

Meeting Notes CITT Standards Drafting Team

January 9, 2008 | 8 a.m.–5 p.m.
January 10, 2008 | 8 a.m.–5 p.m.
Entergy Offices
639 Loyola Avenue
New Orleans, LA

- 1) Administrative
 - a) Introductions of team members, review roster — Mr. Crutchfield led introductions of team members and guests

Stephen Crutchfield	Roman Carter	Ed Davis	Tom Vandervort
Bob Harshbarger	Jim Hansen	Jeremy West	
 - b) NERC Antitrust Compliance Guidelines — Mr. Crutchfield reviewed the NERC Antitrust Compliance Guidelines.
- 2) Review Standards Drafting Team Guidelines and Standards Committee expectations of team (PowerPoint) — Mr. Crutchfield reviewed the Standards Development Process overview for the team.
 - a) Review Links to Reference Documents (see below)
- 3) Review and Revise Standard's Tables — Mr. Harsbarger led a review of the SAR and reviewed the draft standards. The team discussed the changes and made revisions to the draft standards. The team also developed a comment form for the 45 day posting period for the revised standards.
 - a) INT-005-3
 - b) INT-006-3
 - c) INT-008-3
- 4) Project Schedule — Mr. Crutchfield led a discussion of the project schedule with the team. The consensus is as follows:

- a) Finalize draft standards (clean and redline versions), roadmap and comment form by January 18. These will be forwarded to Maureen Long for review.
 - b) Post draft standards for a 45 day comment period on January 28, 2008.
 - c) Other dates to be determined in Standard Development Roadmap.
- 5) Summarize action items
- a) Mr. Harshbarger to modify the timing table timeline (Visio) based on the revised timing tables and send to Mr. Crutchfield. (January 11, 2008)
 - b) Mr. Crutchfield to include the above in timing table document and create a redline version of INT-005, 006, and 008 with new tables and timelines.
 - c) Mr. Crutchfield to create a clean version of each standard along with the Standard Development Roadmap for each standard.
 - d) Mr. Crutchfield to submit standards package to Maureen Long and determine the dates of posting period and corroborate the dates listed in the SDR.
 - e) Ms. Franz to set up next meeting date (Reno) to respond to comments and finalize standards for ballot (2 day meeting)
- 6) Select dates and times for future meetings
- a) April 1–2, 2008 at Sierra Pacific Power Co., 6100 Neil Road, Reno, Nevada 89511
- 7) Adjourn — Mr. Harshbarger adjourned the meeting at 10 a.m. on January 10, 2008.