

Southwest Power Pool, Inc.
OPERATIONS TRAINING WORKING GROUP

Face-to-Face – Kansas City, KCPL
 September 26, 2013

• **AGENDA** •

1:00 – 5:00 p.m. CDT

Register [here](#) for this meeting:

1. Call to Order and Approval of 9/26/2013 Agenda.....Denney Fales
2. Approval of 8/12/2013 and 9/16/2013 Meeting Minutes.....Denney Fales
3. Review of Previous Action Items Leslie Sink

Action Item	Date Originated	Owner	Status	Comments
Virtual Machine Changeover	6/20/2013	PJ Rose	In Progress	PJ sent the new VM information to 3 members. One member tested the connection last week. The testing found that the DTS simulation was delayed through the interface. PJ will continue to work with SPP IT and other members for testing.
Member Outreach	8/12/2013	Margaret Adams Jane Martin	In Progress	Margaret and Jane will look into developing an outreach process for the member groups not currently attending SPP's training classes – Jane made a suggestion to call those members who do not have any 'registrants' in the LMS
OTWG Charter Review	9/16/2013	Leslie Sink	In Progress	Leslie Sink emailed the OTWG charter to member for review. All changes, additions or deletions will be discussed and voted upon at the 9/26/13 meeting.

Action Item	Date Originated	Owner	Status	Comments
2014 SOC Locations/Dates	9/16/2013	Denney Fales, Mark Eastwood and Rick Smith	In Progress	KCPL/CUS/SPS will determine the date(s) for hosting the remaining 2014 SOCs
Reason for withdrawal 2013 SOCs	9/16/2013	Jane Martin	In Progress	Jane Martin will run an LMS report to identify the noted reasons for 2013 SOC drops – this information will be shared at the 9/26 OTWG meeting
2014 Draft Training Calendar	9/16/2014	SPP Staff	In Progress	The draft 2014 Regional Emergency Training calendar will be ready for review and vote – all NC topics, REOPs, Drills, and SOCs will be added
2014 Registration	9/16/2014	Jane Martin	In Progress	Communication(s) will be sent on 11/4 via posting on SPP.ORG and email through the LMS – Open registration will being on 11/13
ERD Compliance	9/16/2014	John Gunter	In Progress	John Gunter will contact SPP Compliance to confirm that the ERD drills do or do not meet certain NERC blackstart standards

4. 2013 SOCs Update John Gunter
5. DTS Update..... Katie Mauldin/PJ Rose
6. 2013 Registration Update/Waitlists Jane Martin
7. Upcoming Regional Training Events..... John Gunter/Margaret Adams
8. Integrated Marketplace Training Michael Daly/Amy Casavechia/Becky Gifford
9. Lessons Learned from Audits. All

- 10. Other Items.....All
 - a. 2014 SOC Finalized Dates Locations..... John Gunter
 - b. 2014 Seats for SOC..... John Gunter
 - c. 2014 8 Restoration Drills/ 6 ERD..... John Gunter
 - d. 2014 Net Conference Finalized Topics and Dates Margaret Adams
 - e. 2014 REOPs finalized dates..... Margaret Adams
 - f. 2014 Train the trainer Jennifer Farley
 - g. 2014 Calendar Leslie Sink
 - h. Charter Updates/Revisions..... Leslie Sink
 - i. 2014 Registration Opening/Communication..... Jane Martin
 - j. October Meeting on Columbus DayDenney Fales
- 11. Summary of new action items Leslie Sink
- 12. Future Meetings
 - October 14, 2013 Teleconference
1:30 – 3:00 CST Register [here](#)

 - October 24, 2013 Face-to-Face Springfield
1:00 – 5:00 CST Register [here](#)
- 13. AdjournmentDenney Fales