



GridWise Architecture Council Meeting Web Meeting

October 26, 2007

Meeting Minutes

The meeting was held from 10 a.m. – 12 p.m. on October 26, led by Chairman Jack Mc Gowan.

The following individuals were present:

Architecture Council Members

Joe Bucciero, KEMA Consulting
Erich Gunther, EnerNex Corporation
Stephanie Hamilton, Southern California Edison
Dave Hardin, Invensys Process Systems
Lynne Kiesling, Northwestern University
Mike McCoy, Becker Capital Management
Jack Mc Gowan, Energy Controls, Inc.
Russell Robertson, Tennessee Valley Authority
Alison Silverstein, Consultant

Architecture Council Support

Steve Widergren, PNNL
Ruth Taylor, PNNL
Ron Jarnagin, PNNL
Heather Kuykendall, PNNL

Not Present

Ron Ambrosio, IBM T.J. Watson Research Center
David Cohen, Infotility
Rik Drummond, Drummond Group
Richard Schomberg, Electricite de France

Proprietary Information Notice

The members and guests were reminded of the proprietary information disclosure policy from the Bylaws.

Meeting Minutes Approval

The minutes for the September 12-13 meeting in Austin, TX were approved with Alison Silverstein's recommended changes.

Welcome and Introductions

Steve Widergren welcomed the participants for the Chair and gave an overview of the agenda. Council members were reminded of upcoming GWAC meetings. Upcoming meetings dates are as follows:

- November 7-9, 2007 – Grid Interop Forum in Albuquerque, NM
- December 14, 2007 – web meeting from 9 - 11 am PT
- January 15-16, 2008 – face-to-face meeting in New Orleans, LA
- March 2008 – possible face-to-face meeting, pending results from January meeting
- April 4, 2008 – web meeting from 9 – 11 am PT
- May 19-21, 2008 – face-to-face meeting, co-located in Santa Clara with the GridWise Expo
- Summer 2008 – face-to-face meeting, location TBD

Action Item: Ruth Taylor will coordinate logistics with council members and invited speakers.

Member Renewal

The following council members are due for membership renewal, with terms ending December 31, 2007: Ron Ambrosio, Dave Cohen, Rik Drummond, Erich Gunther, Stephanie Hamilton, Lynne Kiesling, Mike McCoy, and Alison Silverstein. These members were requested to send Ruth Taylor their intention to seek a new two year term. They were asked to plan to attend the January meeting even if they elect not to seek a new term. This provides continuity until new members are nominated and confirmed.

Proposed Timeline for Member Renewal Process

- October 31, 2007 – Selection process in place. This date may change, due to intensive Grid-Interop planning.
- November 5, 2007 – Members renewal confirmation
- November 16, 2007 – Call Material, Distribution List & Posting Plan
- November 16, 2007 – GWAC Agreement to Proceed
- December 7, 2007 – Assemble Nominations Committee (consisting of two representatives nominated by Eric Lightner, two Council members, and Steve Widergren)
- December 31, 2007 – Candidate Call Period
- January 19, 2008 – Nominee Selection
- January 26, 2008 – Nominee Confirmation

The 2008 GWAC Chair position is also up for selection. The selection process begins with a nomination of candidates for Chair from council members, then an open discussion of the nominees and affirmations by the nominees to serve in that role. The ballot can be handled electronically or at the December web conference. The recommended Chair will then be confirmed by DOE.

Action Items:

- Affected Council members to email Ruth Taylor with interest to renew their two-year term by November 5, and eventually provide a new letter of commitment from their affiliated organization.

- Council members to submit recommendations for new Council members to assure that they are on the call for candidates distribution list.
- Council members to submit Council chair nominations to Ruth Taylor by November 30.
- Jack Mc Gowan to mention the Call for Candidates at Grid-Interop.

January Meeting Coordination

The next face-to-face meeting is planned for January 15-16, 2008, in New Orleans, LA. The focus of this meeting should be on the GWAC vision and desired horizon, with a reduced amount of other business. Suggestions were made to forego any invited presentations and engage a facilitator for this meeting. Alison suggested holding a face-to-face meeting in March to engage the presenters that would have otherwise presented at the January meeting. The concern was also expressed that this additional meeting would increase GWAC face-to-face meetings to five next year and might not be necessary since representatives from Siemens and Schneider will most likely have a presence at the GridWise Expo, and presentations from them during the May meeting would be timely.

Grid-Interop Forum

Ron Jarnagin provided an update on the Grid-Interop planning. Registration for the event has increased to 100 with the target number of attendees at 200. Clasma has been sending out email blast invitations, and web activity sees site peaks in response. All panel session moderator positions have been filled, approximately 80 speakers confirmed, and roundtables have both moderators and champions. The action roundtables will be requested to identify needs from industry or government without just asking for money. Roundtable moderators have been given a script to guide the process.

The planning committee has been holding weekly conference calls, and attended a face-to-face meeting in Chicago, IL on October 10. The planning committee will be gathering the day before the Forum (November 6) to finalize Grid-Interop items. All Council members are invited to join a meeting along with track and session leads on November 7 from 10 – 11:30am to review the agenda and objectives.

GWAC Mission and Structure

Joe Bucciero presented the progress of the review team on the Mission and Structure document. A decision was made during the meeting to accept a few additional changes by several council members and remove specific names of collaborating organizations from the Key Relationships section. The new list will include academia, government agencies, industry user groups, research organizations, standards bodies, trade groups, and other key stakeholders.

Action Item: Joe Bucciero to send out the final Mission and Structure document to Council members. Members are to send Ruth Taylor their vote via email by 2 Nov 08.

Financial Benefits Paper RFP

Steve Widergren presented the list of potential authors to whom the RFP was released. He confirmed that writing samples will be collected from the applicants. Steve needs to confirm the present study team members. (Post-meeting note, The Benefits Study Team, includes Dave Cohen, Rik Drummond, Eric Gunther, Mike McCoy, and Alison Silverstein.) Lynne Kiesling asked to join the team. The plan is for the team to make a recommendation to the Council by December 1. The

Council will be given time to review the team’s recommendation prior to awarding the contract. The expected schedule for the document is as follows:

- November 2, 2007 – Proposals due
- December 1, 2007 – Selection and contract target
- Month 1 – draft outline w/ bibliography and citations
- Month 2 – draft of whitepaper for review
- Month 3 – action plan from review comments
- Month 4 – final draft delivered

The draft SOWs for the next Benefits papers will be completed after Grid-Interop.

Action items: Steve Widergren to send out the names of Council members on the Benefits Study Team and outline the proposal review process.

Communications Update

Ruth Taylor presented the focus publications list recommended by the Communications Team to the Council members for comment. UtiliPoint and Energy User News were removed from the list, and Electric Light and Power was added as a high priority publication venue.

Summary of New Action Items

#	Item	Owner	Due Date
	Ruth Taylor will coordinate logistics with council members and invited speakers for upcoming meetings.	Taylor	
	Council members up for renewal to email Ruth Taylor with interest to seek a new two-year term	Council members	11/5
	Council members to submit recommendations for potential new council members so they are assured to be on the call for candidates distribution list.	Council members	ASAP
	Council members to submit 2008 Chair nominations to Ruth Taylor.	Council members	11/30
	Jack Mc Gowan to mention the Call for Candidates at Grid-Interop.	Mc Gowan	11/7
	Joe Bucciero to send out revised Mission and Structure document to council members ASAP and members to send Ruth Taylor their vote via email.	Council members	11/2
	Steve Widergren to send out the names of Council members on the Benefits Study Team and outline the proposal review process.	Widergren	11/2