



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

**Airport Marriott, Houston, Texas  
December 3, 1998  
FINAL MINUTES**

**1. Opening Remarks**

Mr. Ciliske 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 at the meeting with the addition of an executive session at the end of the meeting. The minutes of September 30 were adopted with no changes.

**2. Annual Plan**

Mr. Bray reviewed the efforts so far toward the 1998 plan and identified items that are recommended to roll over to the 1999 plan. Ms. McQuade updated the group on the efforts for the Imbalance Netting Task Force. Mr. Bray updated the Board on the Title Transfer Tracking efforts. Mr. Caldwell updated the group on the EII efforts and presented the plan for delivery of standards and recommended industry implementation.

In introducing the 1999 Annual Plan, Mr. Bray asked that the timeline presented by Mr. Caldwell be made part of the 1999 Annual Plan. There was agreement that the timeline should be included in the plan. Mr. Sonderman asked that a request, Request No. R98086 regarding notices communication, be addressed earlier than indicated in the 1999 Annual Plan, to which there was agreement to move the completion date to first quarter 1999. With the amendments, the 1999 Annual Plan was approved unanimously.

**3. Common Codes**

Ms. McQuade and Mr. Lander updated the Board on the activities regarding common codes. GISB has two common codes: (1) a common location point code, previously supplied through PI/Dwights, called the DRN number (data reference number), and (2) a common business party code, supplied by Dun and Bradstreet, called the D-U-N-S® Number. For the issues regarding common location point code, seven proposals were received as a result of an RFP being distributed to GISB service segment members. The proposals outlined how the submitters would fulfill the role of code assignor and distributor for the common location code and the associated costs of performing such as service. Ms. McCartney and Ms. Laird reviewed the proposals and selected IHS Energy Group. IHS should have a common repository for codes and associated information available from the GISB Web site no later than the end of the first quarter. They will begin immediately to assign codes to location points.

Mr. Lander reviewed the common code efforts undertaken with D&B regarding display of company names associated with the common code for company identification, the D-U-N-S® Number. Ms. McQuade and Mr. Holbrook are working with D&B to obtain intellectual property rights to the codes and associated names, so that a common repository of the information can be made available and thus resolve outstanding issues that the Federal Energy Regulatory Commission has regarding access to the associated business party names. Several companies are participating with D&B is testing their

information, which would be needed to build the repository. If no solution is achieved through D&B, work will begin immediately on an alternate solution. The issue with D&B should be resolved by April 30, 1999. An update report will be filed shortly with the FERC.

**4. Finance Report & 1999 Budget**

Ms. McQuade and Ms. Admire reviewed the 1998 financial statements. Several expenditures have been made to support courses, the revenue for which will be realized in 1999. In 1999, the course structure will be modified to offer more one day classes and provide both CLE and CPA credits for the courses as applicable. There were no questions on the 1998 budget and expenditures. For 1999, the budget was reviewed by Mr. Templeton. The budget for 1998 is similar to that for 1999 but with an overall decrease of \$10,000. The budget for 1999 is \$945,000 compared to 1998 budget of \$955,000. There was realignment of the 1999 specific budget expenses to more accurately reflect the expenses incurred in 1998. The 1999 budget was adopted unanimously.

**5. Membership**

Ms. McQuade noted that the membership drive has not received enough attention to show much progress. She indicated that a promotion would be needed to attract more end users to GISB, as they are not aware of our organization, its benefits and the impact end users can have on the resulting standards. Further efforts will be made to approach the accounting and law firms and the members of associated organizations such as the Federal Energy Bar Association for membership in GISB. Mr. Lander asked for an evaluation of the program instituted this year regarding discounted membership dues for the first year of membership. The report will be given at the next Board meeting.

**6. Other Business**

Mr. Bray noted that GISB will be submitting an update report to the FERC shortly regarding efforts on common codes, efforts against Order Nos. 587-G and 587-I, as well as the normal updates. Mr. Templeton reviewed the meetings held earlier in the month with the FERC Commissioners. The Board was informed that the Executive Committee leadership in 1999 has changed, and Mr. Buccigross and Mr. Novak will fill the roles of chair and vice-chair, respectively. Mr. Bray was thanked for his years of leadership within GISB, during which the organization proceeded through some significant changes.

**7. Adjournment**

The meeting adjourned at 3:00 p.m.

**8. Executive Session**

The Board held an executive session immediately following the adjournment of the general session. The purpose of the executive session was to discuss compensation issues for Ms. McQuade and Ms. Thomason.

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		<b><u>Attendance</u></b>	
<u>Segment</u>	<u>Member</u>		<u>Present</u>
<u>End Users:</u>	L.G. Brackeen		✓
	John Stevens		X
	Jim Templeton		✓
	Mike Wallace		X
	Norm Davis		X
<u>LDCs:</u>	Walt DeForest		✓
	Bill Boswell		✓
	Mary Jane McCartney		✓
	Andy Sonderman		✓
	Lee Stewart		✓
<u>Pipelines:</u>	Rick Baish		X
	Ron Mucci		✓
	Stan Horton		✓
	Bob Reid		✓
	Terry McGill		✓
<u>Producers:</u>	Allan Knopp		✓
	Jeff Hutton		✓
	Nancy Laird		✓
	Richard Lindley		✓
	Tammy Norman		X
<u>Services:</u>	Steve Bergstrom		✓
	Terry Ciliske		✓
	Tim Janisse		✓
	Greg Lander		✓
	Julie Gomez		✓
<u>Presenters:</u>	Mike Bray	Chairman 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	
	Cheryl Hoffman	Hoffman Paulson Associates	
	Jo Ann Garcia	GISB Staff	
	Dalia Alejos	GISB Staff	
	Susan Admire	Admire & Associates, Accounting Services	
<u>Advisory</u>	Bruce Ellsworth	Chairman, Advisory Committee	

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**Attendance** (Continued)

Observers

Les Fyock	American Gas Association
Michael Hansen	Columbia Gulf Transmission
Andy Lang	ECOM Worldwide
Shelley Corman	Enron Pipeline Group
Theresa Hess	Enron -- Transwestern Pipeline
Donna Scott	Enron Administrative Corp.
Julie Unruh	Koch Gateway
Mark Scheel	Dynergy
Kim Van Pelt	Duke Energy -- Panhandle Eastern
Leigh Spangler	Latitude Technologies
Mark Gracey	Tennessee Gas Pipeline
Dale Davis	Williams Gas Pipeline