



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

**North Sheraton Hotel, Intercontinental Airport, Houston, Texas**

**March 4, 1999**

**FINAL MINUTES**

**1. Opening Remarks**

Mr. Templeton opened the Board of Directors meeting and welcomed the Board members, speakers and observers to the meeting. Mr. Holbrook provided the antitrust guidelines. The agenda was adopted as presented in the meeting materials. Mr. Ciliske was thanked for his many contributions to GISB. The minutes of December 3, 1998, were adopted with no changes.

**2. Annual Plan**

Mr. Buccigross reviewed the efforts so far toward the 1999 plan and Mr. Caldwell noted that the progress in the EBB Internet Implementation Task Force has been remarkable and ahead of schedule. Critical Notices Subcommittee is behind schedule but not significantly so. All other items are on schedule. For the request to develop the long term request, the GISB office continues to receive phone calls for this item. It will be addressed once there is time in the plan to do so. For the maintenance effort, the ratio of requests received to requests completed is approximately equal.

**3. Common Codes**

Mr. Holbrook reviewed the history of the draft IHS Energy agreement. The date that IHS should be in production for the GISB Web site should be included in the agreement and the contract should include a clause for a two year term. Mr. Holbrook noted that he would ensure that both items were included in the contract before GISB signed it. Mr. Lander noted that there should also be a smaller error rate percentage to be applied to new submissions for codes for the year, and surmised that 2% would be reasonable. Mr. Holbrook responded that he would address this issue with IHS Energy and include such in the contract.

Ms. McQuade reviewed the D&B Statement of Work as presented in the meeting materials. The intent of the statement of work is to allow the use of valid D-U-N-S® Numbers in the repository, regardless of whether they are designated as headquarters, single location or branch levels. The link to the GISB Web site should be complete by April 1. Mr. Mucci noted that there should be a unique code/name pair. Ms. McQuade responded that while the code would be unique in all cases, the name may not be -- it is defined by the owner of the location. However, the address would be different, and the address is provided for in the repository. For the fees, she explained that there is significant discounting to GISB members, but if a GISB member already has an arrangement with D&B, they may choose to use that arrangement rather than the fee structure outlined in the Statement of Work. It was noted that the repository and downloadable file will be populated by data providers, not D&B itself. The repository is a subset of the D&B database -- both in the number of entries (gas industry participants) and in the amount of information. If data providers choose not to participate, their information will not be present in the repository nor in the downloadable file. Mr. Boswell made the motion that was seconded that GISB proceed with this statement of work, making the wording changes to reflect the intent, and move forward.

Mr. Lander amended the motion that the agreement with D&B should be in place within two months. The amendment was supported and the motion passed unanimously. The officers will approve the final agreement.

#### **4. FERC Reporting**

Mr. Templeton introduced the subject of FERC reporting and the issue of copyrighted material. It was noted that GISB should be more circumspect with what is filed, and the previous agreement that copyrighted material not be posted is no longer in effect with the FERC. The motion was made, seconded and unanimously supported that Ms. McQuade and Mr. Boswell would arrange for a visit with Chairman Hoecker regarding this issue.

On the Process Gas Consumer's filing made by Mr. Grenier regarding the unavailability of GISB standards from the FERC and the inaccessibility of the standards from the GISB office, Mr. Holbrook noted that the filing made by PGC was inaccurate. Mr. Lander made a motion regarding a resolution on how to obtain information on GISB standards which passed unanimously. The resolution follows:

Procedures for Non-member request for copy of GISB Business Practice Standards (the gray book):

Any person which is not currently a GISB member may request a copy of the then effective version of "Gas Industry Standards Board Business Practice Standards" publication (the Publication). Upon receipt of such request, by mail or via e-mail, the GISB office will process the request. The GISB Office, upon its receipt from the requesting person of a check or credit card information for payment for twenty five dollars US (\$25.00 USD) will mail (or email if requested) the Publication to the requesting person, at the provided address, within two Business Days (or e-mail at the provided electronic address on the same day). Should the requesting person desire overnight delivery, the amount due from the requesting person should be increased to cover such expenses, (estimated to be \$14.00 USD for a total of \$39.00 USD).

Ms. McQuade noted that this resolution is in practice today in the GISB office and is also described on the main page of the GISB Home Page.

#### **5. Certification**

Ms. McQuade reviewed the draft program. Several areas of concern were noted by Board members that should be addressed. A revenue plan was requested in addition to further costs on increased liability insurance -- both D&O and E&O coverage. Concerns were raised on the pricing mechanism, the potential liability, the narrowness of the certification program, the relationship with the FERC, and the confidentiality of the program. There was concern that the program should not be approved for action through a simple majority vote. Rather, to approve the program should be a certification change requiring a "19/2" vote. Ms. McQuade will work with a group of Board members led by Mr. Boswell to address the concerns raised, and present the findings at the next Board meeting.

#### **6. Finance Report**

Ms. McQuade reviewed the financial reports and responded to questions. There were no comments on the report. Mr. Lander asked about the success of the \$2,000 program. Ms. McQuade noted that it could not be characterized as a clear success and listed the companies that had joined for \$2000. On review of the list, it was determined that the companies that paid \$2,000 to join could afford a \$5,000 membership fee, and as such the program will conclude on May 1. A Board group was formed to work with Ms. McQuade to investigate revenue generation from non-dues sources, led by Mr. Lander.

**7. Membership**

Ms. McQuade reviewed the membership statistics. Through the efforts of Ms. Garcia our membership is beginning to stabilize. While we have lost fifteen members this year (at \$5,000 per membership), we have gained fifteen members (at \$2,000 per membership) -- a loss of \$45,000 in revenues. Many of the members who chose not to join in 1999 were inactive members, and those that were active continue to be so but under a consolidated company membership.

**8. Adjournment**

The meeting adjourned at 2:00 p.m.

**Attendance**

<u>Segment</u>	<u>Member</u>	<u>Present</u>
<u>End Users:</u>	Janie Mitcham	X
	John Stevens	X
	Jim Templeton	✓
	Lee Smith	✓
	Norm Davis	X
<u>LDCs:</u>	Walt DeForest	✓
	Bill Boswell	✓
	Mary Jane McCartney	X
	Andy Sonderman	X
	Lee Stewart	X
<u>Pipelines:</u>	Rick Baish	✓
	Ron Mucci	✓
	Stan Horton	X
	Bob Reid	X
	Terry McGill	✓
<u>Producers:</u>	Allan Knopp	✓
	Pete Dickson	✓
	Nancy Laird	X
	Hugh Roberts	✓
	Tammy Norman	X
<u>Services:</u>	Steve Bergstrom	X
	Terry Ciliske	✓
	Tim Janisse	✓
	Greg Lander	✓
	Julie Gomez	X
<u>Presenters:</u>	Jim Buccigross	Chairman 1999 Executive Committee
	Mike Bray	Chairman 1998 Executive Committee
	Carl Caldwell	Deloitte and Touche
<u>Administrative</u>	Rae McQuade	Executive Director
	Dennis Holbrook	General Counsel
	Veronica Thomason	GISB Staff
	Laurie Paulson	Hoffman Paulson Associates
	Jo Ann Garcia	GISB Staff
<u>Advisory</u>	Vince Majkowski	Advisory Committee

**Attendance** (Continued)

<u>Observers</u>		<u>1999 Member</u>
Les Fyock	American Gas Association	n/a
Jean Ford	Andersen Consulting	✓
William Benham	BP Amoco	✓
Michael Hansen	Columbia Gulf Transmission	✓
Cynthia Corcoran	Duke Energy	✓
Kim Van Pelt	Duke Energy -- Panhandle Eastern	✓
Mark Scheel	Dynergy	✓
Theresa Hess	Enron -- Transwestern Pipeline	✓
Donna Scott	Enron Administrative Corp.	✓
Craig Chancellor	Koch Gateway	✓
Julie Unruh	Koch Gateway	✓
Randall Young	Koch Midstream	✓
Leigh Spangler	Latitude Technologies	✓
Stuart Maudlin	Sen*Net L.L.C.	✓
Fred Wolgel	Sen*Net L.L.C.	✓
Mark Gracey	Tennessee Gas Pipeline	✓
Jim Kiesler	Transco	✗
Rick Santerre	TransEnergy	✓
Dale Davis	Williams Gas Pipeline	✓