Southwest Power Pool, Inc.
OPERATIONS TRAINING WORKING GROUP
Teleconference
February 4, 2013

• MINUTES •

Attendees:

Shannon Bolan – NPPD*  
Mike Crouch - OGE*  
Denney Fales - KCPL*  
Mark Eastwood - CUS*  
Robert Hirchak - CLECO*  
Mike Hood - AECC*  
Edgar Rivera - LUS*  
Misty Revenew - WRI*  
Stanley Winbush – AEP*  
Randy Ezzell – ITC  
Gary Plummer - KACY/BPU  
Steve Techmeir – LES  
Dave Milam – KCPL  
Allen George - Sunflower  
John Gunter, SPP  
Jennifer Farley, SPP  
Angie Blacketer-LES  
Scott Labit – GRDA  
Ryan Schoppe – SPP  
Jane Martin - SPP  
Mike Harrison – SPS

* Voting Member

Agenda Item 1: Call to Order and Approval of Agenda
Shannon Bolan called the meeting to order at 1:37 CST.

Agenda Item 2: Approval of 1/07/2013 Meeting Minutes
Misty Revenew made a motion for approval of the minutes and Mark Eastwood seconded the motion. The minutes were accepted and posted.
## 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>Integrated Marketplace Team contact future host sites</td>
<td>2/4/2013</td>
<td>Becky Gifford</td>
<td>Completed</td>
<td>Contact future hosts regarding logistics for upcoming clinics.</td>
</tr>
<tr>
<td>DTS Discrepancy and Progress Reports 10/26/2012</td>
<td>John Gunter/Katie and Ryan</td>
<td>In Progress</td>
<td>Follow up on discrepancy reports and chart progress on updates – near completion</td>
<td></td>
</tr>
<tr>
<td>Current snapshot of production model 11/19/2012</td>
<td>John Gunter/Katie and Ryan</td>
<td>In progress</td>
<td>The new model has been created and is currently being tested for accuracy and stability – Should be ready on 2/11/2013</td>
<td></td>
</tr>
<tr>
<td>2013 SOC Evaluations 11/19/2012</td>
<td>Leslie Sink and Jane Martin</td>
<td>Completed</td>
<td>An Overall Conference Evaluation is being developed that will be completed in the LMS. A shorter version of the daily evaluations will still be done on paper.</td>
<td></td>
</tr>
<tr>
<td>2012 Stakeholder Survey 1/7/2013</td>
<td>Leslie Sink</td>
<td>In Progress</td>
<td>Leslie will have a Webex set up for the March meeting to present these survey results.</td>
<td></td>
</tr>
<tr>
<td>Nomination for OTWG membership seats 2/4/2013</td>
<td>Leslie Sink</td>
<td>In Progress</td>
<td>Leslie will email Nick Brown regarding Scott Labit’s nomination.</td>
<td></td>
</tr>
<tr>
<td>Nominations for OTWG membership 2/4/2013</td>
<td>Leslie Sink</td>
<td>Completed</td>
<td>Leslie will email nomination form to OTWG members and those in attendance at the February meeting as well as the MOPC representatives at each entity.</td>
<td></td>
</tr>
</tbody>
</table>
**Agenda Item 4: 2013 SOC Update** – John Gunter stated he is currently working on creating the content for the 2013 SOCs and should have the materials ready for print at the end of February. He also stated he is still in need of one or two facilitators for the Little Rock SOC and he is in need of guest speakers for all of the SOC locations. Those interested are to contact John.

**Agenda Item 5: DTS Update** – Ryan Schoppe stated he is currently testing the new model and things are going well.

**Agenda Item 6: 2013 Registration Update and Waitlists** – Jane Martin stated that the SOCs are currently full with very small waitlists; the largest being the Kansas City waitlist with 10 currently. Little Rock has 8, Lafayette has 6, Springfield in June has 9, and Springfield in October has 5. Integrated Marketplace Clinics are mostly full with very few on the wait lists. There are currently 14 on the waitlist for Kansas City Load Serving. Topeka has 62 registered for the reg. and 61 for the Load Serving conferences. However those numbers should be going down when we clear out the waitlists.

**Agenda Item 7: Integrated Marketplace Training** – Becky Gifford was unavailable for this update – John Gunter stated first the Level 2 Clinic is currently underway in Omaha. The Day Ahead Real Time Market Module test questions have been revised. The IMP team is about to finalize all materials for the Virtual Transactions module and will be scheduling time with the Communications Department at SPP to record the video segments. In addition the IMP team released two new CBTs last week, Commercial and Network Model and the TCR Module.

**Agenda Item 8: 2012 Customer Satisfaction Surveys** – Margaret Adams was unable to attend – John Gunter stated that the Customer Satisfaction surveys should go out on 2/5/2013.

**Agenda Item 9: Lessons Learned from Audits** – No reports

**Agenda Item 10: Other Items** –
- A vote was taken for Robert Hirchak to fill the Vice Chair seat on the OTWG. It passed with a 7 to 1 vote.
- A vote was taken for Scott Labit to fill an empty seat on the OTWG. It passed with an 8 to 0 vote.
- Allen George said he was interested in filling an empty seat in the OTWG but he wasn’t sure how many groups he can be a part of. Leslie will check into that.
- Shannon Bolan announced that the March face-to-face meeting will be his last meeting as the OTWG Chair person. He will continue to attend the meetings, just not as a voting member. He is willing to offer advice and help to any new member.
- Because of the excessive turnover in leadership roles, the OTWG members want to talk as a group and come up with a list of people that may be interested in becoming a member(s) of the group. The concern was raised regarding CLECO and LUS leaving to join MISO.
- It was agreed that another notice should be sent out to let people know of the openings in the group.
- John updated the group regarding the migration to the virtual training machines housed at SPP. Work is continuing and we hope to test in the spring and implement them in the fall drills.
- We will keep the teleconference on March 4th so the face-to-face can be devoted to the strategic planning.
**Agenda Item 11: Summary of new Action Items**

1. Leslie will email members regarding openings on the OTWG.
2. Leslie will submit Scott Labit’s name to Nick Brown.
3. Integrated Marketplace team will contact future host regarding logistics for the upcoming conferences.
4. Leslie will find out how many groups an OTWG member can be participate in.
5. OTWG will need a new Chairperson after March 31st.
6. Allen George said he was interested in filling and empty seat in the OTWG but he wasn’t sure how many groups he can be a part of. Leslie will check into that.

**Future Meetings**

March 4, 2013 Teleconference 1:30 – 3:00

**Agenda Item 12: Adjournment**

Stanley Winbush made a motion to adjourn the meeting and Misty Revenew seconded the motion. The meeting was adjourned at 2:37 p.m.