



Gas Industry Standards Board

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Home Page -- www.gisb.org

VIA FACSIMILE

November 23, 1998

TO: GISB Board of Directors
FROM: Rae McQuade, Executive Director
RE: Upcoming December 3 Board of Directors Meeting

MEETING ANNOUNCEMENT:

Attached please find the draft agenda for the upcoming Board of Directors meeting, which is scheduled for December 3. Materials will be sent to the Board members shortly, and posted on the home page for access by interested parties. There are no items for Board action which require a super majority vote, but notational ballots are provided for simple majority vote on approval of the 1999 Budget and 1999 Annual Plan. All votes taken at the Board meeting will be by simple majority vote.

The meeting arrangements for the Board meeting are:

Where: Houston Airport Marriott Hotel
18700 Kennedy Boulevard
Phone: 281-443-2310
When: December 3, 1998
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 December 3. 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
Dennis Holbrook



GISB BOARD OF DIRECTORS MEETING

Houston Airport Marriott, Houston, Texas
December 3, 1998 -- 11:00 a.m. to 3:00 p.m.

PROPOSED AGENDA

- | | | | |
|------------|---|---|---|
| 11:00 a.m. | 1 | Welcome & Administrative Items <ul style="list-style-type: none">• Antitrust Guidelines• Agenda Adoption | T. Ciliske
D. Holbrook
T. Ciliske |
| | 2 | Adoption of Minutes from September 30, 1998 | T. Ciliske
R. McQuade |
| | 3 | Annual Plan <ul style="list-style-type: none">• 1998 Annual Plan Progress• Imbalance Netting• EBB-Internet Implementation Task Force Report• 1999 Annual Plan Discussion and Vote for Adoption | M. Bray
J. Buccigross
C. Caldwell
J. Templeton |
| | 4 | Report on Common Codes Issues <ul style="list-style-type: none">• RFP for common location code• Dun & Bradstreet progress | N. Laird/M. McCartney
R. Mucci/G. Lander |
| | 5 | Finance Reports <ul style="list-style-type: none">• 1998 Financial Report - Accrual Based and Cash Based• 1999 Budget Discussion and Vote for Adoption | J. Templeton
S. Horton
R. McQuade
S. Admire |
| | 6 | Membership Report <ul style="list-style-type: none">• 1998 Membership• Projects to Attract New Members | R. McQuade |
| | 7 | Other Business | |
| 3:00 p.m. | | Adjourn | |