

Recordkeeping Committee

Meeting Minutes

Spring Conference – 2011

Date: September 26, 2011

Time: 7:00 AM – 8:00 AM

Place: Marriott City Center, Charlotte, NC

Participants:

Keith Williams - Intec	Joe O'Connor – Intec
Patrick Bush – Westar Energy	Rick Hoffman – AEP
Sanita Walker-Resper – Pepco Holdings	Russell Wright – Illuminant
Tom Dyson – Ameren	Tom Taylor – Consumer's Energy
Craig Ellis – Progress Energy	Mark Kulow – Indianapolis Power & Light
Linda DeBorde – Centerpoint	Shelly Killingsworth - KCPL
Stephen Cox – KCPL	

Recorded By: Keith Williams

Items Discussed:

- Proposed Agenda for Next Survey
The committee reviewed and approved the proposed agenda for the next survey.
- Requested Changes to Survey
The committee approved the following changes for the next survey:
 - Discontinuing signed confirmations. Only digital confirmations will be required.
 - Adjustments to validation tests
 - Additional validation and confirmation tests
 - Additional checkboxes for combination companies including gas data in their Total Company, T&D, Motor Vehicle, and System Headquarter submissions.
 - Additional checkboxes for participants including alternative energy data in their Total Company submissions.
- Combination Company Questionnaire
The committee reviewed and discussed the results of the Combination Company Questionnaire. The questionnaire revealed that gas data is sometimes included in Total Company, T&D, Motor Vehicle, and System Headquarter reporting sections, Checkboxes were requested in these reporting sections to improve benchmarking efforts.
- Alternative Energy Data
The committee also discussed the possible inclusion of Alternative Energy data in the Total Company reporting section. Checkboxes were also requested in this area to improve benchmarking efforts.

- AWEA - Mutual Sharing of Data
The committee discussed the mutual sharing of data with the American Wind Energy Association. The results of the scheduled 10/14/2011 meeting between EEI and AWEA will be presented at the next committee meeting. The committee will then determine the data to be requested from AWEA and shared with them.
- Reporting Data by Company Name
Requests came from survey participants to publish data by company name in place of confidential codes. The committee determined that the data will continue to be reported by confidential code.
- Quartile Calculations
The committee discussed the inclusion of quartile calculations in the survey reports. It was determined that these calculations will not be included in the reports as they can easily be acquired through the functions within Excel.
- Online Data Storage & Reports
The committee discussed the storage of data in a permanent online database and the access of data through an interactive, online report generator. The servers, database, and report generator being used for the Contractor Safety Program will be tested for use in the EEI Safety Survey. A progress report will be provided at the spring meeting.