Southwest Power Pool, Inc.

OPERATIONS TRAINING WORKING GROUP

Teleconference

September 27, 2012

• MINUTES •

Attendees:

Shannon Bolan – NPPD*
Bill Bowen, SPS*
Mike Crouch, OGE*
Denney Fales, KCPL*
Mark Eastwood, CUS*
Robert Hirchak, Cleco*
Mike Hood, AECC*
Edgar Rivera, LUS*
Misty Revenew, WRI*
Stanley Winbush, AEP
Jennifer Farley, SPP
Carla Fitzpatrick, OPPD
Angie Blacketer, GRDA
Edgar Rivera,
Kenn Bogs,

Scott Labit, GRDA
Mike Wech,
Richard Appel, SECI*
John Gunter, SPP
Dave Millam, KCPL
Steve Tegtmeier – LES
Keeth Works, SWPA
Keelee Hilton, OGE
Becky Gifford, SPP
Michael Daly, SPP
Contractor-Brenda Lee
John Gunter, SPP
Jane Martin, SPP
P. J. Rose, SPP

* Voting Member

Agenda Item 1: Call to Order and Approval of Agenda
Shannon Bolan called the meeting to order at 12:40 p.m.

Agenda Item 2: Approval of 9/10/12 Meeting Minutes
The group approved the agenda for the meeting, and Richard Appel made a motion to approve the minutes from the September 10, 2012 meeting. Stanley Winbush seconded the 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>Updating Training Monitors to 64 bits</td>
<td>5/14/2012</td>
<td>John Gunter</td>
<td>In Progress</td>
<td>Will be contacting members to assist with migration. John will follow up with the CWG.</td>
</tr>
<tr>
<td>Submission to host a 2013 SOC</td>
<td>8/16/2012</td>
<td>Leslie Sink</td>
<td>Completed</td>
<td>All submission should be sent to Leslie Sink or Shannon Bolan – Voting Complete.</td>
</tr>
<tr>
<td>2013 SOC Outline</td>
<td>8/16/2012</td>
<td>John Gunter and Margaret Adams</td>
<td>In progress</td>
<td>Prepare the 2013 SOC outline.</td>
</tr>
<tr>
<td>Train-the-Trainer Listing</td>
<td>8/16/2012</td>
<td>Jennifer Farley</td>
<td>Completed</td>
<td>Create a list of possible training classes available.</td>
</tr>
<tr>
<td>2013 Training Calendar</td>
<td>8/16/2012</td>
<td>Jennifer Farley</td>
<td>Completed</td>
<td>Post the 2013 calendar to SPP.ORG in October</td>
</tr>
<tr>
<td>2013 SOC Enrollment</td>
<td>9/10/2012</td>
<td>Jane Martin</td>
<td>In Progress</td>
<td>Single Enrollment availability for 2013 SOCs</td>
</tr>
<tr>
<td>SME – eLearning</td>
<td>9/10/2012</td>
<td>Leslie Sink and Jennifer Farley</td>
<td>In Progress</td>
<td>Creating an eLearning self-study for SME to be certified in training skills</td>
</tr>
<tr>
<td>Nominations Approved</td>
<td>9/10/2012</td>
<td>Leslie Sink</td>
<td>Completed</td>
<td>Nick Brown approved Stanley Winbush two year term</td>
</tr>
<tr>
<td>IROL Training</td>
<td>9/10/2012</td>
<td>Margaret Adams</td>
<td>Completed</td>
<td>Will IROL training only be available for those entities with an IROL?</td>
</tr>
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**Agenda Item 4: Omaha SOC**
The Omaha SOC received positive feedback from the participants and the OTWG members that attended. The location was great as was the food, format, presentations, and hotel accommodations. It was a great success.

a. Kansas City SOC
   - John Gunter told the members that the materials were almost ready to be printed and shipped. Everything is on schedule for the upcoming SOC in Kansas City.

b. Finalize the 2013 SOC locations
   - The members were presented with two options to vote on for the 2013 SOC locations;

   Option 1 – Have two SOCs in Little Rock, one in Lafayette, one in Kansas City, and one in Springfield with SPA and CUS cohosting.
   Option 2 – One SOC in Little Rock, one in Lafayette, one in Kansas City, and two in Springfield

The members voted and Option 2 was chosen. The 2013 SOC locations are as follows;

- Little Rock – March
- Lafayette – April
- Springfield – June
- Springfield – October
- Kansas City – September

The members also voted to move Lafayette to April and Springfield to June due to the heat of Lafayette in June.

**Agenda Item 5: Integrated Marketplace Training**
Michael Daly with SPP shared the proposed changes and reasons for the changes to the IMP training schedule and methods. He cited it would benefit the participants by giving them their time back and provide training at a more appropriate time and time that is closer to the actual need. Some concerns were mentioned regarding participants that have already signed up and they do not want to go through the signing up process again. Jane Martin with SPP cleared up these concerns with a re-enrollment option for those already enrolled. Jane informed the group that SPP would notify the participants of the upcoming changes and will assign the self-studies as they become available through the LMS. This eased the only concern the members had. They were in agreement of the proposed changes to the IMP training.

**Agenda Item 6: Integrated Marketplace Participant Training Taskforce Update**
Misty Revenue addressed a concern that Richard Appel and Shannon Bolan had in regards to the need of the OTWG taskforce. Richard and Shannon are not certain if this taskforce was still active or needed. Misty said she understood that Jim Gunnel wants the OTWG’s input for any customer training concerns and that is why Michael was bringing the proposed changes to them. She felt the changes addressed some previous concerns the OTWG taskforce had with the training dates. She was in favor of the changes and supports the IMP training changes.
Agenda Item 7: Lessons Learned from Audits, JTA Development, etc
There was no report at this time. Kansas City is still going through their audit.

Agenda Item 8: Other Items
   a. Mark Eastwood’s term is about to be up. Mark expressed his desire to remain on the board. Shannon said the nomination process would be opening up soon.
   b. Discussion regarding John’s ERD dates and regions resulted in a vote to selected a region for the ERD dates. The results are; May – North, June – East, July – West, August – South. John shared his plans for the drills. The members had positive comments regarding his 2012 drills. They felt the ERDs were very informative and beneficial. Shannon asked if the plan was to eventually replace the Restoration Drills and only have the Emergency Response Drills. John said no plans have been made to replace the Restoration Drills with the ERDs. Shannon also raised a concern with the summer dates for the drills and not having enough participants. John will keep that in mind if he see that is an issue after the drills in 2013.
   c. Mark Wech shared his concern with regards to the availability of seats for BAs at the SOC’s. He feels the BAs should have the first choice of seats and after that the registration can be opened up to others. He said the registration feels up too quickly and there needs to more seats available for BAs. Misty and John Gunter told him that is why they increased seating for each SOC and added on additional SOC to the calendar. John also stated that each SOC this year has had some empty seats.

Agenda Item 9: Summary of New Action Items
   1. John Gunter will follow up with upgrading the training monitors. He will follow up with the members as soon as he knows more.
   2. John Gunter will email the OTWG an outline for the 2013 SOC.
   3. Jennifer Farley will email the OTWG a training list.
   4. Jennifer Farley will update the 2013 calendar with SOC locations and ERD regions and get it posted to SPP.org
   5. Jane Martin said that open enrollment is available.
   6. Jennifer Farley is working with Kim Burnside on completing a SME self-study.
   7. Nominations for Mark Eastwood’s position.
   8. Margaret Adams will email the members to address any other concerns that were not answered in her text message.

Agenda Item 10: Future Meetings
   October 25th, 1:00 – 5:00 Face-to-Face Kansas
   Register here: http://www.spp.org/event_register2.asp?oID=3830

Agenda Item 11: Adjournment
Shannon Bolan made a motion to adjourn the meeting and Richard Appel seconded the motion. The meeting was adjourned at 2:20 p.m.