RMTTF Meeting

Thursday, August 3, 2023

9:30 AM

WebEx only

 RMTTF Meeting Notes

Melinda opened the meeting and welcomed everyone.

Antitrust statement was read.

Melinda read the names off the WebEx. Those listed are noted below.

**Attending:**

Debbie McKeever Oncor

Jordan Troublefield ERCOT

Diana Rehfeldt TNMP

Eric Lotter GridMonitor

Melinda Earnest AEP Texas

Art Deller ERCOT

Monica Jones Centerpoint

Lysette Balance Centerpoint

Sheri Wiegand Vistra

Tomas Fernandez NRG

Kathy Scott Centerpoint

Bill Snyder AEP

Amy Sue Stirland LP&L

 There were no other attendees that joined late.

**Meeting notes from June meeting**

Meeting notes from last meeting were reviewed.

There were no changes made. Notes are considered final.

**Action Items from last meeting**

Action items from last meeting which are contained in the notes were reviewed. Everyone reviewed the Action Items. All had been completed.

**TX SET Presentation**

Reviewed slides from Kathy that were sent out last month.

We reviewed, approved and finished modification of slides during today’s meeting.

Version is now considered as final which will be used for the October class.

Two slides were created by Kathy that were needed. Debbie noted that there has been confusion regarding Switches and Move ins and also Mass Transitions verses Acquisitions.

The new slides should help or eliminate that confusion and help attendees understand the difference. It’s important the correct transaction is used.

Two new slides:

* Mass Transition verses Acquisition
* Switch verses Move-In

Art will post the updated presentation to the TX SET training page for the October 5th.

**MarkeTrak Training Presentation**

Few changes were made to the slides during today’s meeting.

**LMS Stats since last meeting**

Art provided the stats listed below.

Art said that the growth in numbers has increased and been steady.

**LMS STATS AS OF 8/2/23**

|  |  |  |  |
| --- | --- | --- | --- |
| **LMS WBT Stats** | In Progress | Complete | Total |
| MT YTD | 44 | 105 | 149 |
| MT All Time | 597 | 1189 | 1786 |
| Retail 101 YTD | 218 | 137 | 355 |
| Retail 101 All Time | 1485 | 783 | 2268 |
| Mass Tran YTD | 4 | 16 | 20 |
| Mass Tran All Time | 50 | 87 | 137 |
| Texas SET YTD | 28 | 24 | 52 |
| Texas SET All Time | 70 | 53 | 123 |

Upcoming Class Registrations:

Retail 101   8/10/23   24 registered

Texas SET 10/5/23   42 registered

**Market Notice for upcoming TX SET Training**

Sheri asked if we would send out a training notice and when.

Melinda said she will send out a market notice indicating the details for the TX SET training but Kathy has to get some info. Kathy said has to check on something first and will get that answer to Melinda. That needs to be done before sending out the notice of the upcoming training. The notice is valuable and encourages attendance.

Art reminded everyone that ERCOT has a standard automated email that is sent one day before the training and is only sent to each person that is registered as of that date. ERCOT no longer sends out the email to those that are registered 3 days in advance. That was not really accomplishing anything.

Sheri had created an email message to those that registered to attend the TX SET in person training that was held at Vistra in May. During the June RMTTF meeting it was decided that we would use Sheri’s email as a standard since it captured all of the points that the registered attendees need to know so they can be prepared.

The email below will be revised for each location and host company.

|  |
| --- |
| Below is the revised email to be sent to registrants 3 days prior to class:It will be sent from ERCOT. Art will coordinate. Good morning TXSET 101 Registrants!ERCOT and the RMTTF are excited to bring back to Houston our instructor-led TXSET training class on **Thursday, October 5th** at the CenterPoint Energy Tower at 1111 Louisiana Houston, Tx 77002.   A few logistics so you know what to expect:* **Parking** – Public Parking is available in various parking garages and surface lots near the building. *(Parking will not be validated)*
* **Building Entrance** – Building can be accessed through the tunnel, street level and the skywalk connection from the Hyatt Regency Hotel.
* **Check in at Security** – suggest you arrive by 8:00 AM - please check in on the second floor of the building.  Security will have a list of attendees and then you will be escorted to the classroom.
* **Lunch & Snacks** – no need to bring a lunch – lunch will be provided along with some breakfast and afternoon snacks.
* **What to bring** – no need to bring your laptops -  workbooks will be provided.  There will be lots of drawing (and notetaking of course), so if you have a favorite writing instrument, I suggest you bring it
* **Class start time** – promptly at 8:30 am – we have a full day of knowledge planned for you!

Finally, we know last minute things come up, so, if you are unable to attend, if you could kindly cancel your reservation via Learning Management System, that will allow someone on the waitlist to take your coveted spot (yes, we have a waitlist).  If there are any questions about the class, you may reach out to one of the RMTTF Co-Chairs.  If there are any questions about the facility, you may contact Kathy Scott at kathy.scott@centerpointenergy.comEarnest, Melinda (mdearnest@aep.com)Fernandez, Tomas (Tomas.Fernandez@nrg.com)McKeever, Deborah (Deborah.Mckeever@oncor.com) |

**Action Items:**

Art will get a list of attendees to Kathy sometime the week before the training so she can get it to security. Each person needs to go to security and get a badge.

For the TX SET training – Assignments:

Sheri will have the TX SET Cards, Transaction sheet, the answer key and will bring the cards and print off both transactions sheets…laminated and paper sheets.

Debbie and Kathy will work together to make sure the candy bars are purchased for the prizes and at the training.

Kathy will get the workbooks printed and the large props including the new slide “Switches verses move ins”.

Tomas is going to bring his sheets.

**2024 Training Schedule and plans**

2024 – tentative

* 3 Sessions of Instructor Led Retail 101- all WebEx
* 2 sessions of Instructor Led in person TX SET training classes – 1st and 2nd quarter
* MarkeTrak training – instructor led – WebEx only, 1st and 2nd quarter

At our May and June meeting, RMTTF discussed about Oncor hosting a TX SET in person training the first quarter of 2024.

Question was asked, where are we with plans for a TX SET 5.0, MarkeTrak market update meeting? All agreed one is definitely needed because the transactions are changing a lot and MarkeTrak is changing a lot and people need to know. Also, we should look to the MarkeTrak user guide for the details (true reference) and that’s in the process of being updated. Once that’s done the modules for MarkeTrak can be revised.

Kathy provided an update that Tammy has been attending MCT. There should be a market class/workshop where MPs are invited and they can find out what’s coming in with TX SET 5.0. will probably be a very heavily attended workshop. Will be WebEx.

It was noted that there are many conversations going on as to who is doing what and the workshop will help us get grounded for the release and what each party (ERCOT and CRs, TDSPs) need to do.

AEP stated that the REP workshop and the social are scheduled and RMTTF can be held the day after.

November 7th – AEP Social

November 8th - AEP workshop.

Discussion regarding whether or not we have the RMTTF meeting in person in Corpus after the AEP events, or we could wait until next year for an in-person meeting hosted by AEP.

We will take this discussion up at our next meeting. Someone mentioned they won’t be able to travel for the remainder of the year.

**Other Business**

TX SET 5.0 Training should be held to provide MPs knowledge of what is included and will provide assurance all is in place.

Melinda asked if there was any other business.

No one had comments.

Melinda thanked everyone for attending and noted our next meeting which will be in Houston at Centerpoint, the day following the TX SET training.

Melinda adjourned today’s meeting at 11:05 AM.