



## North American Energy Standards Board

1301 Fannin, Suite 2350, Houston, Texas 77002  
Phone: (713) 356-0060, Fax: (713) 356-0067, E-mail: [naesb@aol.com](mailto:naesb@aol.com)  
Home Page: [www.naesb.org](http://www.naesb.org)

---

November 10, 2003

**TO:** NAESB Board of Directors  
**FROM:** Rae McQuade, NAESB Executive Director  
**RE:** Meeting Announcement for the NAESB Board Meeting – December 4, 2003

---

Dear Board Members,

The December Board meeting will be held in Houston at the Houston Airport Marriott Hotel, which is located adjacent to the George Bush Intercontinental Airport. The specifics of the meeting are:

Where: Houston Airport Marriott Hotel  
18700 John F. Kennedy Boulevard  
Houston, TX 77032  
Hotel Phone: 281-443-2310

When: Thursday, December 4  
9:00 a.m. to 12:30 p.m. Central

We look forward to seeing you at the meeting. Conference calling will be available should you be unable to attend in person. The agenda is attached and meeting materials should be prepared for you shortly.

Best Regards,

Rae McQuade  
NAESB Executive Director & COO



## North American Energy Standards Board

1301 Fannin, Suite 2350, Houston, Texas 77002

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

Home Page: [www.naesb.org](http://www.naesb.org)

---

### **NORTH AMERICAN ENERGY STANDARDS BOARD OF DIRECTORS MEETING Houston Airport Marriott Hotel, Houston, Texas**

**Thursday, December 4, 2003 - 9:00 a.m. to 12:30 pm Central  
DRAFT AGENDA**

- 9:00 a.m. 1. Welcome & Administrative Items
- Antitrust Guidelines
  - Agenda Adoption
  - Adoption of Minutes from 9-18-03
- 9:15 a.m. 2. Executive Director's Report
- Monthly Update Calls - "At A Glance"
  - Membership Report
  - Meetings with western interests
- 9:30 a.m. 3. Financial Report
- Accrual Based Report 2003 YTD as of September 2003
  - Budget for 2004 - Discussion and Vote to Adopt
  - Charges for Conference Calling
  - Promotional Dues Discussion and Vote to Adopt
- 9:45 a.m. 4. Executive Committee Report
- Wholesale Gas Quadrant
  - Wholesale Electric Quadrant
  - Retail Gas & Retail Electric Quadrants
  - Discussion and Vote to Adopt 2004 Annual Plans
- 10:30 a.m. Break
- 10:45 a.m. 5. Updates on Related Groups
- Joint Interface Committee
  - OASIS Scheduling Collaborative and Electronic Scheduling Collaborative
  - Seams Efforts
  - Coordination with NERC
- 11:15 a.m. 6. Managing Committee Report
- NAESB Update Meeting with FERC
  - FERC Technical Conference 12-1-03
- 11:45 a.m. 7. Old and New Business
- 12:30 p.m. Adjourn