1. **Administration**
   
a. The meeting minutes from the November 19, 2013 meeting were reviewed, approved & uploaded to the SRCTF webpage.

2. **2014 Spring Restoration Drill**
   
a. The task force discussed the scenario for the 2014 spring restoration drill. There group did not have any objections to the scenario for the drill. The group was asked to send to PJM any additional equipment that they would like out of service for the drill scenario in their transmission zones.

b. The group agreed that using e-dart to report which transmission equipment was returned to service was not easy to use. The group preferred to either email or fax to PJM which transmission & generation equipment was returned to service. The group came to a consensus that the M-36 attachment B forms would be emailed to PJM for the drill. The forms would be sent via fax machine as a backup to email. PJM reiterated the importance of timely reporting of equipment that is returned so that the simulator can be updated to reflect restoration drill system conditions.

c. The 2014 Spring Drill is scheduled for February 11th & 12th with an alternate date the following week on February 18th & 19th. On Monday, February 10th beginning at 09:00 the group will verify the phone numbers for the drill and will be followed by a training presentation that will be presented via WebEx.

d. The group discussed the CEHs that would be provided for the spring restoration drill. Transmission Owner Operators who participate in the entire drill will be eligible for up to 11 CEHs. If the TO invites to the GO to participate, depending on participation the GOs will be eligible for up to 11 CEHs. All CEHs will only be awarded upon receipt of the PJM Drill Participation Submission form. There is also an online restoration LMS that provides 1 CEH. An additional breakdown of CEH distribution is provided below.
i. Transmission Owner Operator: If an operator is dedicated to the drill and participates on both days, they will receive 11 CEHs. If the operator participates only on the first day they will receive 6 CEHs. If the operator participates only on the second day they will receive 5 CEHs.

ii. Generation Operators: If the Generation Operator is dedicated full time to support the drill and they participate both days, they will receive 11 CEHs. If a Generation Operator is dedicated full time to support the drill and they participate only on the first day, they will receive 6 CEHs. If a Generation Operator is dedicated full time to support the drill and they participate only the second day, they will receive 5 CEHs. If a Generation Operator supports the drill while also performing real-time duties, and they participate both days, they will receive 4 CEHs. If a Generation Operator supports the drill while also performing real-time duties, and they participate only one day (either day one or day 2), they will receive 2 CEHs.

3. **E-DART Restoration Manual Update**

   a. PJM reminded the group that all restoration manual changes & annual reviews are to be submitted via E-DART.

   b. A few members of the group asked questions about using e-dart to submit their restoration manuals & PJM reminded the group of the upcoming annual reviews for restoration plans.

4. **TO Restoration Manual Review**

   a. AE reviewed their restoration manual.

   b. PPL will present their restoration manual at the next SRCTF meeting.

   c. The group asked PJM for a schedule of restoration manual reviews for the upcoming SRCTF meetings. The proposed schedule is below.

   - March 13 Meeting Expected Manual Review: PL, UGI, First Energy – East, South & West
   - May Meeting Expected Manual Review: Duquesne, DEOK, PS, PJM
   - July Meeting Expected Manual Review: PECO, ComEd, BC, CPP
   - September Meeting Expected Manual Review: Dayton, AEP, Dominion, RECO
   - November Meeting Expected Manual Review: AE, DPL, PEPCO, EKPC
5. **Future Agenda Items**

   a. Participants discussed the addition of any new item(s) to the agenda of a future meeting. The participants did not request any additional discussion items.

6. **Future Meeting Dates**

   a. Thursday March 13, 2014 09:00 – 11:00

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**Anti-trust:**
You may not discuss any topics that violate, or that might appear to violate, the antitrust laws including but not limited to agreements between or among competitors regarding prices, bid and offer practices, availability of service, product design, terms of sale, division of markets, allocation of customers or any other activity that might unreasonably restrain competition. If any of these items are discussed the chair will re-direct the conversation. If the conversation still persists, parties will be asked to leave the meeting or the meeting will be adjourned.

**Code of Conduct:**
As a mandatory condition of attendance at today's meeting, attendees agree to adhere to the PJM Code of Conduct as detailed in PJM Manual M-34 section 4.5, including, but not limited to, participants' responsibilities and rules regarding the dissemination of meeting discussion and materials.

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Unless otherwise noted, PJM stakeholder meetings are open to the public and to members of the media. Members of the media are asked to announce their attendance at all PJM stakeholder meetings at the beginning of the meeting or at the point they join a meeting already in progress. Members of the Media are reminded that speakers at PJM meetings cannot be quoted without explicit permission from the speaker. PJM Members are reminded that "detailed transcriptional meeting notes" and white board notes from "brainstorming sessions" shall not be disseminated. PJM Members are also not allowed to create audio, video or online recordings of PJM meetings.