



Gas Industry Standards Board

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Home Page -- www.gisb.org

VIA FACSIMILE

August 28, 1998

TO: GISB Board of Directors
FROM: Rae McQuade, Executive Director
RE: Upcoming September 30 Board of Directors Meeting

MEETING ANNOUNCEMENT:

Attached please find the draft agenda for the upcoming Board of Directors meeting, which is scheduled for September 30. Materials will be sent to the Board members shortly, and posted on the home page for access by interested parties. Ballots will accompany the supporting materials for Board members who are unable to attend but wish to vote on issues notationally.

The meeting arrangements for the Board meeting are:

Where: Menger Hotel
204 Alamo Plaza, San Antonio, Texas 78205
Phone: 210-223-4361
When: September 30, 1998
12:30 p.m. to 4:30 p.m.

The hotel is located 15 minutes from the San Antonio airport and is held in conjunction with the GISB Annual Meeting for the convenience of the Board members traveling to San Antonio. Lunch will be served during the meeting. I look forward to seeing you in San Antonio on September 30. 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
Mike Bray
Jerry Hahn
Dennis Holbrook



GISB BOARD OF DIRECTORS MEETING

Menger Hotel, San Antonio, Texas
September 30, 1998 -- 12:30 p.m. to 4:30 p.m.

PROPOSED AGENDA

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|------------|----|------------------------------------------------------------------------------------------------------------|--------------------------|
| 12:30 p.m. | 1 | Welcome & Administrative Items | T. Ciliske |
| | | - Antitrust Guidelines | D. Holbrook |
| | | - Adoption of Agenda | T. Ciliske |
| | 2 | Adoption of Minutes from June 18, 1998 | T. Ciliske
R. McQuade |
| | 3 | Year 2000 Survey & Technical Conference | M. Bray
R. McQuade |
| | 4 | Report on Progress on the 1998 Annual Plan | M. Bray
J. Hahn |
| | 5 | Update on 1999 Annual Plan Efforts | J. Templeton
M. Bray |
| | 6 | EBB-Internet Implementation Task Force Report | M. Bray
C. Caldwell |
| | 7 | Title Transfer Tracking Project Report | M. Bray
J.. Hahn |
| | 8 | Report on Common Codes Issues - PI/Dwights and Dun & Bradstreet | M. Bray
J. Hahn |
| | 9 | Report on Notice of Proposed Rule-making Docket No. RM98-10-000 | M. Bray
D. Holbrook |
| | 10 | 1998 Financial Report - Accrual Based and Cash Based & 1997 Financial Audit Results from Deloitte & Touche | R. McQuade
S. Admire |
| | 11 | Update on 1999 Budget Efforts | S. Horton
R. McQuade |
| | 12 | Membership Report | R. McQuade |
| | | - 1998 Membership | |
| | | - Projects to Attract New Members | |
| | | Other Business | |
| 4:30 p.m. | | Adjourn | |