Southwest Power Pool, Inc  
Operations Training Work Group  
August 4, 2008

● MINUTES ●

Agenda Item 1: Call to Order
Ron Maki called the meeting to order at 1:35 p.m. CST

Attendees:
Ron Maki, Aquila – Chair*
John Kerr, GRDA – Vice Chair*
Mike Crouch, OGE*
Fred Meyer, EDE*
Mike Wech, SWPA*
Tony Harris, WR
Bo Jones, WR
Carl Stelly, SPP
Doug Callison, GRDA
John Taylor, SPP
Pat Budler, NPPD
Shannon Bolan, NPPD
Robert Kieborz, NPPD
Michelle Corley, CLECO
Tricia Prickett, AEP
Rick Favret, AEP

* voting member

Agenda Item 2: Approval of 7/16/2008 meeting minutes
John Kerr made a motion to approve the minutes from the 7/16/08 OTWG meeting in Little Rock, and Fred Meyer seconded the motion. The minutes were unanimously approved from 7/16/2008 meeting.

Agenda Item 3: Review of Agenda
Ron Maki reviewed the agenda for this teleconference with no changes or additions.

Agenda Item 4: Vote to Recommend Bo Jones for OTWG Vacancy
Bo Jones has agreed to keep his name in nomination for the open OTWG vacancy created when Mike Gammon resigned. Mike Wech made a motion to recommend Bo Jones for the open OTWG seat, and the motion was seconded by John Kerr.

Agenda Item 5: Status of Previous Action Items
- Jim Gunnell will post comments submitted by the group for NERC Standard PER-005-1 by close of business, July 17. Completed on July 16th.
- Ron Maki will contact the ORWG with request to do something about Satellite information technology and alternatives for emergency communications. See Agenda Item #6.
- Carl Stelly will add as an agenda item for the October Face to Face meeting a policy for non-member registrants for future regional training events. Keep as a New Action Item.
Carl Stelly will gather hotel facility comparison data for August 4 teleconference. *Keep as a New Action Item.*

Mike Crouch will gather hotel facility data for August 4 teleconference. *Completed and sent to Carl Stelly.*

Carl Stelly will issue the mid-year regional training survey with additional detail on net conference participation, adding new topics for consideration for 2009. *Survey sent out July 21, 2008.*

Jim Gunnell will contact Carl Monroe regarding OTWG reporting structure. *Jim Gunnell, via email, indicated that MOPC voted to place the OTWG as a reporting working group to the ORWG and the Board approved.*

Jim Gunnell will update the OTWG Charter according to new reporting structure and disseminate to OTWG members. *Add as a New Action Item.*

Jim Gunnell will contact Bo Jones about remaining in nomination for new OTWG voting member position. *Completed.*

Jim Gunnell will submit paperwork to recommend Mike Wech, Fred Meyer, and Richard Appel for new 2-year terms and recommend Bo Jones to replace Mike Gammon. *Add as a New Action Item.*

Jim Gunnell will contact Marcel Martin for potential mini-sims presentation at 2009 System Operations Conferences. *Jim Gunnell, via email, noted that Marcel Martin will be “honored” to present at one or more SOC in 2009. Jim will follow up with further details at a future meeting.*

**Agenda Item 6: Emergency Communications Update**
Ron Maki talked to Allen Klassen and Mike Gammon. ORWG has reinstated the communications taskforce and they are on track to pursue the MCN communications method, as well as other alternatives. The taskforce will start up again shortly and will pursue some of the communications issues we’ve been discussing. Ron and Fred Meyer will continue to follow up with the ORWG on this issue.

**Agenda Item 7: Fall Training Calendar Review**
Carl reviewed the upcoming Fall Regional Training events for the group.

**Agenda Item 8: 2009 SOC and Facility Updates**
Carl Stelly reported contacting Lafayette Utilities to confirm the October 2009 SOC that will be held there. Mike Wech confirmed his facilities willingness to host the second of the two April 2009 conferences. The hotel facility in Little Rock still must be determined, but the Crowne Plaza will most likely be the requested site for the earlier April 2009 conference.

**Agenda Item 9: Operations Survey Update**
The mid-year 2008 Regional Training Survey has been sent to anyone who participated in at least one SPP Regional Training Event in 2008 to-date. As of this meeting, SPP has received 45 responses to the survey. The survey closes on August 31. A preliminary report with data will be available for the September 8 teleconference.

**Agenda Item 10: OTWG Charter Review**
After discussion, it was agreed to make the necessary changes to the OTWG Charter to reflect the reporting structure changes approved by the MOPC. In addition, it was agreed to add language to clarify that nominees for unfinished 2-year terms would be recommended to serve full 2-year terms, not to complete the unfinished term. It was also agreed to add language to the Charter to clarify the position of the OTWG to make every effort to always include among its voting members at least one participant from each sub-region. Finally, it was requested that written confirmation of the official reporting structure changes to ORWG be received and sent to the OTWG before official changes to the OTWG Charter were submitted.
**Agenda Item 11: Review of New Action Items**

- Carl Stelly will add as an agenda item for the October Face to Face meeting a policy for non-member registrants for future regional training events.
- Carl Stelly will gather hotel facility comparison data for September 8 teleconference.
- Jim Gunnell will submit paperwork for Mike Wech, Richard Appel, and Fred Meyer nominations for additional 2-year terms as well as the recommendation of Bo Jones to fill Mike Gammon’s vacated seat on the OTWG.
- Ron Maki and Fred Meyer will follow up with Allen Klassen and Mike Gammon on the communications taskforce actions with regards to the emergency communications alternatives.
- Carl Stelly will follow up with Donna Freeman on evaluations for the second Train the Trainer session held at SPP in Little Rock in July.
- Carl Stelly and Jim Gunnell will change reporting structure in OTWG charter and add sentence to OTWG charter for incomplete term recommendations. They will also add language to reflect every effort to have someone representing each of the four SPP sub-regions, whenever possible.
- Carl Stelly to get written confirmation of reporting structure changes for OTWG Charter from MOPC and send to OTWG members.

**Future Calls/Meetings**

Next scheduled teleconference is September 8, 2008 from 1:30 p.m. - 3:00 p.m.

Face to Face: October 9, 2008, 1:00 – 5:00 p.m., and October 10, 8:00 a.m. - noon, Little Rock, Arkansas.

**Adjournment**

Ron Maki adjourned the meeting at 2:13 p.m.

Respectfully submitted,
Carl Stelly