**AMWG January 2016 Meeting Notes**

**January 19, 2016**

**9:00 a.m. – 3:30 p.m.**

**ERCOT Met Center Room 168 & WebEx**

1. **Antitrust Admonition**- Esther Kent
2. **Introductions** – Attendees

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| **Name** | **Company** |
| Esther Kent | CenterPoint Energy |
| John Schatz | TXU Energy |
| Rebecca Reed Zerwas | NRG |
| Monshera Odanga | Oncor |
| Michele Gregg | OPUC |
| Bobby Roberts | Texas New Mexico Power (TNMP) |
| Andrea O’Flaherty-Brown | Solutions Cube - SMT |
| Carolyn Reed | CenterPoint Energy |
| Bob Helton | GDF Suez |
| Doug Lewin | SPEER |
| ***Via Web-Ex*** |  |
| Therese Harris | PUCT |
| Kathy Scott | CenterPoint Energy |
| Eric Blakey | Just Energy |
| Kaci Jacobs | TXU Energy |
| Ed Echols | Sharyland Utilities |
| Jim Lee | AEP |
| Sheri Wiegand | TXU Energy |
| Taylor Woodruff | Oncor |
| Dave Michelsen | ERCOT |
| Norm Levine | Direct Energy |
| Ken Conway | Oncor |

1. **Review draft meeting notes and action items from the December AMWG meeting and make necessary updates/revisions**
   * The group reviewed the December 2015 meeting notes. There were no revisions.
   * **Action Item:**
     + *Esther Kent will send the notes to ERCOT for posting on the AMWG December 2015 meeting page*
2. **2016 AMWG Leadership Voting**
   * Esther Kent (CenterPoint) and John Schatz (TXU Energy) were confirmed as the 2016 AMWG Co-Chairs

1. **Continue Review of AMWG Procedures and Change Request Form**
   * The group reviewed proposed revisions to the AMWG Procedures and Change Request (CR) form
   * Additional revisions were made to the CR form
   * The CR form will go to a PDF format after RMS approval
   * The “idea generator” will be the person(s) name(s) in the “Submitter Name” box on the CR form
   * The group reviewed the AMWG Procedures and red-lines proposed by Rebecca Reed-Zerwas and Michele Gregg, and several revisions were made
   * AMWG will revisit the document at the February AMWG meeting
   * **Action Item:** *Esther Kent to send the procedures document to Kathy Scott*
   * **Action Item:** *Kathy Scott to provide the document to Lindsay Butterfield for “red-line cleanup”*
   * **February Agenda Item:** *Review AMWG Procedures and CR form prior to presenting to RMS for approval*
2. **Post Implementation Update – 12/19/15 Release**
   * Andrea O’Flaherty provided a brief review of the 12/19/15 SMT release, noting that there were no impacts to LSE file delivery. The group had no comments/questions
3. **Review of February 2016 SMT Release & Associated Planned Outage**

* Outage is scheduled for February 27th at 9:00 p.m. through February 28th at 9:00 a.m.
* LSE file delivery and FTPS folders will not be affected

1. **Change Request Status Update including Prioritization of Change Request 2015-033**
   * The group assigned a Priority 2 (Important) to CR 2015-033
   * The CR will move to “packaging”
2. **Review SMT Monthly Market Reports for December, Including the New 3rd Party Statistics Report**
   * The group reviewed the reports, with some discussion around the “active and pending” Energy Data Agreement statistics
   * **Action Item:** *Andrea to revise description of Energy Data Agreements to Energy Data Agreements – Active and Pending*
3. **2015 Accomplishments and 2016 Goals**
   * **Action Item:** *John Schatz to prepare the AMWG 2015 Accomplishments and socialize those to Esther, Andrea, Michele, and Bobby*
   * **Action Item:** *Andrea to provide John the quantity of CRs processed by AMWG in 2015*
   * The group developed and agreed upon the AMWG 2016 Goals
   * **Action Item:** *John will include the goals in the AMWG Update to RMS*
4. **Update from TNMP on 2G to 3G Meter Upgrade**
   * AT&T is discontinuing support of 2G meters at the end of 2016
   * ~40,000 2G meters will be changed to 3G, most of which are in apartment complexes and in the Gulf Coast region
   * Anticipating a July/August implementation, Market Notice Forthcoming
5. **Update from CenterPoint on Meter Firmware Upgrade**
   * John Hudson (CenterPoint) provided an update on CNP’s meter firmware upgrade
   * The upgrade is scheduled for a May 2016 completion
   * Earlier in the initiative, there were a few instances where the new firmware caused an inadvertent switch opening in the meter, causing power to be disconnected
   * CNP identified the issue, enacted process revisions, and is scanning new meters for the same condition prior to installation.

* **Agenda Item:** *Review TDSP AMS Data Matrix, to identify revisions/updates*

Meeting adjourned at ~2:08 p.m.

Next meeting: February 23rd, 9:00 a.m. – 3:00 p.m. ERCOT Met Center Room 168 and Web-Ex