



Gas Industry Standards Board

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Home Page -- www.gisb.org

VIA FACSIMILE

February 22, 1999

TO: GISB Board of Directors
FROM: Rae McQuade, Executive Director
RE: Upcoming March 4 Board of Directors Meeting

MEETING ANNOUNCEMENT:

Attached please find the draft agenda for the upcoming Board of Directors meeting, which is scheduled for March 4, as previously announced. Materials will be sent to the Board members shortly, and posted on the home page for access by interested parties.

The meeting arrangements for the Board meeting are:

Where: Sheraton North Houston Hotel, George Bush Intercontinental Airport
15700 John F. Kennedy Boulevard
Phone: 281-442-5100
When: March 4, 1999
11:00 a.m. to 3:00 p.m.

The hotel is located within the George Bush Airport (previously named Houston Intercontinental Airport) for the convenience of the Board members traveling to Houston. Lunch will be served during the meeting. I look forward to seeing you in Houston on March 4. Please feel free to call if you have any questions or comments, or additions to the agenda.

cc: Trade Associations for distribution to their members
Laurie Paulson
Posting on GISB Home Page for access to all GISB members and other interested parties
Jim Buccigross
Dennis Holbrook



GISB BOARD OF DIRECTORS MEETING

Sheraton North Houston Hotel, Houston, Texas
March 4, 1999 -- 11:00 a.m. to 3:00 p.m.

PROPOSED AGENDA

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| 11:00 a.m. | 1 | Welcome & Administrative Items <ul style="list-style-type: none">• Antitrust Guidelines• Agenda Adoption | J. Templeton
D. Holbrook |
| | 2 | Adoption of Minutes from December 3, 1998 | J. Templeton
R. McQuade |
| | 3 | Annual Plan <ul style="list-style-type: none">• 1998 Annual Plan Completion• 1999 Annual Plan Update• Workload Analysis | J. Buccigross
C. Caldwell
R. McQuade |
| | 4 | Report on Common Codes Issues <ul style="list-style-type: none">• IHS awarded contract for common location code• Dun & Bradstreet progress - determination to continue or pursue other avenues | R. McQuade
D. Holbrook
C. Caldwell |
| | 5 | FERC Reporting <ul style="list-style-type: none">• Copyright issues and posting GISB copyrighted information• Process Gas Consumers filing | R. McQuade
D. Holbrook |
| | 6 | Certification Program | R. McQuade
J. Buccigross |
| | 7 | Finance Reports <ul style="list-style-type: none">• 1999 Accounting Report - Cash & Accrual Based | R. McQuade |
| | 8 | Membership Report <ul style="list-style-type: none">• 1999 Membership• Projects to Attract New Members• Success of program to attract membership by offering reduced initial membership fees | R. McQuade |
| | 9 | Other Business | |
| 3:00 p.m. | | Adjourn | |