Agenda Item 1: Call to Order
OTWG Vice-Chair, Ron Maki called the meeting to order at 1336. Agenda was approved.

Attendees:
- Ron Maki, Vice-Chair, (Aquila)
- Ron Green, (AEP)
- Fred Meyer, (EDE)
- Mike Crouch, (OGE)
- Bo Jones, (Westar)
- Mike Wech, (SWPA)
- Stacy Donaldson, (AEP)
- John Kerr, (GRDA)
- Bob Cochran, (SPS)
- Richard Appel, (SECI)
- Jim Gunnell, (SPP)
- Carl Stelly, (SPP)
- Dave Millam, Staff Secretary, (SPP)

Agenda Item 2: Approval of 11/5/2007 Meeting Minutes
Recommendation made by Ron Maki to approve the minutes of November 5th, 2007 meeting. Hearing no opposition, Mr. Maki announced the approval of the 11/5/2007 minutes.

Agenda Item 3: Nominations of OTWG Vacancy
Ron Maki announced the resignation of Chair Allen Klassen. Discussion developed about nomination process of Chair, Vice-Chair.

Nominations for OTWG members were Bo Jones and Mike Crouch. An announcement will be made via SPP Exploder System to announce vacancies and request other nominations. All nominations will be discussed and voted on at the January OTWG Face to Face Meeting in Springfield, MO on January 10th and 11th. The recommendation and approval process will continue in accordance with the By-laws.

The OTWG voted to recommend Ron Maki to the Board of Governance as the Chair of the Operator Training Work Group in accordance to SPP By-laws. The vacancy of this position came open because Allen Klassen resigned to take on other responsibilities. The OTWG elected John Kerr to take the position of Vice-Chair of the Operator Training Work Group in accordance of SPP By-laws procedure.
Agenda Item 4: Status of Previous Action Items

- Follow up with the SPP ORWG Emergency Communications Taskforce (Randy Turner-SPP) regarding communications technology advancements for members………………………………………………………Dave Millam

  E-mail from Randy Turner mentioned that they were trying to revive the Emergency Communications Task Force, but that was all he had to offer at this time. Fred Meyer (EDE) will follow up on this issue with Randy Turner and report any updates to the OTWG.

- OTWG to consider a January/February Face-to-Face meeting pending information given at the Chairman/Staff Secretary meeting in Little Rock, November 14-15, 2007……………………………………………………..………………………………………Ron Maki

  The OTWG voted to conduct an OTWG Face-to-Face meeting in Springfield, MO at the SWPA facilities on January 10th and 11th. Dave Millam will cancel the monthly teleconference scheduled for January 7th. OTWG members are asked to send agenda items to Staff Secretary Dave Millam for posting one week prior to the face-to-face meeting. The meeting will be from 1300-1700 on January 10th and 0800-1200 on the 11th.

Agenda Items already proposed for January Face-to-Face Meeting:

- OTWG Meeting Conduct and Protocol
- Nominations of OTWG vacancy
- Discussion of Registration Policies
- Train-The-Trainer Topics for February meetings
- Discuss System Operations Conference Agenda for Spring Conference
- System Restoration Drill calendar

Other agenda items are to be sent to Dave Millam for posting.

(Mike Wech and Ron Green will send topics from IEEE Train-the-Trainer meeting in Florida to Dave Millam prior to January meeting)

- Post 2008 OTWG Meeting Calendar……………………………………………………Dave Millam

  Meetings for 2008 are posted and ready for registration. Dave Millam will cancel teleconference previously scheduled for January 2008 to be replaced by Face-to-Face meeting.

Agenda Item 5: Update of SPP Training Policies for 2008

- Registration Policy
- Pricing Policy for Regional Entity Training Participants
- Pricing Policy for Non-Regional Entity Training Participants
- No Show Policy for SPP Training

There will be follow-up discussion at OTWG Face-to-Face meeting on January 10-11
Agenda Item 6: Regional Train-the-Trainer for 2008 Update
Richard Appel would like to see training plans listed as one of the topics discussed at the February Train-the-Trainer session. Other topics will be discussed at the Face-to-Face meeting in January.

Agenda Item 7: SPP Organizational Effectiveness Survey Results
Dave Millam gave a summary of results from the Organizational Effectiveness Survey which was sent to members with results being published in October 2007. Overall, the Operator Training Work Group rated high in most categories. The survey was sent to the nine members of the OTWG. Six responses were returned.

Agenda Item 8: Future Calls/Meetings
The monthly teleconference regularly scheduled for January has been cancelled and changed to a face-to-face meeting hosted by Southwestern Power Administration in Springfield, MO. This meeting will take place at the SWPA training facilities on January 10th and 11th. See Agenda Item 4 for proposed agenda items for the face-to-face meeting.

Agenda Item 9: Action Items for January Meeting
- Dave Millam to cancel January teleconference call and post dates for OTWG Face-to-Face meeting on January 10th and 11th at the SWPA Training Facilities in Springfield, MO.
- Fred Meyer to follow up with Randy Turner (SPP) on Emergency Communications Task Force progress

Agenda Item 10: Adjournment
Meeting was adjourned at approximately 1525 by OTWG Vice-Chair, Ron Maki

Respectfully submitted,
Dave Millam, SPP Staff Secretary