Southwest Power Pool, Inc.  
OPERATIONS TRAINING WORKING GROUP  
Teleconference  
July 11, 2011  

• MINUTES •

Attendees:
Shannon Bolan, NPPD*  
Richard Appel, SECI*  
Bill Bowen, SPS*  
Robert Hirchak, Cleco*  
Stanley Winbush, AEP*  
Mark Eastwood, CUS*  
Mike Crouch, OKGE*  
Misty Revenew, WRI*  
Jim Gunnell, Secretary  
Steve Tegtmeier, LES  
Angie Blacketer, LES  
Gary Plummer, BPU  
Arron Wetovick, OPPD  
Vern Kincheloe, MJMUC  
  
Dan Ewing, AEP  
Karen McGee, AEP  
Denney Fales, KCPL  
Scott Labit, GRDA  
Mike Wech, SWPA  
Keeth Works, SWPA  
John Mason, INDP  
Arron Wetovick, OPPD  
Margaret Hebert, SPP  
Gay Anthony, SPP  
Jane Martin, SPP  
Leslie Sink, SPP  
Ronda Walters, SPP

* Voting Member

Agenda Item 1: Call to Order and Approval of Agenda  
Shannon Bolan called the meeting to order at 1:38 p.m. and the group approved the agenda.

Agenda Item 2: Approval of 06/06/2011 Meeting Minutes  
Misty Revenew requested that the minutes be edited to reflect the details regarding the selection of the 2012 SOC locations. Jim Gunnell said he would edit the June minutes.
## 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>Jim Gunnell will contact DTS engineer to schedule a meeting with the</td>
<td>01/11/2011</td>
<td>Jim Gunnell</td>
<td>On hold</td>
<td>The DTS Engineer will get the cost estimate from PNNL by end of Q2 2011. Jim Gunnell obtained budgetary information from Alstom regarding the DTS. Updates will be done so they can come out of this year’s budget. He said Daniel Baker is continuing to make improvements on the DTS and will also depend on Alstom to make updates to the tool before the move from version 2.3 to 2.5.</td>
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<td>appropriate contact at PNNL to request a cost estimate for upgrading the</td>
<td></td>
<td>Daniel Baker</td>
<td></td>
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<tr>
<td>SPP DTS Model</td>
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<tr>
<td>Jim Gunnell will contact the staff secretary for the Operating Reliability</td>
<td>01/11/2011</td>
<td>Jim Gunnell</td>
<td>In Progress</td>
<td>Jim talked with Jason Smith. The ORWG has met a few times about the EOP-006-2, but Jason has not heard back from the RE with an opinion. ORWG has re-formed the Blackstart Restoration Task Force and will begin meeting in July or August. Jim will continue to have discussions with Jason regarding this.</td>
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<td>Working Group regarding who will be responsible for maintaining the</td>
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<td>information requirements of EOP-006-2</td>
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<tr>
<td>Arrange and facilitate a phone call regarding the process of planning for</td>
<td>03/07/2011</td>
<td>Jim Gunnell</td>
<td>Pending</td>
<td>Jim will send an email to the group with available dates/times for the call, and asked them to respond to his email if they are interested in participating. They will develop the agenda for the face-to-face discussion in August around Train-the-Trainer. Misty Revenew agreed to facilitate the discussion.</td>
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<td>the replacement of retiring operators</td>
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<td>Add the Train-the-Trainer discussion to the September OTWG agenda</td>
<td>04/21/2011</td>
<td>Jim Gunnell</td>
<td></td>
<td>This will be discussed at the August 8th OTWG meeting. Jim will add it to the agenda.</td>
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<tr>
<td>Summarize Spring SOC evaluations for discussion at July OTWG meeting</td>
<td>05/02/2011</td>
<td>Margaret Hebert</td>
<td>In Progress</td>
<td>Margaret sent the summaries to the group, and they discussed the comments.</td>
</tr>
<tr>
<td>Forward recommendation for Bill Bowen to be added to the OTWG membership</td>
<td>06/06/2011</td>
<td>Jim Gunnell</td>
<td>Complete</td>
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<tr>
<td>Cost information for Spring 2011 SOC in Little Rock to Misty Revenew and Shannon Bolan</td>
<td>06/06/2011</td>
<td>Ronda Walters</td>
<td>Complete</td>
<td></td>
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<tr>
<td>Report to the Integrated Marketplace Participant Training Taskforce prior</td>
<td>06/06/2011</td>
<td>Gay Anthony</td>
<td>Complete</td>
<td>Gay sent a note regarding this to the group.</td>
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<td>to the July OTWG meeting to inform them what was decided at the Integrated</td>
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<td>Marketplace Implementation kick off meeting</td>
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<td>SOC location survey to OTWG</td>
<td>06/06/2011</td>
<td>Jim Gunnell</td>
<td>Complete</td>
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</table>
Agenda Item 4: 2012 System Operator Conference Locations
The group discussed the details for the selection of the 2012 SOC locations. Misty Revenew asked that a process be developed to select future conference locations in order to allow equal opportunity in the selection process for all companies interested in hosting a conference. The group agreed, and Jim Gunnell stated he would have discussions with Margaret Hebert, the new Regional Restoration Trainer, and Misty Revenew to get their input in developing a process. Since there was a tie between Springfield, MO, and Omaha, NE the group voted to break the tie. After the vote, Jim Gunnell gave a recap of the 2012 location selections which are: Lafayette, LA; Little Rock, AR; Kansas City, Mo; and Omaha, NE. Richard Appel asked if Jim Gunnell would find out when the new SPP facility would be available to use for conferences. Jim said he would double check to see what the expected date is and would email an answer to the group. He also mentioned that the group would need to see what dates would work best for the selected companies, and then they would discuss which dates each conference will be held at the August meeting.

Agenda Item 5: 2012 Budget
a. Software development tool to use in building net conferences
b. Region-wide license for 360° Training (formerly L&K)
c. Staffing
d. Other considerations

Jim Gunnell discussed the budget items that had been previously requested by the group. It was determined that items “a”, and “b” no longer needed to be considered. Jim also mentioned that he will request budget dollars for technology support and technology development around CBTs and the LMS. He pointed out as the Markets increase, the number of participants in the LMS will increase which will create a need for the LMS administrator to have assistance with managing the load. He will also budget for an additional Market Trainer for 2012. He added that the group had discussed briefly at the last face-to-face meeting that they would consider increasing the REOPs staff in 2013 along with an additional regional trainer in 2014. He said if the group saw a need in the future it could be requested.

Jim Gunnell announced that Gay Anthony was promoted to the new Market Trainer position, pointing out the need to fill the On-Boarding Market Trainer position she will be vacating. He also announced the Instructional Designer begins Monday, July 18, and the Regional Restoration Trainer position is now in the hands of HR and stated an announcement should be made next week regarding who will fill the position. The group determined there were no other budget considerations for 2012.

Agenda Item 6: Integrated Marketplace Participant Training Taskforce Discussion
Misty Revenew gave an update saying she had spoken with Gay Anthony and will talk again with her more in depth regarding the training needs for Integrated Marketplace. She said she would work on getting their first meeting scheduled after everyone had a chance to participate in the introductory training, and encouraged all who are interested in participating on the Taskforce to enroll in the training for Integrated Marketplace. She said her plan for the first meeting will be discussing the scope and role of the group. Misty listed the ones interested, which are: Misty Revenew- Westar, Brian Taggart – Westar, Dan Ewing – AEP, Carla Fitzpatrick – OPPD, Mike Hood – AECC, Mark Eastwood – CUS, and Denny Fales – KCPL. Misty said she would send an email to the group with date/time suggestions for their first meeting and asked them to respond with their preference.
Gay mentioned that the introductory Integrated Marketplace courses were filling up, but added that she and Dwayne Dush were in the process of creating an online course which will be available in the future. With the online course in place the live introductory training can end and a more in depth level of live training called Market Overview can begin.

**Agenda Item 7: Lessons Learned from Audits, JTA Development, etc.**
Leslie Sink reviewed the evaluations from the JTA Workshop for the group stating they received some really good feedback and that most scores were in the excellent – good range. They received some constructive feedback from an individual who had realized while participating that their expectation was not what the course offered. Richard Appel mentioned he had received evaluation feedback from a participant in email form. Leslie asked if in the future when someone emails course evaluation feedback to an OTWG member that they encourage them to put their feedback on an evaluation form or send it to the course facilitator so they are aware if changes need to be considered so that changes can be made. She added that if a facilitator isn’t aware of needed changes they don’t know what to correct moving forward in leading the course.

**Agenda Item 8: Other**

**Agenda Item 9: Summary of New Action Items**
- Jim Gunnell will follow-up with Margaret Hebert, the new Regional Restoration Trainer, and Misty Revenew to develop a process for determining future SOC locations.
- Jim Gunnell will edit the June minutes to add the details regarding the selection of the 2012 SOCs.
- Jim Gunnell will add an agenda item for discussion of SOC dates to the August agenda.
- Jim Gunnell will add the Train-the-Trainer discussion to the August agenda.
- Jim Gunnell will follow—up to find out the target move-in date for the new SPP facility in 2012 and will email the answer to the group.
- Jim Gunnell will send an email to the OTWG members with suggested dates and times to hold a teleconference in order to develop the agenda for the face-to-face discussion of replacing retiring operators. Members will respond to Jim with their date/time preferences.
- Misty Revenew agreed to facilitate the face-to-face discussion regarding replacing retiring operators.
- Ronda Walters will schedule a room for the meeting to discuss the replacement of retiring operators to be held around the Train-the-Trainer sessions in August.
- Misty Revenew will email those who have volunteered to participate on the Integrated Marketplace Task Force about meeting dates/times, and will also encourage them to enroll in the Integrated Marketplace training.
Agenda Item 10: Future Meetings

- SPP Train-the-Trainer – August 2-4, 2011
  Register here: [https://spp.csod.com](https://spp.csod.com)
- OTWG Teleconference – August 22, 2011

Agenda Item 11: Adjournment

Misty Revenew made a motion to adjourn, and Robert Hirchak seconded the motion. The meeting adjourned at 3:15 p.m.