Conference Call Notes
Backup Facilities SDT — Project 2006-04

1. Administrative Items

a. Introductions and Quorum

The Chair brought the call to order at 11 a.m. EDT on Friday, May 16, 2008. Call participants were:

Sam Brattini, Chair	Tom Bowe	Blaine Dinwiddie
Glenn Kaht	Barry Lawson	Keith Porterfield
John Procyk	Mike Schiavone, Vice Chair	James Vermillion
Ed Dobrowolski, NERC		

b. NERC Antitrust Compliance Guidelines — Ed Dobrowolski

There were no questions raised on the NERC Antitrust Compliance Guidelines.

c. Conference Call Agenda and Objectives — Sam Brattini

The goal of the call is to proceed through the various documents as time permits in order to be able to submit them for the second posting in June.

2. Review Requirements for EOP-008

There was a slight change to the wording of Section 4.2.2 for clarity.

R6 was deleted and the transition time period was made a sub-requirement of R1.

A question was raised as to the compliance constraints of R4 and R5.

The revised roadmap document was distributed via the mail server following the call.

3. Review Measures

All the measures need to be reviewed as to the inclusion of specific evidence as highlighted in M3 as well as to make certain that the right section of the compliance guidelines was used in creating the measure.

Action Item — SDT members need to review measures for specific types of evidence and the proper compliance usage.

4. Assign VRF and Time Horizons

VRF and Time Horizons were assigned for all requirements.

5. Develop Question Set for Second Posting

This item was not discussed due to time constraints.

6. Review Data Retention

Data retention needs to be reviewed to make certain that the proper section of the compliance guidelines were utilized.

Action Item — SDT members need to review data retention for proper compliance usage.

7. Review VSL

VSL were assigned for all requirements but they will need to be reviewed if there are any changes made to requirements and measures in the next conference call.

8. Review Implementation Plan

This item was not discussed due to time constraints.

9. Next Steps — Sam Brattini

The goal of the next conference call is to finalize all documents required for the second posting.

Tom will not be available for the next call so any changes that he deems necessary to R4 and R5 will need to be distributed prior to the call.

Action Item — Tom will distribute draft changes for R4 and R5 prior to the next conference call.

Responses are still required for Q1 and Q5. Mike stated that there were no changes required to Q5 due to the Scottsdale meeting and that the previous responses are still valid. Barry and Charles still need to provide responses to Q1.

Action Item — Barry and Charles need to provide responses to Q1 prior to the next conference call.

10. Action Items and Schedule — Ed Dobrowolski

The following action items were developed during the call:

- SDT members need to review measures for specific types of evidence and the proper compliance usage.
- SDT members need to review data retention for proper compliance usage.
- Tom will distribute draft changes for R4 and R5 prior to the next conference call.
- Barry and Charles need to provide responses to Q1 prior to the next conference call.

In order to remain on schedule, the SDT needs to finalize its documents on the next conference call.

11. Next Meeting

A conference call and WebEx will take place on Wednesday, May 28, 2008 from 11 a.m. to 3 p.m. EDT. Details to be supplied.

12. Adjourn

The Chair adjourned the call at 3:15 p.m. EDT.