Southwest Power Pool, Inc.
OPERATIONS TRAINING WORKING GROUP
Face-to-Face
April 18, 2013
• MINUTES •

Attendees:

Denney Fales - KCPL*
Mark Eastwood - CUS*
Robert Hirchak - CLECO*
Edgar Rivera - LUS*
Misty Revenew - WRI*
Scott Labit – GRDA*
Sheldon Hunter – SECI*
Stanley Winbush – AEP*
Mike Hood – AECC*
Leslie Sink – SPP-Staff Sec

Allen George – SECI
Jim Gunnell – SPP
Jennifer Farley – SPP
Margaret Adams – SPP
John Gunter – SPP
PJ Rose – SPP
Keeth Works – SWPA
Gary Cox – SWPA
Mike Crouch - OGE

* Voting Member

Agenda Item 1: Call to Order and Approval of Agenda
Denney Fales called the meeting to order at 1:06 CST.

Agenda Item 2: Approval of 3/21/2013 Meeting Minutes
Misty Revenew made a motion to approve and post the 4/8/13 meeting minutes and Stanley Winbush seconded that motion.

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>QTS/QTD offered PER005 workshop</td>
<td>3/4/2013</td>
<td>Misty Revenew</td>
<td>In progress</td>
<td>Misty will continue to work on getting a conference organized. The tentative date is July 30-31, 2013 at KCPL,</td>
</tr>
<tr>
<td>2014-2016 Strategic Plan</td>
<td>3/4/2013</td>
<td>Leslie Sink</td>
<td>In progress</td>
<td>Changes will be made on the 2014-2016 OTWG strategic plan – the plan will be ready for final approval for the June OTWG meeting</td>
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Agenda Item 4: 2013 SOC Update – Overall evaluations for the Lafayette SOC were very positive. Again, the general consensus is the learners enjoy the current format, the round tables allow more collaboration and it is easier for the facilitators to “join” in with the conversations – rather than having to stand to the side.
John explained he needed more help with presenters and that he would be missing the June, Springfield SOC. Denney encouraged the OTWG member to assist with the presentations. Some learners have requested a few more realistic examples would be good.

**Agenda Item 5: QTS/QTD Training** – Misty Revenew has contacted QTS/QTD to get specifics on hosting a training for the mid-west. Misty has also contacted several other entities to see who would be interested in attending in one was hosted. She has 12 – 15 individuals that stated they would like to attend the training if offered. The dates that are currently being reviewed are July 30-31st. Additionally; KCPL has offered to host this training event. Misty will begin contacting QTS/QTD to confirm dates, payment options and attendees. Course cost is $7800 and that includes materials and travel. This cost will need to be divided amongst the learners/attendees.

**Agenda Item 6: 2014-2016 Strategic Planning Update:** Jim Gunnell facilitated the Strategic Planning session – He went through the document making recommended changes to verbiage. Additionally the “brainstorming” topics were ranked in order of priorities etc. Specifics will be on a separate document emailed to OTWG members and posted to SPP.ORG. This will be voted upon at the June face-to-face and the approved plan will be posted on SPP.ORG.

**Agenda Item 7: Other Items** – No other items at this time.

**Agenda Item 8: New Action Items –**
1. Misty Revenew will continue to discuss training options/availability for the QTS/QTD training. Possible date: July 30-31 with KCPL hosting
2. John Gunter will confirm presenters for the upcoming SOCs
3. DTS-TTSE – PJ will get more clarification on if the DTS will go away once the TTSE is up and running
4. HEP Training – Leslie Sink will research other HEP training offerings in the industry
5. Jennifer Farley will contact Cheryl regarding Transmission Forum’s presentation on shift work and human performance

**Future Meetings**
May 6, 2013 Teleconference 1:30 - 3:00

**Agenda Item 9: Adjournment** – Robert Hirchack made a motion for adjournment at 4:05 and Edgar Rivera seconded the motion.