Southwest Power Pool, Inc.
OPERATIONS TRAINING WORKING GROUP
Teleconference
June 4, 2012

● MINUTES ●

Attendees:

Shannon Bolan, NPPD*
Richard Appel, SECI*
Bill Bowen, SPS*
Robert Hirchak, CLECO*
Mike Hood, AECC*
Misty Revenew, WRI*
Stanley Winbush, AEP*
Mike Crouch, OGE*
Denney Fales, KCPL*
Mark Eastwood, CUS*
Leslie Sink, SPP Secretary

Keeth Works, SWPA
Dave Millam, KCPL
John Gunter, SPP
Gay Anthony, SPP
Michael Daly, SPP
P. J. Rose, SPP
Margaret Adams, SPP
Jane Martin, SPP
Karen McGee, AEP
John Mason, IND
Contractor- Brenda Lee

* Voting Member

Agenda Item 1: Call to Order and Approval of Agenda
Richard Appel called the meeting to order at 1:34 p.m. CST

Agenda Item 2: Approval of 5/14/2012 Meeting Minutes
Stanley Winbush made a motion to approve the minutes and Robert Hirchak seconded the motion. The minutes were approved.
# 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>Leslie Sink to schedule meeting with OTWG members in Spring 2012 to draft “assumptions” for 2013 Training Calendar development</td>
<td>9/29/2011</td>
<td>Leslie Sink</td>
<td>In Progress</td>
<td>The Net Conferences topics have been voted upon. The current topics tied for “shelving” SPP Criteria, RSS, EOP Standards and EIS Market Basics. The top three new topics to be discussed at the July 2 meeting are: CROW, Contingency analysis and mitigation, AGC and Frequency Response</td>
</tr>
<tr>
<td>Possible training tool/job aids and/or specific entity training for the DTS</td>
<td>3/12/2012</td>
<td>Daniel Baker</td>
<td>In Progress</td>
<td>Daniel is looking into some sort of training aid or specific training to assist with the DTS “issues” – that are unique to each member.</td>
</tr>
<tr>
<td>Leslie Sink will contact Jason Smith, Terry Oxandale and SPP Compliance regarding who will be responsible for maintaining the information requirements of EOP-005-2 – requirement 18</td>
<td>3/12/2012</td>
<td>Leslie Sink</td>
<td>In Progress</td>
<td>Email to all OTWG members with explanation and interpretation of EOP005 on 5/17/2012 provided by SPP’s compliance manager. A question has been emailed to Philip Propes regarding posting of this interpretation on SPP.ORG</td>
</tr>
<tr>
<td>2013 Drill discussion – Regional, Sub Regional, and ERD</td>
<td>4/26/2012</td>
<td>John Gunter</td>
<td>In Progress</td>
<td>2013 Calendar events will be decided upon after ERD pilot June 29.</td>
</tr>
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<td>Comments</td>
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<tr>
<td>EOP-006-2</td>
<td>5/14/2012</td>
<td>Margaret Adams</td>
<td>Completed</td>
<td>Jason Smith stated that Criteria will be developed for the RC to approve the TOPs’ Black Start Plans. There will also be an established submission deadline for the TOPs’ plans. The RC will update these plans annually by July of each year. It is likely the deadline for TOP plan submission will be June 1. However, in the first year, we will likely request those plans be submitted by May 1 in order to facilitate the new process and be prepared by July 1, 2013. Hope to have the new Criteria in place and posted by 2012 Fall Quarter. Jason welcomes contact via email or phone for any questions from our group.</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>Will begin contacting members to assist with migration – if necessary</td>
</tr>
</tbody>
</table>

**Agenda Item 4: Update on Integrated Market Place Level 1 e-Learning** -
The Integrated Marketplace Overview (Self-Study) was released via the LMS on Monday, April 30, 2012. This training is the self-study version of the net conferences that were provided earlier this year and consists of a curriculum composed of eight learning modules. Learners must request the curriculum and complete each module separately before the curriculum is marked complete. The response to this training has been strong and some detail about who is utilizing the training is provided below.

<table>
<thead>
<tr>
<th>Audience</th>
<th>In-Progress</th>
<th>Completed</th>
<th>TOTALS</th>
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</thead>
<tbody>
<tr>
<td>Members</td>
<td>71</td>
<td>8</td>
<td>79</td>
</tr>
<tr>
<td>Non-Members</td>
<td>56</td>
<td>10</td>
<td>66</td>
</tr>
<tr>
<td>SPP Employees</td>
<td>32</td>
<td>7</td>
<td>39</td>
</tr>
</tbody>
</table>
Agenda Item 5: Integrated Marketplace Participant Training Taskforce Update – no updates at this time.

Agenda Item 6: Integrated Marketplace Level 2 Overview – Presentation posted on www.spp.org – OTWG approve proposed timeline

Agenda Item 7: Lessons Learned from Audits – No updates

Agenda Item 8: Other Items:
Jim Gunnell, Director Stakeholder Services
jgunnell@spp.org
Office: 501.614.3347
Cell: 501.472.0545
Jim will have Customer Training, Customer Relations and Customer Outreach reporting to him.

Jason Smith, Manager Operations Analysis and Engineering Support
jsmith@spp.org
Office: 501.614.3293
Cell: 501.680.4891

Agenda Item 9: Summary of New Action Items:
1. Leslie will email the results of the 2013 Net Conference topic survey and will place as a discussion item on the July agenda.
2. Leslie will include contact information for Jason Smith and Jim Gunnell (See agenda item 8)
3. Gay will post the Marketplace presentation on SPP.org

Agenda Item 10: Future Meetings
July 2, 2012 (1:30-3:00 p.m.) CST
Register here: http://www.spp.org/event_register2.asp?oID=3821

Agenda Item 11: Adjournment
Misty Revenew made a motion to adjourn and Robert Hirchak seconded the motion. The meeting was adjourned at 2:24 p.m.