Southwest Power Pool, Inc.
OPERATIONS TRAINING WORKING GROUP
Teleconference
September 10, 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
Leslie Sink, SPP Secretary

Scott Labit, GRDA
John Mason, IND
Dave Millam, KCPL
Steve Tegtmeier – LES
Keeth Works, SWPA
Margaret Adams, SPP
Michael Daly, SPP
Jennifer Farley, SPP
John Gunter, SPP
Jane Martin, SPP
P. J. Rose, SPP
Ronda Walters, SPP

* Voting Member

Agenda Item 1: Call to Order and Approval of Agenda
Shannon Bolan called the meeting to order at 1:32 p.m.

Agenda Item 2: Approval of 8/16/12 Meeting Minutes
The group approved the agenda for the meeting, and Denney Fales made a motion to approve the minutes from the face-to-face August 16, 2012 meeting. Robert Hirchak 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>SOC changes</td>
<td>8/16/2012</td>
<td>John Gunter</td>
<td>Completed</td>
<td>Add additional time with the first small group so that the participants can introduce themselves. John Gunter has made the change and will implement it at the Omaha SOC in September.</td>
</tr>
<tr>
<td>Updating Training monitors to 64 bits</td>
<td>5/14/2012</td>
<td>John Gunter</td>
<td>In progress</td>
<td>John spoke with the project manager, and learned at this point there is no clear direction. In 2014 Alstom plans to stop supporting the 32bit browser that we currently use. The production machines are covered in the migration project. John’s goal is to ensure the training computers aren’t left out in the migration process.</td>
</tr>
<tr>
<td>Submission to host a 2013 SOC</td>
<td>8/16/2012</td>
<td>Leslie Sink</td>
<td>In progress</td>
<td>Leslie said the following were received: KCP&amp;L, SWPA, City Utilities, LUS, and SPP. John Gunter sent an email to the group and has asked the group to review the packages and send him their preferences for locations and dates.</td>
</tr>
<tr>
<td>Task</td>
<td>Date</td>
<td>Responsible Party</td>
<td>Progress</td>
<td>Description</td>
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<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. John Gunter and Margaret Adams have a meeting planned next Monday to discuss the outline and begin putting details together to present at the September or October face-to-face.</td>
</tr>
<tr>
<td>Train-the-Trainer Listing</td>
<td>8/16/2012</td>
<td>Jennifer Farley</td>
<td>In Progress</td>
<td>Create a list of possible training classes available. When this listing is ready, Leslie Sink will have Ronda Walters post the listing in the OTWG documents on spp.org</td>
</tr>
<tr>
<td>2013 Training Calendar</td>
<td>8/16/2012</td>
<td>Jennifer Farley</td>
<td>In Progress</td>
<td>Post the 2013 calendar to SPP.ORG (vote). The group decided to wait until the SOC locations have been determined at the September face-to-face before posting it on spp.org</td>
</tr>
</tbody>
</table>


Agenda Item 4: SOC Summary/Updates/Evaluations/Changes
  a. 2013 Enrollment – Single enrollment

John Gunter told the group that the preparations for the Omaha SOC in September are close to completion. He said he would have the outline for the 2013 SOC’s ready to present to the group at the September face-to-face meeting. Jane Martin explained that single enrollment beginning in 2013 means that the LMS will not allow anyone to enroll in multiple sessions or be placed on multiple waitlists. She said the Omaha and Kansas City SOC’s were full. There are three on the Omaha waitlist, and 21 on the Kansas City waitlist. Ronda Walters said she would begin working on the Kansas City roster soon, which will hopefully help reduce the number of people on the waitlist.

John Gunter relayed that the evaluation feedback from the Little Rock, SOC was very positive. Ronda Walters said she hopes to have the evaluations tallied and sent to the training team for distribution to the OTWG by the end of this week or first of next week.

Margaret Adams pointed out that there were some empty seats at the 2012 Little Rock-March, Lafayette, and the Little Rock-August conferences. John Gunter said they worked to fill the empty seats, but were unable to do so close to the start of the conferences for various reasons.

Agenda Item 5: Integrated Marketplace Participant Training Taskforce Update

Misty Revenew informed the group of the to-do’s from their meeting, saying they will increase the enrollment for the Deep-Dive classes, and Michael Daly will be sending an email to the LMS administrators at each entity regarding their duplicate registrations. This is being done in order to rectify the situation and get a more accurate headcount. She said Michael told the taskforce the prerequisites for the course are being strongly recommended, but not enforced. They will also strongly recommend the Deep Dive classes be taken by anyone attending the clinics.

Agenda Item 6: Integrated Marketplace update

Michael Daly stated when they increased the enrollment for the Deep Dive level two modules it solved a significant number of issues, and there are now seats available. He said there are some sessions with waitlists, but he is hopeful that the waitlists will decrease over time. Regarding the Marketplace Clinics for level two, he commented the enrollment has been very strong, and the 20-person threshold has been met for each location with the exception of the Transmission Clinic in Little Rock. He expects those will increase as time progresses. He noted that for Generation and Load Serving Entity sessions at Westar and AEP are currently at maximum capacity, and there are still seats available in other sessions. Misty Revenew pointed out that there are some self-study courses listed under Market Training in the LMS that can be very helpful.

Agenda Item 7: Vote for open seat

The group voted to retain Stanley Winbush with AEP as a member of the group. Leslie Sink will send the recommendation to Nick Brown for approval.

Agenda Item 8: Lessons Learned from Audits, JTA Development, etc.

The group discussed upcoming audits at their companies, and lessons learned from recent audits.
Agenda Item 9: Other Items
   a. SME training

Leslie Sink and Misty Revenew told the group what they learned from John Taylor’s presentation and discussion regarding PER-005 at the recent Transmission Forum Train-the-Trainer. She said they learned that any SME’s facilitating training also need to attend some type of certified training. She told the group that Jennifer Farley is creating a web-based course they are hoping to have ready in a couple of months that will discuss how a trainer trains, and also give instruction on platform skills and asking questions of participants. This course will be placed on the LMS so SME’s can take the course in order to be certified as trainers.

Agenda Item 10: Summary of New Action Items
   - Ronda Walters will work to complete the evaluation tally process for the Little Rock August SOC, and send the final score sheets to the training team for review and distribution to the OTWG.
   - Jennifer Farley will have Ronda Walters to post the Train-the-Trainer listing on spp.org once it is finalized.
   - John Gunter will have the outline for the 2013 SOC’s ready to present to the group at the September face-to-face meeting.
   - Leslie Sink will send Nick Brown a recommendation to retain Stanley Winbush with AEP as a member of the OTWG.
   - Leslie Sink will follow-up with Margaret Adams regarding target audience for the IROL classes.
   - Everyone in the group will send their preferences regarding the SOC host locations to John Gunter.

Agenda Item 11: Future Meetings
   September 27, 2012 (Face to Face)
   1:00-5:00 p.m. CST
   Register here: http://www.spp.org/event_register2.asp?oID=3829

Agenda Item 12: Adjournment
Robert Hirchak made a motion to adjourn, and Mark Eastwood seconded the motion. The meeting was adjourned at 2:40 p.m.