

Meeting Notes

Project 2013-01 Cold Weather Preparedness SAR

Standard Drafting Team

December 7, 2012

Conference Call

Administration

1. Introductions

The chair brought the call to order by JC Culberson, chair, at 2:00 p.m. ET on Tuesday, December 7, 2012. The call participants were:

Members		
Matt Averett, Southern Company	JC Culberson (chair), ERCOT	Jason Fisher, Minnesota Power
Mike Gentry, Salt River Project	Kevin Lynch, PSEG Power Fossil LLC	Ed Schnell, American Electric Power
Observers		
Scott Barfield (Standard Developer), North American Electric Reliability Corporation	Clinton Carter, Luminant	Clem Cassmeyer, Western Farmers Electric Cooperative
Barb Nutter (Standard Developer), North American Electric Reliability Corporation		

2. Determination of Quorum

The rule for NERC Standard Drafting Teams (SDT) states that a quorum requires two-thirds of the voting members of the SDT to be physically present. With all six of the current members present, a quorum was achieved.

3. NERC Antitrust Compliance Guidelines and Public Announcement

The NERC Antitrust Compliance Guidelines and public announcement were delivered by Barb Nutter (Ms. Nutter or developer), there were no questions.

4. Review Team Roster

Ms. Nutter reviewed the roster and there were no changes to membership or roster information.

5. Review Meeting Agenda and Objectives

Ms. Nutter reviewed the agenda and objectives.

Agenda

1. Roles, Objectives and Schedule Presentation

The chair and developer reviewed the Roles, Objectives and Schedule presentation. The team discussed the project schedule.

2. Respond to industry stakeholder comments

The team discussed the objective of the Standard Authorization Request (SAR) and the use of “institutionalize” in the SAR. The chair discussed the importance of referencing the Functional Model in responding to industry comments.

The developers reviewed and explained the sections of the Consideration of Comment document and answered questions.

The team discussed the ways to respond to industry comments and decided to break the questions among team members. The team was instructed to gather recurring themes and to draft strawman responses.

3. Assignments

The following assignments were made for the review of Consideration of Comments during the December 7, 2012 conference call. The team members are to identify recurring themes and begin to develop strawman responses for review by the group for their assigned questions.

- Question 1 – Ed Schnell (first 20), JC Culberson (second 20), Barb Nutter (last 16)

- Question 2 – Jason Fisher, Kevin Lynch
- Question 3 – Mike Gentry
- Question 4 – Matt Averett
- Question 5 – This will be completed by the group after the first four questions

4. **Next Steps**

The chair suggested available team members attend the Winter Preparation for Severe Weather webinar on Monday, December 10, 2012.

The team members are to complete their assignments and provide them to the developer by Friday, January 4, 2013. The developer will consolidate and send out to the drafting team on/before January 8, 2013. The team will review the assignments on the January 10, 2013 conference call.

5. **Future Meeting(s)**

- There is a conference call scheduled for January 10, 2013.
- There is a face to face meeting scheduled for January 24-25, 2012 at NERC Headquarters in Atlanta, GA.

6. **Adjourn**

The conference call adjourned at 5:00 p.m. ET, December 7, 2012.