Southwest Power Pool, Inc.
OPERATIONS TRAINING WORKING GROUP
Teleconference
July 2, 2012

• MINUTES •

Attendees:

Shannon Bolan – NPPD*
Richard Appel, SECI*
Bill Bowen, SPS*
Mark Eastwood, CUS*
Denney Fales, KCPL*
Beverly Figge, WRI (Proxy for Misty Revenew, WRI*)
Edgar Rivera, LUS*
Leslie Sink, SPP Secretary
Keeth Works, SWPA
Karen McGee, AEP
Steve Tegtmeier – LES
John Mason, IND
David Pham, EDE
Jim Gunnell, SPP
Gay Anthony, SPP
John Gunter, SPP
Michael Daly, SPP
Becky Gifford, SPP
Brenda Lee, Contractor with SPP
P. J. Rose, SPP
Margaret Adams, SPP
Jane Martin, SPP
Ronda Walters, SPP

Agenda Item 1: Call to Order and Approval of Agenda
Shannon Bolan called the meeting to order at 1:35 p.m. The group approved the agenda.

Agenda Item 2: Approval of 6/4/2012 Meeting Minutes
Richard Appel made a motion to approve the minutes, and Denny Fales seconded the motion. The minutes were approved as read.

Agenda Item 3: Review of Previous Action Items
<table>
<thead>
<tr>
<th>Action Item</th>
<th>Date Originated</th>
<th>Owner</th>
<th>Status</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leslie Sink to schedule meeting with OTWG members in Spring 2012 to draft “assumptions” for 2013 Training Calendar development</td>
<td>09/29/2011</td>
<td>Leslie Sink</td>
<td>Completed</td>
<td>The Net Conferences topics have been voted upon. Email of offerings have been emailed to OTWG members – Discuss finalized topics</td>
</tr>
<tr>
<td>2013 Drill discussion – Regional Drills, Sub-Regional Drills and Emergency Response Drills -</td>
<td>4/26/2012</td>
<td>John Gunter</td>
<td>In Progress</td>
<td>To be discussed at the face-to-face in August</td>
</tr>
<tr>
<td>Leslie Sink will contact Jason Smith, Terry Oxandale and SPP Compliance regarding who will be responsible for maintaining the information requirements of EOP-005-2 – requirement 18</td>
<td>03/12/2012</td>
<td>Leslie Sink</td>
<td>Completed</td>
<td>Email to all OTWG members with explanation and interpretation of EOP005 on 5/17/2012 – follow up, at this time SPP will not make a written statement</td>
</tr>
<tr>
<td>Updating Training monitors to 64 bits</td>
<td>5/14/2012</td>
<td>John Gunter</td>
<td>In progress</td>
<td>Will begin contacting members to assist with migration</td>
</tr>
</tbody>
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**Agenda Item 4: Integrated Marketplace Participant Training Taskforce Update**

Nothing to report today

**Agenda Item 5: Integrated Marketplace update**

Michael Daly updated the group with some stats regarding the Integrated Marketplace Self-study released on April 30, 2012. He stated there are now over 160 people engaged in the training. The participants include members, and non-members as well as 22 EIS Market Participants. He ended saying this training has become a very valuable tool for the Market Participants as well as the members. He also mentioned the development of the Level 2 courses which will become available for registration in the LMS beginning July 18, 2012. The training will consist of two deep-dive modules, and there will be a catalog posted on spp.org and can be accessed by going to “Integrated Marketplace Training”. The details for the Market Clinics should be finalized by the end of July and will hopefully be open for registration in August.
Agenda Item 6: Emergency Response Drill
John Gunter shared the results of the pilot drill and gave an overview of the training. He said they began the training with lecture and transitioned to DTS followed by a Real-time scenario. John said there were four entities in the drill which included: SPS, Sunflower, Westar, and Kansas City Power and Light. He commented that they received a lot of great feedback and he will send the results to the group when it’s complete. John will also take the feedback offered to make the drill more robust and add it to the next pilot. He ended saying they are now preparing for the August pilot looking to involve members in the East and West putting them into a single sub-region. He said he would poll the members to determine their availability and interest in participating.

Agenda Item 7: August SOC
Face-to-Face August 16th?

Richard Appel made a motion to cancel the August 6, 2012 meeting and schedule a Face-to-Face following the SOC on August 16, 2012 and Mike Hood seconded the motion. The group was in agreement. Ronda Walters will update the calendar to reflect the changes.

John Gunter updated the group regarding the progress of preparations for the August SOC. He said he has more facilitators than are needed so will be contacting the August SOC facilitators to see if there’s anyone interested in dropping. He also mentioned there are two new presenters for this SOC. They will be Carl Stelly in place of Shannon Bolan, and Terry Oxandale in place of Mike Crouch. He said he would be scheduling meetings with Carl and Shannon, and Terry and Mike to go over the presentations with them prior to the conference. The training team is currently working to prepare the manual and handout materials. He also said the evaluation summaries for both Spring SOCs were in the final stages and he will send those to the group as soon as they are complete. He said the majority of the feedback was constructive and positive.

Leslie Sink added that there are currently four people on the waiting list for this SOC. She encouraged the group to confirm the attendance of those from their companies.

Agenda Item 8: Train the trainer wrap up
Leslie Sink gave an update on the Train-the-Trainer Workshop held in June, stating there were 20 participants. She said from the feedback on the evaluations, the facilitators felt it was a positive outcome.

Agenda Item 9: Lessons Learned from Audits, JTA Development, etc.
The group discussed several experiences they have had in recent peer reviews and audits.

Agenda Item 10: Other Items
Off-the-street training (Richard Appel)
Several ideas and suggestions regarding this topic were discussed by the group. Leslie Sink commented that a good place to start with training can be found at the Enerdynamics link: http://www.enerdynamics.com/default.asp

Leslie also introduced the new Instructional Designer, Becky Gifford.
Agenda Item 11: Summary of New Action Items

- Leslie Sink will put the link for Enerdynamics in the July minutes.
- John Gunter will send the feedback to the group after the meeting.
- Ronda Walters will cancel the August 6th OTWG meeting and will add the August 16th Face-to-Face to the calendar. She will also send out meeting notifications.
- John Gunter will follow-up with those on the facilitator roster for the August SOC to see who will definitely be helping.
- John Gunter will schedule a meeting with Shannon Bolan and Carl Stelly regarding the presentation at the LR August SOC that Carl will be doing for Shannon. He will also do this for Mike Crouch and Terry Oxandale.

Agenda Item 11: Future Meetings
August 16, 2012 – Face-to-Face
1:00-5:00 p.m. CST
Register here: [OTWG Face-to-Face - 08-16-2012](#)

Agenda Item 12: Adjournment
Edgar Rivera made a motion for adjournment, and Denny Fales seconded the motion. The meeting was adjourned at 2:25 p.m.