



**GAS INDUSTRY STANDARDS BOARD  
GISB BOARD OF DIRECTORS MEETING**

**Sheraton Crown Hotel, Houston, Texas  
March 3, 1998**

**FINAL MINUTES**

**1. Opening Remarks**

Mr. Ciliske opened the Board of Directors meeting, welcomed the new members, thanked the exiting members, and announced the new Board members for 1998. Mr. Couch was thanked for his efforts in GISB and his leadership as the 1997 chairman with a gift from the Board. Mr. Holbrook provided the antitrust guidelines. The agenda was adopted as presented at the meeting. The minutes were adopted as presented. Mr. Ciliske noted that of the two notational ballots received on March 2, the resolution allowing for joint committees of the Board and Executive Committee, with chairmanship from either a member of the Board or Executive Committee passed. The resolution permitting agents to be members of the Executive Committee did not pass.

The Board reconsidered the resolution a vote taken notational regarding the seating of agents in the Executive Committee. After discussion and explanation of the modification to the bylaws drafted by Mr. Holbrook and Mr. Boswell, drafters of the modification, members of the end user segment noted that with more companies out-sourcing their procurement functions, agents should be permitted to sit on the Executive Committee. Another Board vote was taken and it passed. Those members absent from the Board meeting will be sent another notational ballot to register their views.

**2. Report on Progress on the 1998 Annual Plan**

Mr. Bray and Mr. Hahn reviewed the February progress report on the Annual Plan and the Maintenance Plan, (which was distributed at the meeting and can be downloaded from the GISB Home Page). Recent standards out for ratification regarding intraday nominations and the start-up of efforts for the development of standards for title transfer tracking were highlighted. In discussion on the Executive Committee report to the FERC with respect to EBB-Internet transition plan development, concern was raised by some Board members on the progress made toward development of the plan. The Board gave direction to the Executive Committee and its planning task force to develop the plan including the transition of the transactional functions and report back to the Board with a completed plan by June 1. If consensus cannot be reached, the plan should outline no more than three alternatives, (the modified plan is attached).

**3. Report on March 31, 1998 Filing with the FERC regarding RM96-1-007**

Mr. Holbrook is drafting the filing of GISB comments regarding the Notice of Proposed Rulemaking Docket No. RM96-1-007. It should be presented to the Editorial Review Board for their consideration on March 10, after which it should be filed with the FERC on March 17, and posted for public review.

**4. Report on ANSI Accreditation of GISB as a Standards Development Organization**

Mr. Holbrook reviewed the progress to date in efforts to obtain ANSI accreditation for GISB as a Standards Development Organization. The ANSI Executive Standards Council is meeting the same week as the Board to vote on the accreditation. Ms. McQuade sent a letter to the members of the committee requesting their support. [After the Board meeting, Ms. McQuade learned in conversations with the ANSI office that the vote on GISB accreditation had been tabled for consideration at a subsequent meeting].

**5. 1998 Financial Report**

Ms. Admire and Ms. McQuade reviewed the 1998 financial report. The accounts are accrual based. No concerns were raised.

**6. 1998 Membership Report**

Ms. McQuade reviewed the membership report. Letters were sent to prospective members asking them to join. We have had formal notice from eight members of their intentions not to rejoin, and we have attracted nine new members. The membership statistics are 1 government agency, 18 producers, 18 end users, 38 LDCs, 45 pipelines and 48 service companies.

**7. Proposed Resolution on Membership Benefits & Membership Registration**

A resolution on membership registration was presented by Ms. McQuade. A modification was made to the implementation that registration would be initiated by and modified through the primary voter/contact of the member company. The initial registration list would be compiled by the GISB office from meeting sign in sheets. The resolution passed unanimously.

**8. Scope issue on new request: Gas Contract**

Mr. Bray described the actions taken by the Executive Committee to recommend request R98002 out of scope. Mr. Wallace, the requester, described the request. After discussion the Board supported the Executive Committee recommendation and found the request out of scope, with two dissenting votes.

**9. Discussion on upcoming Sunset Vote**

The Board considered a alternative proposal to amend the certificate to extend the sunset vote time period to December 31, 1998. The motion was made and then withdrawn to vote on the amendment to the certificate at this meeting. The alternative proposal and the sunset vote will be considered at the Board meeting on June 18.

**10. Adjourn**

The meeting adjourned at 3:00 p.m. The next meeting of the Board will be in Houston on June 18 at a hotel in the Intercontinental Airport area.

- Attachments: 1. EBB-Internet Transition Plan  
2. Membership Registration and Benefits Resolution

**GISB BOARD OF DIRECTORS  
VOTING RECORD -- MARCH 3, 1998**

<u>Board Members</u>	<u>Resolution 1</u>	<u>Resolution 2</u>	<u>Resolution 3</u>	<u>Resolution 4</u>	<u>Resolution 5</u>
L.G. Brackeen	✓	✓	✓	✓	✓
John Stevens	✓	✓	absent	absent	absent
Jim Templeton	✓	✓	✓	✓	✓
Norm Davis	✓	✓	✓	✓	✓
Steve LaFond	✓	✓	✓	✓	✓
Walt DeForest	✗	✗	absent	absent	absent
Bill Boswell	✓	✓	✓	✓	✓
Mary Jane McCartney	✓	✓	✓	✓	✗
Andy Sonderman	✓	✓	✓	✓	✓
Lee Stewart	✓	✓	absent	absent	absent
Rick Baish	✓	✓	✓	✓	✓
Ron Mucci	✓	✓	✓	✓	✓
Stan Horton	✓	✓	✓	✓	✓
Bob Reid	✓	✓	absent	absent	absent
Terry McGill	not returned	not returned	✓	✓	✓
Allan Knopp	✗	✗	absent	absent	absent
Jeff Hutton	✗	✗	✓	✓	✓
Nancy Laird	✓	✗	✓	✓	✗
Richard Lindley	✓	✓	✓	✓	✓
Tammy Norman	✗	✗	absent	absent	absent
Steve Bergstrom	✓	✗	✓	✓	✓
Terry Ciliske	✓	✗	✓	✓	✓
Tim Janisse	✓	✓	✓	✓	✓
Greg Lander	✓	✓	✓	✓	✓
Julie Gomez	not returned	not returned	✓	✓	✓
<b>Voting Requirement</b>	<b>Super</b>	<b>Super</b>	<b>Super</b>	<b>Simple</b>	<b>Simple</b>
<b>In Favor/Opposed</b>	<b>19/4</b>	<b>16/7</b>	<b>19/0</b>	<b>19/0</b>	<b>17/2</b>
<b>Segment Failure</b>	<b>None</b>	<b>Producers</b>	<b>None</b>	<b>None</b>	<b>None</b>
<b>Passed/Failed</b>	<b>Passed</b>	<b>Failed</b>	<b>Passed</b>	<b>Passed</b>	<b>Passed</b>

- Resolution 1 March 2 Notational Ballot Item on Bylaws Change for Joint Committees
- Resolution 2 March 2 Notational Ballot Item on Bylaws Change for Membership of Agents on the Executive Committee
- Resolution 3 March 3 Reconsideration on Bylaws Change for Membership of Agents on the Executive Committee
- Resolution 4 March 3 Consideration of Membership Registration and Membership Benefits
- Resolution 5 March 3 Not In Scope Consideration of Request R98002

<u>Segment</u>	<u>Member</u>	<u>Attendance</u>	
		<u>Present</u>	<u>Absent</u>
<u>End Users:</u>	L.G. Brackeen	✓	
	John Stevens		✗
	Jim Templeton	✓	
	Norm Davis	✓	
	Steve LaFond	✓	
<u>LDCs:</u>	Walt DeForest		✗
	Bill Boswell	✓	
	Mary Jane McCartney	✓	
	Andy Sonderman	✓	
<u>Pipelines:</u>	Lee Stewart		✗
	Rick Baish	✓	
	Ron Mucci	✓	
	Stan Horton	✓	
	Bob Reid		✗
<u>Producers:</u>	Terry McGill	✓	
	Allan Knopp		✗
	Jeff Hutton	✓	
	Nancy Laird	✓	
	Richard Lindley	✓	
<u>Services:</u>	Tammy Norman		✗
	Steve Bergstrom	✓	
	Terry Ciliske	✓	
	Tim Janisse	✓	
	Greg Lander	✓	
<u>Presenters:</u>	Julie Gomez	✓	
	Mike Bray		Chairman Executive Committee
<u>Administrative</u>	Jerry Hahn		Vice Chairman, Executive Committee
	Mike Wallace		American Electric Power
	Rae McQuade		Executive Director
	Dennis Holbrook		General Counsel
	Veronica Thomason		GISB Staff
	Laurie Paulson		Hoffman Paulson Associates
	Jo Ann Garcia		GISB Staff
	Susan Admire		Admire & Associates, Accounting Services
	Shelley Corman		Enron Pipeline Group
	Tom Ehinger		Amoco
<u>Observers</u>	Theresa Hess		Enron -- Northern Natural
	Donna Scott		Enron Administrative Corp.
	Larry Smith		Tennessee Gas Pipeline
	Julie Unruh		Koch Gateway
	Kim Van Pelt		Duke Energy -- Panhandle Eastern
	Bob Wallenhorst		Exxon
	Randy Young		Koch Gateway
	Joyce Phillips		Texas Eastern Transmission
	Richard Smith		Mobil
	Jean Ford		Andersen Consulting
Gary Hodge		POSC	

GAS INDUSTRY STANDARDS BOARD  
EBB INTERNET TRANSITION PLAN AS OF FEBRUARY 27, 1998  
AMENDED BY THE BOARD OF DIRECTORS -- MARCH 3, 1998

1. On March 19, the team will request that the Executive Committee re-prioritize requests R97111 and R97120 for immediate attention by the appropriate subcommittees.
2. On March 19, assuming a simple majority vote from the Executive Committee to re-prioritize the requests, the chairmen of the appropriate subcommittees, defined by the Executive Committee in approval of the triage recommendations, will be notified of the expedited treatment for R97111 and R97120.
3. After the Internet standards for the postings on web sites are approved by the Executive Committee, they will be reviewed for applicability to the transactional-based Internet web sites. The Executive Committee will determine the appropriate group to perform the review and draft the recommendations to be sent to the Executive Committee for its consideration.
4. GISB has currently underway a concerted effort to draft a transition plan which addresses a migration for the industry regarding communication modality. The Board of Directors (BOD) has established a deadline of June 1, 1998 for the Executive Committee (EC) (and its related Task Forces) to report the results of its work. The EC is instructed to "drill down" to determine if there is EC consensus (17/2) on the "roadmap" that the industry will take in this migration. If consensus is reached by the EC, the results will be reported to the BOD by June 1. If consensus is not reached on a "single path," the EC will report back by June 1 on the several alternatives considered regarding the migration.
5. The plan ("roadmap") or alternatives will be presented to the Board of Directors by June 1, for discussion at its June 18 Board meeting.

GAS INDUSTRY STANDARDS BOARD  
BOARD OF DIRECTORS RESOLUTION APPROVED MARCH 3, 1998  
Membership Benefits Administration

Be it resolved that:

Membership benefits shall accrue to employees or member recognized agents of member companies with membership dues current.

A registration list of the representatives of member companies shall be maintained by the GISB office. The registration list will be used to determine who receives membership benefits, such as home page access to the standards, discounted education, and discounted materials.

The registration list will be used in meetings when votes are called, to ensure the rule of only one voting representative per company per meeting. A representative may represent only one company during any particular meeting per meeting. There is no prohibition on the number of companies an individual may be registered to represent; nor is there a limit on the number of individuals a particular company may register. However, an individual may not concurrently register to represent both member and non-member companies. The registration list will be used to determine qualification for holding office in GISB, such as chairman or vice-chairman of committees, subcommittees or task forces. The registration list will be published on the GISB Home Page.

Membership benefits will not accrue to individuals that represent non-member companies.

Implementation:

The initial registration will be based on the sign-in sheets at meetings and other information previously supplied to the GISB office. Once a representative has identified himself or herself as an employee or agent of a particular company, that representation will be in force. To serve as a registered representative of a given company, the individual must be an employee or agent of that company.

The registration will go into effect March 31, 1998.

To amend the registration list, a representative should contact the GISB office through written communication no later than one business day prior to the start of a meeting in which they choose to participate. The communication should be approved by the primary contact of the member company. Any formal communication from a company indicating company name changes or other information that would affect the registration list will immediately modify the registration list.

If the registration change affects the membership status, the representative will be notified that his or her membership status is affected -- access to the GISB home page, offices held within the GISB organization, discounts on services such as education or products. The changes as a result of the membership status will take place immediately.