**AMWG January 2017 Meeting Notes**

**January 19, 2017**

**9:30 a.m. – 1:00 p.m.**

**Via WebEx Only**

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

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| **Name** | **Company** |
| Esther Kent  | CenterPoint Energy |
| John Schatz | TXU Energy |
| Rebecca Zerwas | NRG |
| Andrea O’Flaherty-Brown | Solutions Cube – SMT |
| Michele Gregg | OPUC |
| Liz Jones | Oncor |
| Sam Pak | Oncor |
| Carolyn Reed | CenterPoint Energy |
| Eric Blakey | Just Energy |
| Bobby Roberts | TNMP |
| Rob Bevill | SPEER |
| Therese Harris | PUC |
| Kelly Tidwell | Direct |
| Dave Michelsen | ERCOT |
| Sheri Wiegand | TXU Energy |
| Kaci Jacobs | TXU Energy |
| Suzanne Bertin | TAEBA |
| David Johnson | IVG |
| Brian Bowen | First Fuel |
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1. **Review draft meeting notes and action items from the October AMWG meeting and make necessary updates/revisions**
	* The group reviewed the November 2016 meeting notes, with no revisions.
	* **Action Item:** *Esther Kent will send the notes to ERCOT for posting on the AMWG November 2016 meeting page.*
2. **Nominations for 2017 AMWG Leadership**
	* ERCOT’s Dave Michelsen coordinated the nomination collection.
	* Esther Kent (CenterPoint Energy) and John Schatz (TXU Energy) were nominated as co-chairs.
	* Esther and John accepted the nominations.
3. **2017 AMWG Goals**
	* The group reviewed, discussed, and agreed on the 2017 AMWG goals
	* **Action Item:** *John Schatz will present proposed 2017 AMWG goals to the February RMS meeting.*
4. **Review Approved 2017 AMWG Meeting Dates / Times**
	* The group reviewed the scheduled dates (as shown on the AMWG main page) and agreed the posted dates will remain as-is. AMWG leadership committed to the group to provide as much advance notice as possible regarding changes to meeting status, dates, and times.
5. **Update on SMT**
* Andrea O’Flaherty reviewed with the group:
	+ Q1 2017 dates for planned maintenance
	+ December 2016 minor release to correct deficiencies and usability defects
	+ Previewed February 18, 2017 minor release
		- Display of a message “SMT should be used by authorized users”
		- Implementation of an entity-specific annual report listing the specific parties’ user ids. User SMT admins are encouraged to validate who should have access to SMT
		- More secure user password transmittal
		- Incorporate updated SMT T’s & C’s
	+ SMT Share Feedback – the group reviewed November & December customer shared feedback
		- It was noted that SMT does respond to customer inquiries / questions
	+ Monthly log-in report: the group discussed the need / benefit of a monthly user log-in report
	+ **Action Item:** *Andrea O’Flaherty will prepare a “one-time” report of monthly user log-in’s (covering a 2-year period) and present at the March AMWG meeting.*
	+ SMT Monthly Market Reports – the group reviewed the Help Desk Ticket report and the SMT Update Reports for Nov. / Dec. – there were no significant discussion / questions.
	+ The group reviewed the 3rd Party Statistics Report
		- Per a participant question, an Accepted Invitation is when a customer clicks the “accept” button; a Completed Agreement is when an Energy Data Agreement has completed its life cycle
		- Discussion ensued re: “are customers renewing their Energy Data Agreements with a separate 3rd party?”
		- **Action Item:** *Andrea to evaluate if data is available which indicates if customers who have / had energy data agreements are renewing the agreements with their existing service provider or a new service provider. The report would be a “one-time” report, tentatively scheduled for presentation at the March AMWG meeting.*
1. **Review action items and agenda items**
	* The action items and agenda items were reviewed with the group
2. **Identify items to present in the next RMS meeting**
	* Not taken up
	* **Action Item:** *John Schatz will prepare the AMWG update for the February RMS meeting*

Meeting adjourned at ~11:40 a.m.

The group concurred that the February AMWG meeting will be cancelled

**Action Item:** *John Schatz will notify ERCOT of the February meeting cancellation. John will also broadcast the cancellation via the AMWG list-serve.*

Next meeting: March 9th, 9:30 a.m. – 3:00 p.m., at ERCOT Met Center room 168 and Web-Ex