may need to go back into the page where it’s linked from and republish that, as well (unless it’s a dynamically generated listing page or node).
* Buildings is redesigning all of the Tour of Zero pages in the Zero Energy Ready Home area, as they were set up on a content type being deprecated in 2018.
* WIP published its new project map, linked from the home page.
* Bioenergy has been learning Siteimprove and fixing issues noted there. DOE PA has been tackling some issues noted on Siteimprove, too, with recent CMS releases. Bioenergy is also working through content located on deprecated fields.
* A link has been added to the EERE timeline from within the About Us site.
* Atiq spoke to Bob about the change in menu for Energy Saver, and there are no issues with it.

**Current Business**

*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):

* YouTube is adding notifications for government-funded items as they’re published.
* Carolyn has been sending out information about Siteimprove; if you didn’t receive the info and would like to get training or an account, let her know.
* A new digital director is starting later this month: Robbie Myers, who comes to DOE from the GOP Senate.

*New Changes to the CMS and Deprecated Fields*

Work on accordions and tabs continues, moving content from old to new fields. Have any deadlines been moved? Atiq says March 30 is the deadline for a lot of this content. May 31st for Landing Page 2 Columns.

*Key Metrics Takeaways for January*

Adrienne covered some key facts from last month. The “bomb cyclone” of cold-weather news drove a lot of traffic to insulation content on Energy Saver. Facebook has changed its algorithm away from public pages and videos. The Buildings (BTO Digest) e-newsletter did really well. See other facts in the slides.

*Multifactor Authentication Requirement*

Alex discussed the new requirement for applications that have user log-ins. An electronic (not a physical) token will be required. A couple tools that will be used are Google Authenticator and Authy. The tech team will be working with you to get the tools set up and help with communicating this new requirement to your users. Two-factor authentication = something you know (password) + something you have (token).

*Communication Standards FY18 Update*

Elizabeth touched on the work done on the Communications Standards site, such as a survey of federal users and an overall content review. Most popular content from the survey: templates, logos, style guide. Do you have a suggestion for content for the site? Email Elizabeth. The site now has updated content on the Product Governance Team process, social media, web process, and email newsletters.

*Next Meeting*

March 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.