



Gas Industry Standards Board

1100 LOUISIANA, SUITE 4925
HOUSTON, TEXAS, 77002

PHONE - (713) 757-4175, FAX - (713) 757-2491, email gisb@aol.com

June 27, 1997

TO: GISB Membership and posting on the home page for interested industry participants

FROM: Rae McQuade, Executive Director

RE: **FIRST MEETING OF 1997 FOR THE CONTRACTS TASK FORCE FOR THE BASE CONTRACT FOR SHORT TERM PURCHASES/SALES OF NATURAL GAS**

The first meeting in 1997 for requested revisions to the base contract for purchases and sales of natural gas (please refer to request R97063 which can be downloaded from the home page in the "REQUESTS FOR STANDARDS" area) will be held on:

- ✓ Date: July 21, 1997
- ✓ Time: Noon to 5:00 p.m.
- ✓ Place: American Gas Association
1515 Wilson Blvd.
Arlington, VA 22209
Telephone: (703) 841-8400

(If coming by metro, get off at the Rosslyn stop. Walk UP 2 blocks Wilson Boulevard. AGA building is located on the right hand side)

The meeting will be held in the Board Room (Take elevator to the 11th floor Receptionist area. The meeting will be posted on the board. Take stairs up to the penthouse. Board Room is to your left)

Should you require hotel accommodations, there are a couple of hotels conveniently located near AGA headquarters: Hyatt Arlington (703) 525-1234 and the Key Bridge Marriott (703) 524-6400.

The general number at AGA is (703) 841-8400. Messages for attendees may be left with the receptionist. In case of urgency, please contact Lucy Land at (703) 841-8490 and the messages will be personally delivered.

For catering purposes, please RSVP to Veronica Thomason at the above phone or email address no later than July 15.

The working papers for this meeting are those within request R97063. The request R97063 and accompanying work papers can be downloaded from the GISB home page (www.gisb.org) in the "REQUESTS FOR STANDARDS" area. The draft agenda for the meeting is:

1. Administrative:
 - ✓ Welcome
 - ✓ Antitrust Advice
 - ✓ Roll Call
 - ✓ Adoption of Agenda
 - ✓ Confirmation of Jeff Hodge of Enron and Mike Wallace of NorAm as co-chairs



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2. Brief overview of the GISB Base Contract for Purchases and Sales of Natural Gas
 - ✓ Key terms and conditions
 - ✓ Review the request to modify it
3. Review of Request R97063:
 - ✓ Explanation of the Request by the requester
 - ✓ Explanation of how the process is in use today
4. Planning
 - ✓ Plan for review of suggested changes from R97063
 - ✓ Drafting of recommendation for R97063
 - ✓ Requests for volunteers to complete assignments for further work with dates for completion
5. Begin review
6. Discussion on next meeting
7. Adjourn

We look forward to your attendance at the meeting.

Suggested materials to have for this meeting:

- The Base Contract for Purchase and Sales of Natural Gas
- Request number R97063