

# **Arizona Independent Scheduling Administrator Association**

Minutes from the Special Board of Directors Meeting  
Friday, January 18, 2008 at 9:00 AM (MST)

## **I. Call to Order**

Vicki Sandler, Interim Executive Director (“ED”), called the Board of Directors (“Board”) Meeting of the Arizona Independent Scheduling Administrator Association (“AZ ISA”) to order at approximately 9:00 AM.

## **II. Determine Quorum**

The quorum requirement is two-thirds of the members of the Board. A quorum was present: nine of nine members were present.

The following Directors were present: Ed Beck, Kevin Higgins, David Getts, Bill Chen, Jennifer Chamberlin, Eric Treese, Jerry Smith, Mike McElrath and Vicki Sandler (Chair).

Also present was Lenin Arthanari of Low & Childers, P.C.

## **III. Welcome and Introductions**

All present were welcomed and introduced by Ms. Sandler.

## **IV. Appoint Meeting Secretary**

Lenin Arthanari of Low & Childers, P.C. was appointed as Corporate Secretary for the meeting.

## **V. Approve Board Agenda**

Ms. Sandler recommended that the Agenda order be changed by moving Item 3 to the last item of discussion. The Board unanimously approved the Agenda with this change.

## **VI. Proposed Interim Executive Director 2008 Objectives (Agenda Item #1)**

Ms. Sandler reiterated her position that she wants to provide value to the AZ ISA Board. She reviewed with the Board her objectives:

- To use her judgment and attend and summarize the transmission meetings of most value to the AZ ISA, including SWAT, CRT, Westconnect, CATS, SATS, STEP and represent the AZ ISA interests therein.

- To update the Board periodically through timely emails or other means regarding key industry developments relating to the AZ ISA goals and act as an information resource.
- To act as an advocate (with prior Board approval) at ACC and other proceedings.
- To carry out the duties set forth in 5.3 of the Bylaws.

Mr. Higgins suggested that the word “advocate” be changed to “resource” which Ms. Sandler agreed to. She also asked for direction with regard to preparation of the monthly newsletter. Mr. Beck stated that the newsletter was just an attempt to motivate Mr. Sanderson and was not necessary as long as Ms. Sandler provides timely periodic updates when necessary. The Board was in agreement on this.

Mr. Higgins recommended that it would be useful for Ms. Sandler to contact Janet Wagner at the ACC and to inform her that Ms. Sandler is the new Interim ED for the AZ ISA. Ms. Sandler did mention this to certain ACC representatives that she met at recent industry meetings.

## **VII. Summaries of Industry Meetings (Agenda Item #2)**

Ms. Sandler then proceeded to provide oral summaries of SATS, CATS, Westconnect and SWAT meetings that she attended during the week.

Ms. Sandler is very impressed with the Southern Arizona Transmission Meeting Group. Summaries of all meetings are available through their report.

Mr. Higgins suggested that Ms. Sandler prepare a written summary of all meetings attended. Ms. Sandler agreed to do so.

Ms. Sandler asked Mr. Beck whether there was anything else he wanted to share about this week’s meetings. Mr. Beck suggested that sending out website links to the Board would be good since she is coming up to speed on recent transmission planning issues in Arizona and other Board members who do not follow the transmission issues as closely would benefit also.

## **VIII. 2008 Invoices and Finances (Agenda Item #4)**

Ms. Sandler saw the 2007 Budget on the AZ ISA website. Mr. Beck advised that the Board had only seen a draft of the 2008 Budget and that the actual Budget is approved in January. Ms. Sanders’ goal is to prepare the 2008 Budget, to be as efficient as possible and to decrease Budget expenses. Ms. Sanders asked Mr. Arthanari to send a draft 2008 Pro forma Budget. Mr. Arthanari agreed to do so.

Ms. Chamberlin suggested that perhaps the Board could have a Special Board Meeting in February to approve the 2008 Budget. The Board agreed to hold the Special Board Meeting at 2:00 p.m. (MST) on Monday, February 4, 2008 to approve the 2008 Budget. Mr. McElrath will not be available on that date.

Ms. Sandler indicated that she will send invoices to APS and TEP as soon as possible.

**IX. Updating the Web (Agenda Item #5)**

Ms. Sandler advised that Patrick Sanderson will send her a note giving direction on how to update the website. Mr. Beck suggested that once Ms. Sandler gets the information from Mr. Sanderson, she will have a better idea of whether she can update the website by herself or whether outside assistance is required.

Ms. Sandler said that the visibility of AZ ISA in Arizona has increased just by her attending industry meetings.

Mr. Beck suggested that Ms. Sandler attend the Western Power meeting to be held on February 12<sup>th</sup> at 1:00 PM to discuss the issue of consolidation.

The General Session of this Special Meeting of the Board of Directors was temporarily adjourned and went into Executive Session.

At the request and unanimous direction of the Board, the Executive Session shall remain confidential and no written minutes shall be prepared.

The Board adjourned its Executive Session and resumed its regular session of the Special Meeting.

**X. Best Practices Presentation – Al Pak (Agenda Item #6)**

Ms. Sandler asked about Al Pak's suggestion to have discussions between planning and real-time groups. Mr. Beck suggested that these talks be on a committee level and not at Board level. Ms. Sandler agreed to do so in the future.

**XI. Notice of Next Board Meeting**

The next Board meeting will be held on Monday, February 4, 2008 at 2:00 PM.

**XII. Adjourn**

Vicki Sandler, Interim Executive Director, adjourned the meeting at approximately 10:25 AM.

Respectfully submitted,

Lenin Arthanari  
Meeting Secretary