



Gas Industry Standards Board

1100 Louisiana, Suite 4925, Houston, Texas 77002

Phone: (713) 356-0060, Fax: (713) 356-0067, E-mail: gisb@aol.com

Home Page: www.gisb.org

TO: GISB Board of Directors, Posting for Interested Industry Participants

FROM: Rae McQuade, Executive Director

RE: Final Minutes from the GISB Board of Directors Meeting - September 29, 1999

DATE: September 29, 1999

GAS INDUSTRY STANDARDS BOARD GISB BOARD OF DIRECTORS MEETING

Menger Hotel, 204 Alamo Plaza, San Antonio, Texas

September 29, 1999

FINAL MINUTES

EXECUTIVE SESSION

An executive session was held directly prior to the Executive Committee meeting. In that executive session, Mr. Jay Costan was approved as GISB's general counsel.

GENERAL SESSION

1. Opening Remarks

Mr. Templeton opened the Board of Directors meeting and welcomed the Board members, speakers and observers to the meeting. Mr. Templeton noted that Mr. Holbrook was honored at a breakfast prior to the meeting. Mr. Jay Costan was announced as the general counsel for GISB effective October 1. The motion was made, seconded and unanimously adopted that:

Board adopt a resolution expressing our deep appreciation to Dennis Holbrook for his extraordinary service to GISB from its inception. We would not be the organization we've become without his tireless efforts, his ability to focus on what was truly important, his professionalism, his



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integrity, and his sense of humor and grace under fire, and most of all, his good and wise counsel. Dennis, well done!

Dennis Holbrook gave the antitrust guidelines. Mr. Horton and Enron were thanked for sponsoring the meeting. New Board members Abigail Bailey from Texaco and Lyn Maddox from PG&E Energy Trading were welcomed, and departing member John Stevens was thanked for his many contributions to GISB. The agenda was adopted with no changes.

2. Adoption of Minutes

The minutes of June 10, 1999 were adopted with a change to remove a reference to Mr. Lander on page 3.

3. Annual Plan

Mr. Boswell and Mr. Buccigross will convene a group to address the development of the annual plan for 2000.

Mr. Buccigross reviewed the efforts to date toward the 1999 plan. The Executive Committee and subcommittee and task force volunteers were thanked for significant efforts towards completion of the 1999 annual plan. The EBB Internet Implementation (EII) task force completed their efforts 6 months ahead of schedule, and the resulting standards are published in version 1.4. The Common Codes Subcommittee concluded its open issues in the 3rd quarter. The efforts of the Imbalances Task Force are complete. The standards proposed by the Confirmations and Cross Contract Ranking Subcommittee are currently out for comment and will be brought up for EC vote in November. The Critical Notices Task Force has completed its efforts, which are now published in version 1.4 of the standards. The multi-tiered allocations standards have been developed and are also published in version 1.4. The Business Practices Subcommittee has less than 100 requests outstanding and is addressing requests as quickly as they are receiving them. The Information Requirements Subcommittee has a significant backlog, primarily due to the efforts from EII and other subcommittees that are asking that new transactions be developed. The Executive Committee will review the backlog to determine if any support can be given.

A motion was made and seconded to thank the subcommittee and task force chairs, the EC officers, and all of the volunteers for completing the 1998 and 1999 annual plan. The motion was seconded and unanimously passed.

On Request No. R98019, the request to develop a "Long Term Base Contract for Purchases and Sales of Natural Gas", there was discussion on if it should be addressed this year, and if there was a scope question outstanding. The



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Executive Committee determined that the request was within scope, and noted that in 1998, there was no room for it to be included on the 1998 annual plan efforts. They placed it on the 1999 annual plan to be addressed after the other efforts were completed. There was no expectation by many of the Board and EC members that we would complete the annual plan this year, so it was assumed by some Board members that the request would be addressed in 2000, through the annual plan process. Mr. Buccigross noted that we have received several requests to begin this effort. The Board determined to address this request at the December 2 Board meeting in a discussion on the adoption of the 2000 Annual Plan through a motion made by Mr. Lander and seconded by Mr. Smith. The motion was adopted unanimously.

4. Coalition for Uniform Business Rules

Mr. Sappenfield and Mr. Hunsicker reviewed the CUBR proposal, and distributed presentation materials. They noted that their objective is to transfer the business practices developed by CUBR to an organization to adopt and maintain standards to be applied to gas and electric retail markets. They asked for a decision from GISB regarding their request by the end of the year.

The Board set up a committee, chaired by Mr. Boswell to discuss the CUBR request with government agencies and trade associations. The committee should examine the request of CUBR with regard to GISB's scope, governance, funding and resources and report back to the Board at its December meeting.

Ms. Joelle Ogg is point of contact for CUBR. It was noted in discussion that many in the industry expect GISB or another standards group to address gas and electricity standardization issues together. The motion was made by Ms. Laird and seconded by Mr. Lander to create the committee chaired by Mr. Boswell to further investigate CUBR's proposal in light of GISB's scope, governance, funding and resources, and report back to the Board at the next meeting. The motion unanimously passed.

5. Financial Reports

Budget plan for 2000 will be presented at the next Board meeting. Ms. McQuade reviewed the accrual reports presented in the Board materials. Our expenses run close to \$70,000 per month. The expenses are offset by advertisements and courses and workshops in addition to revenues from membership dues. There was a question regarding the size of our accounts receivable. Our accounts receivable can have as much as \$60,000 – but it does not represent a collection problem because most of the outstanding receivables are less than 60 days old. An aging report will be provided in the next Board



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meeting. A variance report will also be provided in the next report comparing budget amounts to actuals.

6. Membership

Ms. Garcia and Ms. McQuade presented the membership report. We have offset membership (24) that declined to join in 1999 with new members and then increased our membership to 173. New members have come predominantly from services segment. Due to our focus this year on the Internet, several new companies have joined - such as Network Associates and Microsoft. Ms. Garcia continues to respond to questions on why GISB does not have scaled dues based on company size. The loss of revenues because of the new members being assessed \$2000 for dues through May 1999 and the cash implications of implementing rolling calendar dues has posed some financial issues for GISB this year, which were accommodated through revenues from advertisements, additional courses, and planned revenues from certification.

7. Other

Ms. McQuade explained the effort currently underway at the Sandia National Laboratories and funded by the Department of Energy regarding the review of GISB standards as they apply to Internet surety. This effort is linked to the President's Commission of Critical Infrastructure Protection. The report should be completed by the end of this year, and the Department of Energy funded the effort for \$100,000.

8. Adjournment

The meeting adjourned at 11:30 a.m.



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9. Attendance

Segment	Board Member Name	Member Company	Present
End Users	Norm Davis	International Paper	✗
	Janie Mitcham	Reliant Energy	✗
	Lee Smith	Midland Cogeneration Venture	✓
	John Stevens	Eastern Utilities Associates	✗
	Jim Templeton	Comprehensive Energy Services	✓
LDCs	Bill Boswell	Peoples Natural Gas	✓
	Walt DeForest	National Fuel Gas Distribution	✓
	Mary Jane McCartney	ConEd	✗
	Andy Sonderman	Columbia Gas Distribution	✗
	Lee Stewart	SoCal Gas	✓
Pipelines	Rick Baish	El Paso Natural Gas	✗
	Stan Horton	Enron Gas Pipeline Group	✓
	Terry McGill	Columbia Gulf Transmission	✓
	Ron Mucci	Williams Gas Pipeline	✓
	Bob Reid	Colorado Interstate Gas	✗
Producers	Pete Dickson	Exxon	✓
	Allan Knopp	Conoco	✓
	Nancy Laird	PanCanadian Petroleum Ltd.	✓
	Hugh Roberts	Marathon	✓
	Abigail Bailey	Texaco Natural Gas	✓
Services	Steve Bergstrom	Dynegy Marketing & Trade	✗
	Julie Gomez	Enron Capital & Trade	✓
	Greg Lander	TransCapacity	✓
	Lyn Maddox	PG&E Energy Trading	✓
	Marty Patterson	Idaho Power	✓



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Presenters:	Jim Buccigross	Chairman 1999 Executive Committee
	Keith Sappenfield	Reliant Energy
	Bill Hunsicker	Excelergy
Administrative:	Rae McQuade	Executive Director
	Dennis Holbrook	General Counsel
	Veronica Thomason	GISB Staff
	Laurie Paulson	Hoffman Paulson Associates
	Jo Ann Garcia	GISB Staff

Observer	Company Represented	Email Address	GISB Member
Sylvia Munson	Altra Energy Technologies	sylviam@altranet.com	✓
Les Fyock	American Gas Association	lfyock@aga.org	✗
Ken Malloy	CAEM	kmalloy@energymarkets.com	✗
Bill Grygar	CMS Energy Corp.	wwgrygar@cmsenergy.com	✓
Kim Van Pelt	CMS Energy Corp.	kvanpelt@cmsenergy.com	✓
Michael Hansen	Columbia Gulf Transmission	mrhansen@columbiaenergygroup.com	✓
Steve Sullivan	ConEd	sullicans@coned.com	✓
Cynthia Corcoran	Corcoran Law	cynthiacorcoran@corcoran-law.com	✓
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Gary Payne	Enron Administrative	gary.l.payne@enron.com	✓
Theresa Hess	Enron Gas Pipeline Group	thess@enron.com	✓
Donna Scott	Florida Gas Transmission	dscott2@enron.com	✓
Anne Roland	INGAA	aroland@ingaa.org	✗
Julie Unruh	Koch Gateway	unruhj@kochind.com	✓
Randy Young	Koch Midstream Services	young0r@kochind.com	✓
Leigh Spangler	Latitude Technologies	lspangler@latitudetech.net	✓
Jay Costan	McGuire Woods Battle & Boothe	jmcostan@mwbb.com	✗
Jean Ford	Pepco Gas Services	mmbtu@ibm.net	✓
Mark Gracey	Tennessee Gas Pipeline	graceym@epenergy.com	✓
Valerie Crockett	Tennessee Valley Authority	vjcrockett@tva.gov	✓
Dale Davis	Williams Gas Pipeline	dale.m.davis@wgp.twc.com	✓