Southwest Power Pool, Inc.  
OPERATIONS TRAINING WORKING GROUP  
Face-to-Face and Teleconference  
April 26, 2012

• MINUTES •

Attendees:
Robert Kieborz – NPPD (Proxy)  
Richard Appel, SECI*  
Bill Bowen, SPS*  
Robert Hirchak, Cleco*  
Mike Hood, AECC*  
Misty Reve new, WRI*  
Edgar Rivera, LUS*  
Stanley Winbush, AEP*  
Mike Crouch, OGE*  
Leslie Sink, SPP Secretary  
Keeth Works, SWPA  
Dave Millam, KCPL  
John Gunter, SPP  
Michael Daly, SPP  
P. J. Rose, SPP  
Margaret Adams, SPP  
Jane Martin, SPP  
Denney Fales, KCPL  
John Mason, IND  
Steve Tegtemeir – LES  
Angie Blacketer - LES  

* Voting Member

Agenda Item 1: Call to Order and Approval of Agenda  
Richard Appel called the meeting to order at 1:00 p.m. CST

Agenda Item 2: Approval of 3/29/2012 Meeting Minutes  
Misty Reve new made a motion to approve the minutes and Stanley seconded the motion.  
The minutes were approved.
### 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>9/29/2011</td>
<td>Leslie Sink</td>
<td>In Progress</td>
<td>The assumptions for training offerings for 2013 are: 8 net conference topics offered 4 times per year (topics will decided upon later), 4 NC train-the-trainers and 1 ILT Train the trainer with different topics than previous 2 years – The drill discussions will be tabled until after 6/27 the first ERD.</td>
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<tr>
<td>Possible training tool/job aids and/or specific entity training for the DTS</td>
<td>3/12/2012</td>
<td>Daniel Baker</td>
<td>In Progress</td>
<td>Daniel is looking into some sort of training aid or specific training to assist with the DTS “issues” – that are unique to each member.</td>
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<tr>
<td>John Gunter will send out a proposed process for selecting future SOC locations</td>
<td>2/13/2012</td>
<td>John Gunter</td>
<td>Completed</td>
<td>Vote was passed to accept the document as written</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>3/12/2012</td>
<td>Leslie Sink</td>
<td>In Progress</td>
<td>Leslie will request clarification from NERC</td>
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**Agenda Item 4: SOC Debrief:** Lafayette SOC was a success. The participant evaluations and overall consensus from the facilitators was that the conference was very well received. A few changes were discussed regarding the map and having the ability to write on them for future SOCs.

**Agenda Item 5: Integrated Marketplace Participant Training Taskforce Update:** Misty Revenew gave an update regarding the last meeting of the Task Force. The surveys have gone out – anticipating the results for the May 4th OTWG meeting.
Agenda Item 6 Training Strategic Initiatives – Discussions revolved around the assumptions for training offerings for 2013 are: 8 net conference topics offered 4 times per year (topics will decided upon later), 4 NC train-the-trainers and 1 ILT Train the trainer with different topics than previous 2 years – The drill discussions will be tabled until after 6/27 the first ERD.

Leslie passed around the 2013 budget draft – explaining that the food costs have risen slightly and the ILAs have decreased slightly. Changes will be made as needed once the final 2013 calendar topics, specifically the drills have been decided upon. Leslie also stated there may be a request for an additional FTE for 2013.

Leslie recapped the registration process for the 2013 SOCs. She requested that the OTWG members ensure that their managers etc. were aware of the changes that have been made to the current processes. A recap of the SOCs waitlists: there were seats available at the LA SOC and the waitlist for August has been cleared completely.

Agenda Item 7 Lesson Learned, Audits, JTA etc. – 

Agenda Item 8: Other Items – PER-005 RSAW was discussed page by page. The recommendations from the group will be submitted to NERC by Leslie Sink.

Agenda Item 9: Vote for OTWG vacant seats – Denney Fales was voted as the recommendation for the open vacancy.

Agenda Item 11: Summary of New Action Items
1. Leslie Sink will send out previously requested topics for 2013 training subjects to include recommendations from the customer survey.
2. Leslie Sink will add the 2013 drill discussions to the July OTWG agenda
3. Leslie will request a clarification from EOP 005-2 Requirement 12 and 18 from NERC
4. John Gunter will look at creating a larger map with the ability for participants to write on for future SOCs
5. Leslie Sink will send Nick Brown the nomination of Denney Fales for the open seat on the OTWG
6. Leslie Sink will send in the OTWG comments for the PER005 RSAW by Monday 5/30/2012.

Agenda Item 12: Future Meetings
May 14, 2012 Teleconference – 1:30 – 3:00 PM
Register here: http://www.spp.org/event_register2.asp?oID=3819

Agenda Item 13: Adjournment
Robert Hirchak made a motion to adjourn and Stanley Winbush seconded the motion. The meeting was adjourned at 4:30 p.m.