SUMMARY OF MOTIONS AND ACTION ITEMS

1. OTWG topic development teams will present their course outlines during the July meeting.

2. Michael Daly (SPP) will reschedule and repost the July OTWG meeting for registration on the SPP website.
AGENDA ITEM 1 – CALL TO ORDER

Russell Moore (CUS) called the meeting to order at 1:02 p.m. CT. The following members were in attendance:

Russell Moore, SPRM, Chair
Michael Gaunder, OKGE, Vice-Chair
Kevin Ballany, AECC
Natasha Brown, OMPA
Mark Ellis, AEP
Denney Fales, Evergy
Janelle Marriott-Gill, TSGT
Robert Hirchak, CLECO
Sheldon Hunter, SECI
Danny Johnson, XCEL
Kevin Reed, NPPD
Derek Stafford, GRDA
Steve Tegtmeier, LES

A quorum was present for the meeting, and all members were in attendance.

AGENDA ITEM 2 – STATEMENTS AND ATTENDANCE

Michael Daly (SPP) read the introductory language from the Chair/Staff Secretary training, the anti-trust notice, and then took attendance. (See Attachment 1)

AGENDA ITEM 3 – CONSENT AGENDA

Russell Moore presented the consent agenda that included the April 30 meeting agenda, and the meeting minutes from the February 19, 2020, face-to-face meeting, and the minutes from the March 23, 2020, teleconference. Leslie Sink (SPP) requested that she needed to add an
agenda item to discuss changes to the 2020 training calendar due to COVID-19. She asked that the item be placed after the Action Items. Denney Fales (Evergy) asked that each item on the consent agenda be considered separately since he did not want to approve the minutes for a meeting he did not attend. Each item was then considered separately for approval.

Robert Hirchak (CLECO) made a motion to approve the minutes from the February 19, 2020, face-to-face meeting. Derek Stafford (GRDA) seconded the motion. The motion passed with no opposition. Denney Fales abstained.

Kevin Reed (NPPD) made a motion to approve the minutes from the March 23, 2020, face-to-face meeting. Denney Fales seconded the motion. The motion passed with no opposition. Janelle Marriott-Gill (TSGT) abstained.

Steve Tegtmeier (LES) make a motion to approve the agenda for the April 30 meeting as modified. Natasha Brown (OMPA) seconded the motion. The motion passed with no opposition or abstentions.

AGENDA ITEM 4 – REVIEW OF PREVIOUS ACTION ITEMS

Michael Daly provided an update on the action items from the previous meeting. His update can be found [here](#).

AGENDA ITEM 5 – 2020 CUSTOMER TRAINING SCHEDULE

Leslie Sink presented an update to the 2020 training calendar due to the impacts of the COVID-19 pandemic. She noted that this discussion at this particular point in the meeting could impact the remainder of the items on the agenda. Her updates included:

- The cancellation of the following System Operations Conferences (SOCs):
  - Little Rock, Arkansas, June 22-25
  - New Albany, Ohio, May 18-21
  - Omaha, Nebraska, August 24-27

- The cancellation of the following courses:
  - SPP Train-the-Trainer course (August)
  - Blurring the Lines—Markets and Reliability (August)
  - Lighting the Way: Integrated Marketplace Fundamentals (September and December)

- The restructuring of the system restoration drills and the Regional Emergency Operations (REOPs) courses to be virtual instructor-led training (VILT) offerings that no longer require a proctor.
She noted that extra VILT sessions would be offered to help NERC Certified System Operators (NCSOs) with credential maintenance. The remaining SOCs for the fall are scheduled but not guaranteed. SPP will evaluate the feasibility of offering these courses in the late summer and make a final determination.

Members asked questions about how the cancellation notices would be communicated, and Leslie stated those would be processed from the SPP Learning Center (LMS) beginning the week of May 4. She also added that the newly added VILTs would be available in the LMS for registration during the same timeframe.

AGENDA ITEM 6 – RELIABILITY TRAINING UPDATE

Gay Anthony (SPP) reminded members that the 2021 planning process would begin in June. She will solicit SOC location nominations to aid the development of the 2021 calendar so that it can be approved during the July meeting.

AGENDA ITEM 7 – 2021 SYSTEM OPERATIONS CONFERENCE (SOC) TOPICS

Russell Moore (CUS) noted that the content for the 2020 SOCs will also be presented for the 2021 SOCs that due to the likelihood of the SOCs not proceeding as scheduled for 2020. Therefore, any work to develop new topics would be in preparation for the 2022 SOCs.

After some discussion about how to proceed with developing the topics brainstormed at the February meeting, the group reviewed the ranking of topics that was provided with the meeting materials. Members discussed the merits of which topics to develop and the process for developing the topics.

After careful consideration, Mark Ellis (AEP) made a motion to form four groups and assign two topics per group from the 2022 SOC Topic Brainstorm list to begin developing content for the 2022 SOCs. Michael Gaunder (OGE) seconded the motion. The motion passed with no opposition or abstentions.

The following teams and topics were established:

<table>
<thead>
<tr>
<th>TEAM MEMBERS</th>
<th>TEAM TOPICS</th>
</tr>
</thead>
</table>
| Mark Ellis (AEP), Team Lead  
  Denne Fales (Evergy)  
  Steve Tegtmeier (LES) | Conservative Operations  
                          Operational Oddities |
| Michael Gaunder (OGE), Team Lead  
  Janelle Marriott-Gill (TSGT)  
  Danny Johnson (Xcel)  
  John Mason (IND) | Refresher on R-Comm  
                          Event Reporting |
Russell Moore noted that any stakeholder can participate in the work of the topic development teams.

### AGENDA ITEM 8 – 2022 SOC DEVELOPMENT WORK

**A. Work in preparation for face-to-face meeting**

Michael Daly reviewed the process outlined during the February meeting and asked all teams to present their outline during the July meeting. Team Leads indicated that would be enough time to develop an outline of the topic.

**B. Face-to-face meeting goals**

The group determined that meeting face-to-face would not be ideal in light of the COVID-19 pandemic and travel restrictions at individual member companies. The group will hold two WebEx teleconference meetings from 1:00 p.m. to 5:00 p.m. on July 29 and July 30.

### AGENDA ITEM 9 – MOPC UPDATE

Russell Moore and Michael Daly shared the latest information regarding the reorganization of working groups that report to the Markets and Operations Policy Committee (MOPC). Michael reviewed the proposal presentation provided at the most recent MOPC meeting and noted that the OTWG is slated to be repurposed to the Operations Training User Group. The MOPC will take action on this proposal at during its July meeting, and stakeholders were encouraged to share feedback with their MOPC representatives in advance of that meeting.

### AGENDA ITEM 10 – WRITTEN REPORTS

Written reports for eLearning and Marketplace training were provided to stakeholders. No questions were asked of SPP staff regarding these reports.
AGENDA ITEM 1 – ROUND TABLE

Robert Hirchack (CLECO) reminded stakeholders that NERC had requested FERC postpone the implementation of some standards. He noted that the PER-006-1 standard that was scheduled to be effective on October 1, 2020, has now been postponed to be effective on April 1, 2021.

AGENDA ITEM 12 – WORKING GROUP EFFECTIVENESS SURVEY

Michael Daly provided the QR code and link for members and attendees to assess the effectiveness of the meeting. Russell Moore noted that candid comments were welcome.

AGENDA ITEM 13 – SUMMARY OF ACTION ITEMS

1. OTWG topic development teams will present their course outlines during the July meeting.
2. Michael Daly (SPP) will reschedule and repost the July OTWG meeting for registration on the SPP website.

AGENDA ITEM 14 – DISCUSSION OF FUTURE MEETINGS

The group was scheduled to meet in Dallas, Texas, in July. Due to the circumstances surrounding the COVID-19 virus, the group will now meet via WebEx teleconference on the afternoon of July 29 and July 30. Stakeholders are asked to delete any previous calendar invitations to the July meeting, and SPP will send notice when the revised meetings are added to the website.

July 29, 2020—WebEx Teleconference 1:00 p.m. to 5:00 p.m. CDT
July 30, 2020—WebEx Teleconference 1:00 p.m. to 5:00 p.m. CDT

AGENDA ITEM 15 – ADJOURNMENT

Russell Moore adjourned the meeting at 4:07 p.m. CDT.

Respectfully Submitted,

Michael Daly
Secretary
### Meeting Attendance Record

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<tr>
<th>First Name</th>
<th>Last Name</th>
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<tr>
<td>Tina</td>
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<td>Kevin</td>
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<td>Arkansas Electric Cooperative</td>
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<td>Brown</td>
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<tr>
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<td>Casavechia</td>
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<td>Chase</td>
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