GridWise Architecture Board Meeting
WebEx, hosted by PNNL, Richland, Washington
September 2, 2004

Meeting Minutes

Prepared 3 September 2004

The meeting was held from 11:00am to 1:00pm PDT and led by Steve Widergren and Mia Bosquet. The following individuals were present:

Architecture Board Members

Ron Ambrosio, IBM T.J. Watson Research Center

Jay Britton, AREVA-T&D Corporation

David Cohen, Infotility

Rik Drummond, Drummond Group Inc.

Brad Nacke, standing in for Albert Esser, Emerson Network Power

Stephanie Hamilton, Southern California Edison (SCE)

Vito Stagliano, Calpine Corporation

Wade Troxell, Colorado State University

Eric Wong, Cummins Inc.

Architecture Board Support

Steve Widergren, PNNL

Mia Bosquet, PNNL

Guests

Phillip A. Niedzielski-Eichner, Resource Consultants, Inc.

Not Present

Albert Esser and Jack McGowan were not present but arranged to submit their votes on points of decision via e-mail prior to the meeting. Erich Gunther and Larsh Johnson could not attend to due to last minute conflicts.

Proprietary Information Notice

The members were reminded of the proprietary information disclosure policy. Each GridWise Architecture Board meeting shall open with a reminder of this policy, from the Bylaws:

> "Proprietary information shall not be disclosed by any participant during any meeting of the AB or its subgroups. In addition, no information of a secret or proprietary nature shall be made available to the AB as official documents, and no such documents (or documents marked as such) shall be made AB official documents or forwarded to the membership.
>
> All proprietary information which may nonetheless be publicly disclosed by any participant during any meeting of the AB or its subgroups shall be deemed to have been disclosed on a non-confidential basis, without any restrictions on use by anyone, except that no valid copyright or patent right shall be deemed to have been waived by such disclosure."

July Meeting Minutes

The minutes for the July 13-15, 2004 meeting were approved with no dissentions.

Selection of Chairperson Pro Tem

Vito Stagliano and Rik Drummond were nominated for the position of Chairperson Pro Tem and accepted their nominations. The choice was set before the members for a vote. Rik Drummond was selected as Chairperson Pro Tem. The term is to last through 31 Dec 04.

Governance Task Force (GTF) Report

Stephanie Hamilton summarized the changes that were made to the Terms of Reference and the Bylaws by the Governance Task Force (Stephanie Hamilton, Dave Cohen, and Wade Troxell) working with Steve Widergren and Mia Bosquet, and including comments from Vito Stagliano.

The revised Terms of Reference were approved by vote of the Architecture Board members without dissention. A suggestion was made to incorporate the name of the Chairperson Pro Tem in the boxed area of the second page.

Action: Update the Terms of Reference to identify the Chairperson.

Additional revisions for the Bylaws were discussed:

- ❖ Incorporate the meeting policy of commencing each meeting with IP policy notice. Consider adding to Section 3.1.1.

- ❖ Reformulate and broaden bases 'grounds for removal' beyond simply for attendance reasons. Consider creating a new section or adding to Section 1.1.1. Impropriety that may emerge from

- ❖ Clarify scope of meeting attendance in Section 3.1.4 (announced gathering and teleconference meetings)

❖ Incorporate editorial comments from Eric Wong (to be e-mailed soon)

❖ Incorporate the Name Change (as appropriate)

In general, the members felt the bylaws were close to approval, but another round of revision and review is needed.

Action: Steve Widergren will address the above points and submit revisions to the GTF, then distribute to all members for review and approval at the next meeting.

13th Seat

Members discussed the nomination of Don Watkins for the 13th seat on the Architecture Board. Don Watkins and his BPA manager, Vickie Van Zandt manager are known by some members and held in high esteem. Don Watkins presents a good mix of experience, primarily on the Transmission side. A good understanding of Distribution Operations may be covered by the combined experience of several of the current Board members, but it will be important to establish liaisons with Distribution Operators as the AB work requires it.

Don Watkins nomination was confirmed by vote of the AB members. There were no dissentions.

Don's membership will be announced, he will be informed of the activities undertaken by the AB thus far, and he will be included in future meetings and correspondence.

Name Change

The point was made that what matters most is the result of the AB's work, not its name. Still, the name is an important issue.

The "GridWise Interoperability Council" seemed to gain favor in e-mail exchanges if the name were changed from "GridWise Architecture Board." However, some members voiced strong defense of the current name.

Rik Drummond suggested using this issue as an opportunity to initiate relationships between the AB and the GridWise Alliance and E2I-CEIDS. Members of the AB could hold discussions with representatives of these groups to understand their issues, and whether they are misunderstandings or turf issues.

A Name Task Force was formed (Ron Ambrosio, Dave Cohen, Rik Drummond - lead) to contact these groups and initiate discussions.

Actions:

❖ Those not present at this meeting please indicate your interest to join this TF.

❖ Brief TF on E2I –CEIDS and GW Alliance issues as needed (SEW).

❖ Arrange discussions with Alliance and E2I CEIDS representatives (SEW).

Path Forward Material

Steve presented a synthesis of vision and goal statements from the meeting in Westminster, CO, as well as a framework for creating a roadmap of the group's activities.

Discussion on the Vision and Goals Synthesis: Vito suggest we avoid words like 'healthy' as it is ambiguous (see Goals bullet 3). Dave felt that the last bullet under goals concerning an ample skilled labor pool seemed out of place with the other bullets.

Concerning the Planning Thoughts ideas, Vito felt that the appropriateness of the framework of activities is difficult to assess without identifying and agreeing to a demonstration project with practical implications to tackle (such as a demand response function in the existing market situation). Ron suggested that the plan should include identifying the "low hanging fruit" for making initial progress.

A task force to look at planning ideas may be something to consider, but before pursuing this topic, the meeting heard an introduction on the creation of a "constitution from Rik Drummond.

Constitution

Rik introduced his idea of initiating a process to create a constitution that contains the basic requirements and precepts for our work. This is based upon an approach he has used in other efforts. The meeting did not afford enough time to fully present Rik's suggestion. The members expressed preliminary interest in the approach. Rik was asked to provide more material to read beyond the slides. Rik suggested that further introductory discussion is needed before more material is produced.

Action: Schedule Constitution conference call toward the end of September or early October.

Future Meetings

The next face-to-face meeting will be in Fort Worth, TX.

Albert Esser has a conflict on the October date for this meeting. The backup date of 11-12 Nov 04 was good for those present, except that Wade has a potential problem.

Actions: Canvas all members for their ability to make the 11-12 Nov meeting time. Members to review the topics proposed and submit their ideas. This topic should be discussed in the next teleconference meeting.

Action Items:

#	Item	Owner	Due Date
1.	Update Terms of Reference to reflect the name of the Chair.	Widergren	10 Sep 04
2.	Revise Bylaws per editorial comments and suggestions recorded in 2 Sep 04 meeting minutes for governance task force review.	Widergren	10 Sep 04
3.	Notify Don Watkins of his confirmation as a member of the Architecture Board and inform him of the AB's activities.	Widergren/ Bosquet	ASAP
4.	Arrange conference call to discussion Rik Drummond's idea on a constitution.	Bosquet	10 Sep 04
5.	Canvas members for 11-12 Nov 04 meeting attendance and collect topic ideas.	Bosquet	15 Sep 04