



NORTH AMERICAN ENERGY STANDARDS BOARD

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Monday March 29, 2004

Via email and fax

TO: NAESB Board of Directors

FROM: Michael Desselle

RE: Upcoming Board Meeting/Strategic Session in San Antonio, Texas

Dear Board Members:

Please reserve on your calendar the afternoon of June 9th through to the early afternoon of June 10th, 2004 for a Board meeting/strategic session in San Antonio, Texas. We will plan a golf outing on the afternoon of June 9th at LaCantera Golf Course in San Antonio, followed by a dinner with a speaker that evening at the historic Menger Hotel. The Board meeting the next morning, June 10th, also in the Menger Hotel, will include tips for making non-profit Boards work, strategic thinking for Boards, and the normal business of the Board. This is a singularly appropriate time for NAESB to undertake such a meeting/event – as it marks our 10th anniversary. The first Board meeting of GISB, NAESB's precursor, was July 1994.

To reserve a room at the Menger Hotel, please call 210-223-4361. We have a room block reserved until May 12. Our rate for rooms at the hotel is \$ 99.00 single or double per night. You should contact Veronica Thomason (713-356-0060) if you are interested in playing golf for further details and to ensure adequate planning. The reception and dinner will begin at 6:00 pm on June 9th. The Board meeting and strategic session will begin at 9:00 am on June 10, and conclude by 2:00 pm with a working lunch provided.

We hope you are able to reserve time in your busy schedules for this event and look forward to your attendance. Further meeting materials will be forwarded to you shortly.

Best Regards,

Michael Desselle, Chairman NAESB Board of Directors