



## North American Energy Standards Board

1100 Louisiana, Suite 3625, Houston, Texas 77002

Phone: (713) 356-0060, Fax: (713) 356-0067, E-mail: [naesb@aol.com](mailto:naesb@aol.com)

Home Page: [www.naesb.org](http://www.naesb.org)

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**via email and posting**

**TO:** NAESB Executive Committee (EC) Members, Annual Plan Coordinators and Posting For Interested Parties

**FROM:** Rae McQuade, Executive Director

**RE:** Annual Plan Subcommittee Announcement for February 3, 2003

**DATE:** January 30, 2003

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Dear NAESB Interested Parties,

A kick-off meeting conference call for the Annual Plan Subcommittee has been scheduled for **February 3 from 8:00 am central to 10:00 am central**, with apologies to those participants from the west coast for the early time slot. An agenda is shown below. Please call the office (713-356-0060) for call-in instructions if you would like to participate.

Jim Buccigross, as chair of the EC will preside over the meeting. The plans will be reviewed to determine if there are any items that would benefit from multi-quadrant attention in the near future. This, as with all NAESB meetings, is an open meeting. Please notify the NAESB Office ([naesb@aol.com](mailto:naesb@aol.com)) by January 31 if you will be participating to ensure adequate lines are available.

We look forward to your attendance.

Best Regards,  
*Rae McQuade*

### **MODIFIED AGENDA**

- 8:00 am C
1. Welcome
    - Antitrust Guidelines
    - Welcome to attendees
    - Adoption of Minutes of January 15, 2003
  2. Review of 2003 Annual Plan Items To Determine if Multi-Quadrant activity is needed **for Contracts and EDM Standards**
  3. Discussion of a Cross-Quadrant Glossary
  4. Planning activities for development of 2004 Quadrant Annual Plans
  5. Calendar of Meetings for 2003
  6. Other Business
    - Co-chairs
- 10:00 am C
7. Adjourn