

Southwest Power Pool, Inc.
OPERATIONS TRAINING WORKING GROUP

Teleconference
February 4, 2013

• **MINUTES** •

Attendees:

Shannon Bolan – NPPD*	John Gunter, SPP
Mike Crouch - OGE*	Jennifer Farley, SPP
Denney Fales - KCPL*	Angie Blacketer-LES
Mark Eastwood - CUS*	Scott Labit – GRDA
Robert Hirschak - CLECO*	Ryan Schoppe – SPP
Mike Hood - AECC*	Jane Martin - SPP
Edgar Rivera - LUS*	Mike Harrison – SPS
Misty Revenew - WRI*	
Stanley Winbush – AEP*	
Randy Ezzell – ITC	
Gary Plummer- KACY/BPU	
Steve Techmeir – LES	
Dave Milam – KCPL	
Allen George - Sunflower	

** Voting Member*

Agenda Item 1: Call to Order and Approval of Agenda

Shannon Bolan called the meeting to order at 1:37 CST.

Agenda Item 2: Approval of 1/07/2013 Meeting Minutes

Misty Revenew made a motion for approval of the minutes and Mark Eastwood seconded the motion. The minutes were accepted and posted.

Agenda Item 3: Review of Previous Action Items

Action Item	Date Originated	Owner	Status	Comments
Integrated Marketplace Team contact future host sites	2/4/2013	Becky Gifford	Completed	Contact future hosts regarding logistics for upcoming clinics.
DTS Discrepancy and Progress Reports	10/26/2012	John Gunter/ Katie and Ryan	In Progress	Follow up on discrepancy reports and chart progress on updates – near completion
Current snapshot of production model	11/19/2012	John Gunter/ Katie and Ryan	In progress	The new model has been created and is currently being tested for accuracy and stability – Should be ready on 2/11/2013
2013 SOC Evaluations	11/19/2012	Leslie Sink and Jane Martin	Completed	An Overall Conference Evaluation is being developed that will be completed in the LMS. A shorter version of the daily evaluations will still be done on paper.
2012 Stakeholder Survey	1/7/2013	Leslie Sink	In Progress	Leslie will have a Webex set up for the March meeting to present these survey results.
Nomination for OTWG membership seats	2/4/2013	Leslie Sink	In Progress	Leslie will email Nick Brown regarding Scott Labit's nomination.
Nominations for OTWG membership	2/4/2013	Leslie Sink	Completed	Leslie will email nomination form to OTWG members and those in attendance at the February meeting as well as the MOPC representatives at each entity.

Agenda Item 4: 2013 SOC Update – John Gunter stated he is currently working on creating the content for the 2013 SOC's and should have the materials ready for print at the end of February. He also stated he is still in need of one or two facilitators for the Little Rock SOC and he is in need of guest speakers for all of the SOC locations. Those interested are to contact John.

Agenda Item 5: DTS Update – Ryan Schoppe stated he is currently testing the new model and things are going well.

Agenda Item 6: 2013 Registration Update and Waitlists – Jane Martin stated that the SOC's are currently full with very small waitlists; the largest being the Kansas City waitlist with 10 currently. Little Rock has 8, Lafayette has 6, Springfield in June has 9, and Springfield in October has 5. Integrated Marketplace Clinics are mostly full with very few on the wait lists. There are currently 14 on the waitlist for Kansas City Load Serving. Topeka has 62 registered for the reg. and 61 for the Load Serving conferences. However those numbers should be going down when we clear out the waitlists.

Agenda Item 7: Integrated Marketplace Training – Becky Gifford was unavailable for this update – John Gunter stated first the Level 2 Clinic is currently underway in Omaha. The Day Ahead Real Time Market Module test questions have been revised. The IMP team is about to finalize all materials for the Virtual Transactions module and will be scheduling time with the Communications Department at SPP to record the video segments. In addition the IMP team released two new CBT's last week, Commercial and Network Model and the TCR Module.

Agenda Item 8: 2012 Customer Satisfaction Surveys – Margaret Adams was unable to attend – John Gunter stated that the Customer Satisfaction surveys should go out on 2/5/2013.

Agenda Item 9: Lessons Learned from Audits – No reports

Agenda Item 10: Other Items –

- A vote was taken for Robert Hirchak to fill the Vice Chair seat on the OTWG. It passed with a 7 to 1 vote.
- A vote was taken for Scott Labit to fill an empty seat on the OTWG. It passed with an 8 to 0 vote.
- Allen George said he was interested in filling an empty seat in the OTWG but he wasn't sure how many groups he can be a part of. Leslie will check into that.
- Shannon Bolan announced that the March face- to-face meeting will be his last meeting as the OTWG Chair person. He will continue to attend the meetings, just not as a voting member. He is willing to offer advice and help to any new member.
- Because of the excessive turnover in leadership roles, the OTWG members want to talk as a group and come up with a list of people that may be interested in becoming a member(s) of the group. The concern was raised regarding CLECO and LUS leaving to join MISO.
- It was agreed that another notice should be sent out to let people know of the openings in the group.
- John updated the group regarding the migration to the virtual training machines housed at SPP. Work is continuing and we hope to test in the spring and implement them in the fall drills.
- We will keep the teleconference on March 4th so the face-to-face can be devoted to the strategic planning.

Agenda Item 11: Summary of new Action Items

1. Leslie will email members regarding openings on the OTWG.
2. Leslie will submit Scott Labit's name to Nick Brown.
3. Integrated Marketplace team will contact future host regarding logistics for the upcoming conferences.
4. Leslie will find out how many groups an OTWG member can be participate in.
5. OTWG will need a new Chairperson after March 31st.
6. Allen George said he was interested in filling and empty seat in the OTWG but he wasn't sure how many groups he can be a part of. Leslie will check into that.

Future Meetings

March 4, 2013 Teleconference 1:30 – 3:00

Register here: http://www.spp.org/event_register2.asp?oID=4588

Agenda Item 12: Adjournment

Stanley Winbush made a motion to adjourn the meeting and Misty Revenew seconded the motion. The meeting was adjourned at 2:37 p.m.