

GAS INDUSTRY STANDARDS BOARD

BOARD OF DIRECTORS MEETING

MARCH 3, 1998



**GAS INDUSTRY STANDARDS BOARD
GISB BOARD OF DIRECTORS MEETING
MEETING MATERIALS
MARCH 3, 1998**

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GAS INDUSTRY STANDARDS BOARD
GISB BOARD OF DIRECTORS MEETING
MEETING MATERIALS
MARCH 3, 1998

1. WELCOME AND OPENING REMARKS

- The meeting is held at:
Sheraton Crown Hotel (located near the Intercontinental Airport, recently
renamed George R. Bush Airport)
15700 Kennedy Boulevard
Houston, Texas 77032
Phone: 281-442-5100

 - Time of the meeting is:
March 3, 1998: 11:00 a.m. to 3:00 p.m. central

 - For further assistance please reach :
Veronica Thomason at (713) 757 - 4175

 - The officers presiding over the Board of Directors meeting are:
Terry Ciliske - Chairman
Jim Templeton - First Vice Chair
Stan Horton - Second Vice Chair & Treasurer
Rae McQuade - Executive Director & Secretary
-



Gas Industry Standards Board

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Home Page www.gisb.org

Gas Industry Standards Board

Board of Directors for 1998

End User Segment:

L.G. Brackeen, Vice President, Houston Lighting & Power	December 31, 1998
John Stevens, President & COO, Eastern Utilities Associates	December 31, 1998
Jim Templeton, Principal, Comprehensive Energy Services	December 31, 1998
Norman Davis, Manager Energy Purchases, International Paper	December 31, 1999
Steve LaFond, Corporate Manager of Energy Resources, Boeing Company	December 31, 1999

Term Ending:

Local Distribution Companies Segment:

Walt DeForest, Sr. V.P., National Fuel Gas Distribution	December 31, 1998
Lee Stewart, Sr. V.P., Southern California Gas Co	December 31, 1998
Bill Boswell, V.P., Secretary & General Counsel, Peoples Natural Gas	December 31, 1999
Mary Jane McCartney, Sr. V.P., Gas Operations, ConEd	December 31, 1999
Andy Sonderman, Sec. & Gen. Counsel, Columbia Gas Distribution	December 31, 1999

Term Ending:

Pipelines Segment:

Ron Mucci, V.P. Operations & Engineering, Northwest Pipeline	December 31, 1998
Bob Reid, Vice President, Colorado Interstate Gas	December 31, 1998
Rick Baish, President, El Paso Natural Gas	December 31, 1998
Stan Horton, Chairman & CEO, Enron Gas Pipeline Group	December 31, 1999
Terry McGill, President, Columbia Gulf Transmission	December 31, 1999

Term Ending:

Producer Segment:

Jeff Hutton, Vice President, Cabot Oil and Gas Corporation	December 31, 1998
Vacancy	December 31, 1998
Vacancy	December 31, 1999
Nancy Laird, Group V.P. Marketing, PanCanadian Petroleum Ltd.	December 31, 1999
Richard Lindley, V.P. Natural Gas, FINA Oil and Chemical Company	December 31, 1999

Term Ending:

Services Segment:

Terry Ciliske, President & CEO, PG&E Texas Energy Company, General Partner of PG&E Texas Industrial Energy, L.P.	December 31, 1998
Tim Janisse, Vice President, Administration, Engage Energy	December 31, 1998
Steve Bergstrom, Exec. Vice President, Natural Gas Clearinghouse	December 31, 1999
Julie Gomez, Vice President, Enron Capital & Trade Resources	December 31, 1999
Greg Lander, President, TransCapacity	December 31, 1999

Term Ending:



1. ANTITRUST GUIDELINES

- GISB General Counsel Dennis Holbrook will review the antitrust guidelines. The points are :

Antitrust guidelines direct meeting participants to avoid discussion of topics or behavior that would result in anti-competitive behavior including: restraint of trade and conspiracies to monopolize, unfair or deceptive business acts or practices, price discriminations, division of markets, allocation of production, imposition of boycotts, and exclusive dealing arrangements.





GAS INDUSTRY STANDARDS BOARD
GISB BOARD OF DIRECTORS MEETING
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1. ADOPTION OF AGENDA

- The proposed agenda, attached, has been distributed and is available on GISB's home page.
 - **The Board of Directors is requested to review the agenda, suggest changes if needed, and vote to adopt the agenda. The vote is a simple majority vote.**
-



GISB BOARD OF DIRECTORS MEETING

Sheraton Crown Hotel, Houston, Texas
Tuesday, March 3, 1998 -- 11:00 a.m. to 3:00 p.m.

PROPOSED AGENDA

- | | | | |
|------------|----|---|---|
| 11:00 a.m. | 1 | Welcome & Administrative Items
- Antitrust Guidelines
- Adoption of Agenda | T. Ciliske
D. Holbrook
T. Ciliske |
| | 2 | Adoption of Minutes from December 8, 1997 | T. Ciliske
R. McQuade |
| | 3 | Report on Progress on the 1998 Annual Plan
- Items Completed
- Items in Progress
- Items Requested to be Added | M. Bray
J. Hahn |
| | 4 | Report on March 31, 1998 Filing with the FERC
regarding RM96-1-007 | M. Bray
R. McQuade |
| | 5 | Report on ANSI Accreditation of GISB as a Standards
Development Organization | D. Holbrook |
| | 6 | 1998 Financial Report | R. McQuade |
| | 7 | 1998 Membership Report
- 1998 Membership
- Projects to Attract New Members | R. McQuade
J. Phillips |
| | 8 | Proposed Resolution on Membership Benefits &
Membership Registration | R. McQuade |
| | 9 | Scope issue on new request: Gas Contract | M. Bray
M. Wallace |
| | 10 | Discussion on upcoming Sunset Vote | T. Ciliske |
| | 11 | Other Business | |
| 3:00 p.m. | | Adjourn | |



GAS INDUSTRY STANDARDS BOARD
GISB BOARD OF DIRECTORS MEETING
MEETING MATERIALS
MARCH 3, 1998

2. ADOPTION OF MINUTES

- The draft minutes of December 8, 1997 were posted on the home page for review and are included in these materials for vote to adopt.
- The Board of Directors is requested to review the draft minutes, suggest changes if needed, and vote to adopt as minutes of the meeting. The vote is a simple majority vote.





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

**Intercontinental Airport Marriott, Houston, Texas
December 8, 1997**

REVISED DRAFT MINUTES

1. Opening Remarks

Mr. Couch opened the Board of Directors meeting, welcomed the new members, thanked the exiting members, and announced the new Board members for 1998, (see attachment). Mr. Holbrook provided the antitrust guidelines. The agenda was adopted as presented at the meeting. The minutes were adopted as presented with grammatical errors corrected.

2. 1997 Financial Report

Ms. McQuade reviewed the financial reports through October 1997 as presented in the meeting materials. The organization will not have a deficit in 1997 on either an accrual or cash basis, either with expenses compared to budget or expenses compared to actual revenues for the year. The organization is significantly under budget, primarily due to reductions in staffing expenses.

3. 1997 Membership

Membership has grown in the last quarter with the largest increase experienced in the fourth quarter in the end user segment. Ms. Phillips and Ms. McQuade are preparing letters to be sent out to potential members describing the benefits of membership. Each segment has a customized letter stressing the membership benefits.

4. 1997 Annual Plan

Mr. Bray reviewed the progress towards the completion of the 1997 annual plan. Ninety-six percent of the plan, 47 items, has been addressed. Of the 47 items, 26 items are completed, 16 items are ongoing, 3 items are delayed, and two items have not started. Mr. Couch and others applauded the efforts of the Executive Committee and its subcommittees and task forces in achieving such success towards meeting the 1997 objectives of the organization. A letter will be sent to the Executive Committee from the officers of the Board expressing their appreciation.

5. NOPR Update

Mr. Bray reviewed the NOPR (Order 587-F) and its effects on the 1998 annual plan. A report was provided during the meeting (attached). The highlights of the NOPR explained by Mr. Bray were:

- The Commission in the NOPR accepted the standards and changes to standards reflected in version 1.2, and they raised questions on how often a version should be released.
- For intraday nominations, it appears that bumping should be addressed in the standards, with a completion date for standards from GISB requested by March 31, 1998.

- For Operational Balancing Agreements, the intent was expressed by the Commission to have OBAs at all points on an interstate pipeline where the points are interconnections with other interstate or intrastate pipelines.
- For imbalances, the Commission's intent is to require to netting of imbalances across contracts.
- For the Internet, the Commission noted its intent to have interstate pipelines move their EBB functions to the Internet by June 1, 1999. Mr. Bray noted that the Year 2000 projects may have an impact on this completion date. The Internet Look and Feel team will address the standardizing the EBB transactional information with a report to the Executive Committee followed by an Executive Committee report to the Board.
- The Commission noted its intent to change data retention periods for EBB Internet information from two years to five years.
- The Commission noted its intent to modify Operational Flow Order notification communication methods to both Internet postings and individual communication to shippers.
- The Commission noted that title transfer tracking should be addressed in the standards, with a completion date for standards from GISB requested by March 31, 1998.
- The Commission noted that ranking across contracts should be addressed in the standards, with a completion date for standards from GISB requested by March 31, 1998.
- The Commission noted its intent that multi-tiered allocations could be performed by third parties, and paper pooling is not required to be offered by pipelines.
- The Commission noted its intent that interstate pipelines would be required to accept fuel nominations from third parties.
- Further cashouts and penalty mechanisms may be reexamined by FERC at later date.

Mr. Bray noted two primary concerns: the completion date for title transfer tracking and the effect of the year 2000 projects on the transition of EBB functions to the Internet. Regarding title transfer tracking, the Board discussed sending a letter to the Commission explaining the difference between the Commission's intent expressed in the NOPR, and the GISB 1998 Annual Plan, where title transfer tracking has a completion date of fourth quarter 1998.

The 1998 Annual Plan has a defined fourth quarter completion date for title transfer tracking because it took into account available resources, calendaring of GISB processes and the inter-relationships of the title transfer tracking standards to other standards. Following are points made during the discussions by Mr. Bray and several Board members regarding the determination by the Executive Committee of a fourth quarter implementation date for title transfer tracking:

- ✓ For resources, GISB has several other issues to address in the first and second quarters including the intraday nominations standards, a standardized gas day trades contract, OBA standards, imbalance netting standards, Internet Look and Feel standards, common code issues and a plan for the transition of EBB functions to the Internet. These development projects will proceed at the same time as work is underway on maintenance of existing standards and development of interpretations as requested. To spread the resources such that these items are addressed at the same time as the title transfer tracking items with the same project completion dates would place a significant stress on the volunteer resources available for GISB efforts and could impact the quality of work produced through the GISB organization.
- ✓ For calendaring, the requirement through the GISB processes is to allow for a minimum thirty day industry comment period after the proposed standards are developed, followed by consideration and vote by the Executive Committee, followed by a thirty day period for member ratification of the proposed standards adopted by the Executive Committee. This procedure was put into place to ensure that all members and interested industry participants had time to consider proposed standards and prepare comments, the

Executive Committee had time to consider submitted industry comments, and the members had time to consider the proposed standards during the ratification process. As such, the time commitments for comments, Executive Committee consideration and ratification causes a March 1998 completion date to be infeasible, especially since those proposed standards have not been developed by the title transfer tracking team as of this date. Focus has been directed on the intraday nominations standards. In addition, the typical 60 day implementation period which follows the issuance of an order could cause interstate pipelines to begin implementation efforts prior to the issuance of the order in order to meet the deadline defined by the 60 day period.

- ✓ The inter-relationships of title transfer tracking standards to other standards, such as those defined for nominations, requires a review of the standards for possible changes to the existing standards so that a cohesive set of standards is developed. It has always been the direction of the organization that our standards not be developed piecemeal, where there is a greater risk of developing contradictory standards with the resulting need for interpretations.

As a result of the above discussions, a motion was made to send a letter and the 1998 GISB Annual Plan to the Commission prior to December 18, the deadline for comments. The letter will explain GISB's rationale for the deadlines specified in the Annual Plan, but will not request that the FERC take any action. The motion passed unanimously.

6. 1998 Annual Plan

Mr. Templeton reviewed the process for development of the 1998 annual plan. Three separate documents were prepared for Board consideration: (1) the Annual Plan process, (2) the Powers and Duties of Subcommittee and Task Force chairs, and (3) the 1998 Annual Plan. For the Annual Plan Process, a modification was made to add a responsibility to the Board of Directors to request each segment to name members to an ad hoc task force each year for the development of the Annual Plan. The task force will be comprised of 5 members from the Board of Directors and 5 members from the Executive Committee -- one each from each of the five segments. The task force members should be named by September 1 of each year to work on the annual plan. In further discussions, it was highlighted that the annual plan process does not require the definition of resources or priorities for each project. The process was adopted unanimously with the previously mentioned modification.

To support effective meetings, the GISB Operating Practice on Powers and Duties of Subcommittee and Task Force Chairs was adopted with modification to further elaborate that in item 10, exhibits include work papers for the meeting and alternative proposals. It should accompany agendas for meetings.

Mr. Bray reviewed the changes to the plan and the highlights of the 1998 proposed maintenance plan. A break was taken for lunch, after which discussion on the plan ensued. In response to a question from Mr. Lander, both Mr. Bray and Mr. Templeton clarified that emphasis is placed on both flowing gas and invoicing issues in 1998. As the efforts on maintenance for flowing gas issues and invoice issues are completed in 1998, GISB would proceed to work on the nominations and capacity release issues in 1998 if time permitted. Mr. Lander suggested that an earlier completion date for title transfer tracking should be considered, such as June 1998. He added that the Commission may take action without standards from GISB because of the Annual Plan completion date of year-end 1998 for that item. Mr. Bray and others responded that they did not consider an earlier date to be attainable due to the current and expected workload during the first half of 1998, (see discussion above on the NOPR). It was reiterated that completion dates are "no later than" dates. Regarding the work planned on Internet issues, a report will be prepared for Board review on the scope of the effort to migrate EBB functions to the Internet during the first quarter.

On the maintenance plan for 1998, it was agreed that the standards manuals should be published no more than once per year. The Executive Committee will determine how to accomplish an

annual publication schedule while also making available those standards that have been ratified by GISB membership but are not yet available in a version of the manuals. As an option, the Commission and the industry could use the final actions published by the GISB office and made available on the home page as pending version changes.

Other items such as surveys or membership plans which are not directly related to development and maintenance of standards are not included in the annual plan. Ms. McQuade will prepare a separate list of these action items for review at the next Board meeting. The motion was made and seconded to approve the 1998 annual plan. It passed unanimously within the context of the discussion included in these minutes.

7. 1998 Proposed Budget

Mr. Templeton and Ms. McQuade reviewed the proposed budget and underlying assumptions. During the discussion it was highlighted that the primary difference between the 1997 expenses with projections to year-end and the 1998 proposed budget are due to increases in outside services expenses due to expected increases in legal fees to prepare an amicus brief and due to the contingency category, which has never been spent. The 1998 budget was approved unanimously.

8. Report on the Results of the Notational Ballot on Changes to the Certificate

Ms. McQuade updated the Board on the results of the notational ballot to Board members regarding the certificate changes. The certificate changes were adopted. The procedure to be followed is a member ratification of the Board action, requiring a 90% favorable vote. Once ratified, Mr. Holbrook will file the amended certificate.

9. ANSI Update

Mr. Holbrook gave an update on his efforts to obtain GISB accreditation as a standards development organization from ANSI. Preliminary votes have been taken, and final votes should be taken before the next Board meeting.

10. Adjourn

The meeting adjourned at 2:10 p.m. and the members went into an executive session to discuss legal and compensation issues. The next meeting of the Board will be in Houston on March 3 at a hotel in the Intercontinental Airport area.

11. **Attendance**

<u>Segment</u>	<u>Member</u>	<u>Present</u>	<u>Absent</u>	
<u>End Users:</u>	L.G. Brackeen	✓		
	John Stevens	✓		
	Jim Templeton	✓		
	Norm Davis	✓		
	Steve LaFond		✗	
<u>LDCs:</u>	Walt DeForest	✓		
	Les Enoch		✗	
	Mary Jane McCartney		✗	
	Andy Sonderman	✓		
	Lee Stewart	✓		
<u>Pipelines:</u>	Rick Baish		✗	
	Jim Dudley	✓		
	Stan Horton	✓		
	Ron Mucci		✗	
	Bob Reid	✓		
<u>Producers:</u>	Randy Couch	✓		
	Jeff Hutton	✓		
	Andy Lang	✓		
	Judd Miller	✓		
	Nancy Laird		✗	
<u>Services:</u>	Steve Bergstrom	✓		
	Terry Ciliske	✓		
	Tim Janisse	✓		
	Greg Lander	✓		
	Steve Salato	✓		
<u>Presenters:</u>	Mike Bray	Chairman Executive Committee		
<u>Administrative</u>	Rae McQuade	Executive Director		
	Dennis Holbrook	General Counsel		
	Veronica Thomason	GISB Staff		
	Cheryl Hoffman	Hoffman Paulson Associates		
	Laurie Paulson	Hoffman Paulson Associates		
	JoAnn Garcia	GISB Staff		
	Susan Admire	Admire & Associates, Accounting Services		
	<u>Observers</u>	Brian White	American Gas Association	
		Tom Ehinger	Amoco	
		Mark Gracey	El Paso Energy	
		Lanyard Sledge	El Paso Energy	
		Norm Walker	El Paso Natural Gas	
		Shelley Corman	Enron Pipeline Group	
Bob Wallenhorst		Exxon		
Julie Dennis		Koch Gateway		
Randy Young		Koch Gateway		
Leigh Spangler		Latitude Technologies		
Mark Scheel	NGC Corporation			
Dale Davis	Transco			



GAS INDUSTRY STANDARDS BOARD
GISB BOARD OF DIRECTORS MEETING
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3. 1998 ANNUAL PLAN UPDATE

- Attached is the updated 1998 Annual Plan and Maintenance Plan.
- Mike Bray, Jerry Hahn and Rae McQuade will review the 1998 plans and the update.





Gas Industry Standards Board

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February 10, 1998

TO: GISB Board of Directors
FROM: Rae McQuade
RE: January Update on the 1998 Annual Plan

The GISB organization is on schedule with all items to be completed by the first quarter. Below is a brief description of the progress made by action item:

Intraday Compromise Model	The intraday nominations standards were adopted by the Executive Committee on January 9, 1998 and will be sent out for member ratification in February. The standards developed are in full compliance with the request from the Commission noted in RM96-1-007, with one exception. The effective time for the flow of gas for the evening intraday nominations submitted at 6:00 p.m. when bumping occurs is not currently designated -- the time was left blank -- the time was left blank, to be filled in after the Commission issues its final order.
Contracts -- Gas Day Trades	The Gas Day Trades Task Force completed its work on February 6, and its recommended contract standard should be sent out for industry review and comment, and brought before the Executive Committee for vote at its March 19 meeting.
OBA standards	This effort has not started, the first meeting will be scheduled for March.
Imbalance netting standards	This effort has not started, the first meeting will be scheduled for March.
Model Trading Partner Agreement	The task force has been inactive, but should reconvene in March.
Title Transfer Tracking	The task force has been inactive, but should reconvene in March.
Ranking Across Contracts	This effort has not started.
Multi-tiered Allocations	Several subcommittees have been active on the development of standards for multi-tiered allocations, including the Business Practices Subcommittee, the Business Practices Subcommittee Allocations Grid Task Force, and the Information Requirements Subcommittee.
Common Look and Feel Web Pages	Internet team efforts to develop the proposed standards for the non-transactional portions of the web pages should conclude by March, after which they will be distributed for industry comment and could be addressed by the Executive Committee no later than April-May. During that time, the Internet team will consider standards for the transactional portions of the web pages.
Standards Maintenance	As of the end of January, there were 88 requests for standards and clarifications active, 72 of which are in committee. Out of a total of 320 requests, 232 are completed, 37 of which were completed in this period (ratifications from November and



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December 1997) . We received 4 new requests in January; and the number of requests received on a monthly basis has declined significantly.

EBB to Internet Transition of Functions In February, the Executive Committee will consider some questions from the team created to develop the transition plan, after which the team will reconvene to complete the plan.

Report to the FERC One part of the effort dealing with Intraday Nominations standards has been written. Mr. Holbrook will write the original draft, with the inclusion of the part already written regarding the Intraday Nominations standards, which be reviewed by the Editorial Board prior to submission to the FERC.



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GAS INDUSTRY STANDARDS BOARD

1998 ANNUAL PLAN

<u>ITEM DESCRIPTION</u>	<u>STATUS</u>	<u>COMPLETION DATE¹</u>
1 FINISH THE WORK OF THE OPEN ISSUES		
a. Intraday Compromise Model	In Progress	1st Qtr 1998
b. Contracts -- Gas Day Trades	In Progress	1st Qtr 1998
c. OBA standards		2nd Qtr 1998
d. Imbalance netting standards		2nd Qtr 1998
e. Contracts -- Trading Partner Agreement	In Progress	2nd Qtr 1998
f. Title Transfer Tracking (Nominations/Confirmations)		4th Qtr 1998
g. Ranking Across Contracts		4th Qtr 1998
h. Multi-tiered Allocations	In Progress	4th Qtr 1998
2 COMMON LOOK AND FEEL WEB PAGES		
a. Report to FERC on Internet		2nd Qtr 1998
b. Standards Development	In Progress	1st Qtr 1998
3 ORGANIZED PROGRAM OF STANDARDS MAINTENANCE		
a. Update prepared for the Board by the Executive Committee officers regarding the maintenance plan	Completed 12/8/97	4th Qtr 1997
b. Schedule for Future Releases of Data Sets and Related Business Practice Standards - Pending Requests and Future Maintenance Needs		
Flowing Gas and Invoicing	In Progress	1998
Nominations and Capacity Release		1999
c. Ongoing Interpretations for Clarifying Language Ambiguities	In Progress	Ongoing
d. Ongoing work on Code Values and Other Technical Matters	In Progress	Ongoing
4 EBB TO INTERNET TRANSITION OF FUNCTIONS		
a. Committee named by the Executive Committee officers to prepare a plan for the transition of EBB functions to the Internet	In Progress	To be determined ² 1st Qtr 1998
b. Report to the FERC		1st Qtr 1998

¹ Dates in the completion column are by end of the quarter. If one item is completed earlier than planned, another item can begin earlier and possibly complete earlier than planned. There are no begin dates on the plan.

² The NOPR RM96-1-007 states that interstate pipelines are to have fully migrated EBB functions to the Internet by June 1, 1999 which will factor into the development of the transition plan. As such, the standards should be developed well in advance of the June 1, 1999 date to support the transition.



GAS INDUSTRY STANDARDS BOARD OPERATING PRACTICE ANNUAL PLAN PROCESS, CHARACTERISTICS, IMPLEMENTATION AND RESPONSIBILITIES

PLAN CHARACTERISTICS

The Annual Plan has the following characteristics and any changes to the Annual Plan will maintain these characteristics:

1. Focus and prioritization of GISB activities : The annual plan provides a clear focus on specific activities with a prioritization defined. The activities defined should have high expectation of implementation. The annual plan will be focused on the standards development and maintenance, and interpretations development efforts of the organization.
2. Resource application to GISB efforts : The annual plan recognizes that the member company resources to work on GISB efforts are limited. The efforts defined for activity by GISB should not exceed those limits by spreading the resources so thin that the assurance of success is affected.
3. Alignment of efforts to assure coordination of intent : It is the intent of the Board of Directors and the Executive Committee that their objectives activities coincide. The Board of Directors and the Executive Committee will direct GISB work through the annual plan so that those intents are aligned and the annual plan efforts are realized.
4. Timetable for efforts : The work of GISB is defined with a specific timetable during which consensus can be reached. If consensus is not reached within that timetable, avenues other than GISB can be pursued.

IMPLEMENTATION OF THE ANNUAL PLAN

1. Recognition of time constraints of development efforts -- the plan provides focus with no more than 5 to 10 major efforts identified, with deadlines for completion which serve as prioritization. The development efforts, deadlines, and priorities are identified in the Annual Plan. If one of the approved efforts is completed during a year, a new effort could be added if approved by the Board of Directors in consultation with the officers of the Executive Committee.
2. Empowerment of the chairs at subcommittee and task force meetings -- chairs are empowered to limit discussions when necessary, call items out of order when applicable, follow agendas closely, and in general exert more control so that the time participants spend in meetings is more effective.
3. Efforts are "implementable" -- each effort should have a reasonable expectation that consensus can be reached, with clear deadlines established for completion. The deadlines provide an incentive to all industry participants to reach closure. For each Board meeting, these deadlines will be reviewed with the progress made to date by the subcommittees. The deadlines, as with any other parameter established in the Annual Plan, cannot be changed without Board approval. If a deadline is missed, the Board, in consultation with the officers of the Executive Committee, will determine whether the work should be continued, put on hold or transferred to another venue.
4. Modifications to existing standards and new standards that are requested which come through the request process should reflect a broad industry need. As prioritization occurs, a primary parameter should be how many companies or segments need this standard or standard change. Industry efforts to implement standards that affect only a few companies should be severely limited.



BOARD OF DIRECTORS RESPONSIBILITIES TO THE PLAN

1. Progress toward completion of the plan will be reviewed by the Board quarterly with the officers of the Executive Committee.
2. The deadlines in the Annual Plan, as with any other parameter established in the Annual Plan, cannot be changed without Board approval. When a deadline is reached before the item is completed, the Board, in consultation with the officers of the Executive Committee, will determine whether the work should continue, be postponed or transferred to another venue.
3. Any changes or additions to the annual plan items, including those requested by government agencies or commissions, must first be presented to the Board for its consideration, prioritization and approval.
4. The Board will review monthly progress reports on the Annual Plan to determine if any changes are necessary.
5. The Chairman of the Board of Directors will request that each segment by September name one Board member and one EC member to a task force to develop the subsequent year's annual plan.

EXECUTIVE COMMITTEE RESPONSIBILITIES TO THE PLAN

1. The Executive Committee should strive to complete the items set forth in the Annual Plan in the times specified. When a deadline is reached before the item has completed, the Executive Committee will recommend to the Board for the Board's determination of whether the work should continue, be postponed or transferred to another venue.
2. The officers of the Executive Committee will brief the Board at each Board meeting on the progress made towards completing each item on the Annual Plan.
3. There will be boundaries on the time spent in modifying standards, which will be controlled by the Executive Committee through its setting of meeting dates for the subcommittees addressing maintenance issues.
4. A key element in determining priority for maintenance issues is the number of companies or segments needing the modifications requested. The Triage Group recommendations to the Executive Committee will include priorities/dates and possible changes to other priorities such that the workload in maintenance is reasonable considering the other items included in the plan.

GISB OFFICE RESPONSIBILITIES TO THE PLAN

1. The GISB office will prepare the monthly progress report to the Board of Directors in consultation with the officers of the Executive Committee and other subcommittee chairs as appropriate.
2. The Executive Director will be an active participant in subcommittee and task force meetings that he or she attends, acting as a liaison to the Board of Directors.



GAS INDUSTRY STANDARDS BOARD OPERATING PRACTICE POWERS AND DUTIES OF SUBCOMMITTEE AND TASK FORCE CHAIRS

Chairs of committees, subcommittees and task forces undertake responsibilities in assuming their roles as presiding officers. The GISB organization is appreciative of the significant leadership efforts that are assumed when individuals agree to serve as chairs.

Chairs act as representatives of the Executive Committee in discharging its responsibilities with respect to the organization's purposes. The annual plan adopted by the Board of Directors sets forth GISB's priorities for the year in question, and the chairs are strictly charged by the Board and the Executive Committee to ensure that the subcommittees and task forces are directed to the end of accomplishing the annual plan. As such, chairs are empowered to take any actions necessary to ensure that the discussion is timely, effective, and focused on matters consistent with the plan, including, but not limited to setting and enforcing deadlines for debate, ruling items out of order, and otherwise supervising the progress of the meetings for which they are responsible.

The principles below are in full accordance with normal rules of order for groups following the democratic principles of parliamentary procedure.

1. The chair's role is that of serving the assembly, striving for fair play among the participants, trying to ascertain the participants' and the organization's intent, and providing guidance for the fulfillment of the intent of the organization as a whole. The organization's intent is reflected in the annual plan.
2. Presiding officers of a meeting should remain impartial and objective. If a motion is made, and the chair wishes to advocate a particular position, he or she should ask another officer to act as chair during the discussion. After the discussion, the chair should resume his or her role as the presiding officer.
3. The chair should not permit participants to speak at will, offer alternative main motions when a main motion is already under consideration, interrupt speakers or claim the floor without first being recognized by the chair.
4. The chair should refuse to allow participants to claim the floor several times before others have had their first opportunity to speak.
5. The chair is empowered to limit discussions when necessary and call items out of order if not on the agenda of the meeting.
6. The chair is to guide the participants to follow the agenda and to meet the goals established for that agenda and to realize the organization's intent. The organization's intent is reflected in the annual plan.
7. It is the responsibility of the chair to guide the participants so that the time spent in the meeting is effective, meets the goals of the organization, and addresses the items on the agenda.
8. The chair should ensure that the agenda for the meeting is in agreement with the intent of the organization as a whole.
9. The chairs are empowered to limit discussion to the named members of the committee, task force or group. They are also empowered to name members of subgroups to act on specific issues. While all GISB meetings are open, chairs can restrict discussion in the meetings to the named members of the groups.
10. The chairs should ensure that draft minutes of the meetings and any exhibits (including any work papers and alternative proposals) are prepared as soon as reasonably possible as provided in the GISB Operating Practices.



GAS INDUSTRY STANDARDS BOARD

1998 ANNUAL PLAN

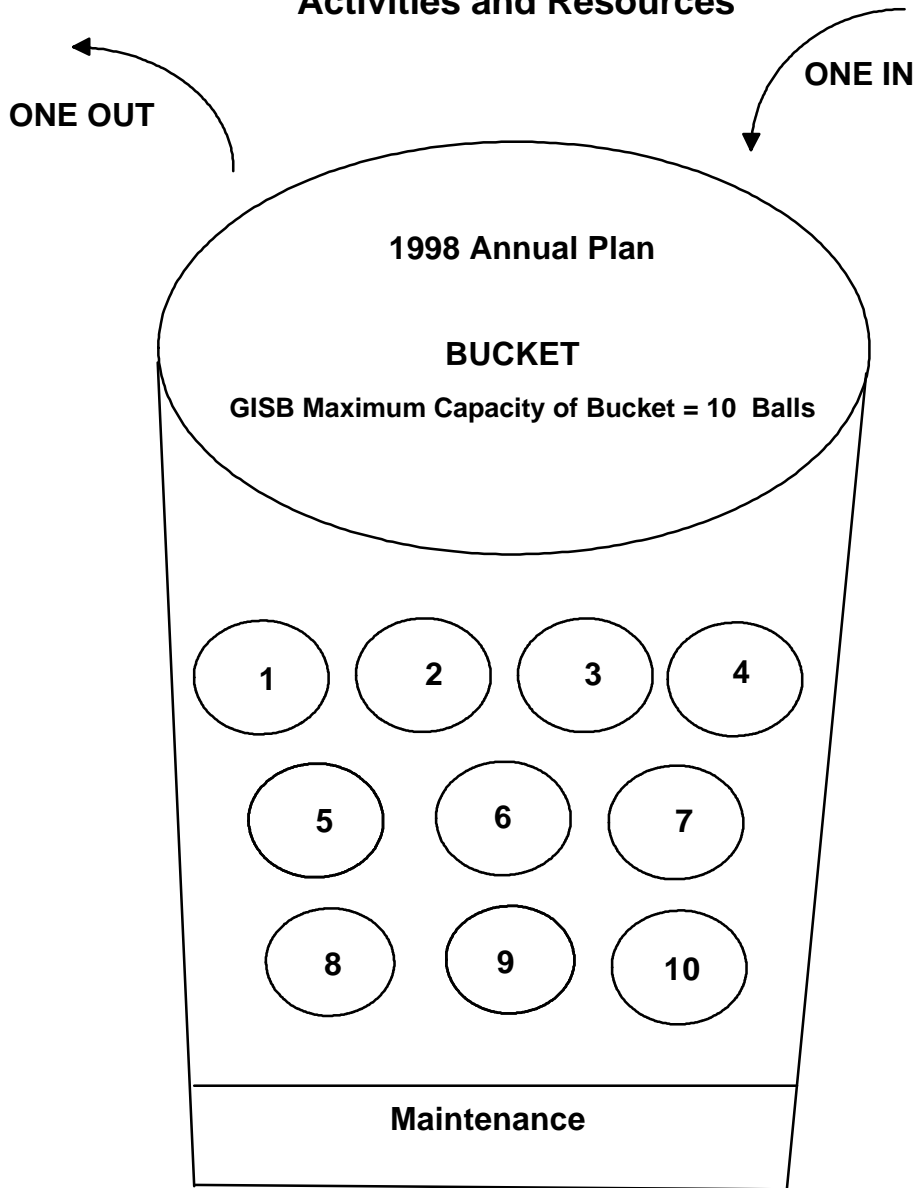
MAINTENANCE PLAN

Approved by the Board of Directors on December 8, 1997

Updated February 16, 1998

GAS INDUSTRY STANDARDS BOARD

**1998 Annual Plan
Activities and Resources**



The Annual Plan incorporates the concept of a reasonable work load of from 5-10 items during any year. Imagine a "bucket" that contains from 5 to 10 balls in it. In order to add a "new ball", an existing or "old ball" must be removed, i.e. completed. This approach ensures that as an organization, GISB will be able to govern its work load so that its many stakeholders, including its members and the many industry volunteers working on these projects will be reasonably assured of successful completion of these 5-10 items during any given year.



**GAS INDUSTRY STANDARD BOARD
1998 ANNUAL PLAN**

<u>ITEM</u>	<u>COMPLETION DATE</u>
①. Intraday Compromise Model	1st Qtr 98
②. Contracts - Gas Day Trades	1st Qtr 98
③. OBA Standards	2nd Qtr 98
④. Imbalance Netting Standards	2nd Qtr 98
⑤. Contracts - Trading Partner Agreement	2nd Qtr 98
⑥. Title Transfer Tracking	4th Qtr 98
⑦. Ranking across Contracts	4th Qtr 98
⑧. Multi-tiered Allocations	4th Qtr 98
⑨. Common Look and Feel Web Pages	2nd Qtr 98
⑩. EBB to Internet Transition of Functions	To Be Determined ¹
- Standards Maintenance	Ongoing

¹ FERC NOPR (587-F) -- June 1, 1999.



**1998 GISB MAINTENANCE PLAN
SUMMARY OF REQUESTS
FOR STANDARDS AND CLARIFICATIONS**

	<u>Total</u>	<u>Requests for Standards and modifications</u>	<u>Requests for Clarifications</u>
Total	320	266	54
Completed	<u>232</u>	<u>184</u>	<u>48</u>
Pending	88	82	6
			<u>Pending</u>
		Postponed	5
		Out for Ratification	8
		Out for Industry Comment	1
		Awaiting Triage	1
		Other ¹	1
		In Committee	72
			<u>Current Period</u>
		New Requests this period ²	4
		Completed this period ³	37 ⁴

¹ R98002 is awaiting a scope determination from the Board of Directors

² "This period" refers to January 1, 1998 to February 13, 1998

³ "Completed" is composed of ratified standards and interpretations on January 19, 1998 and requests withdrawn by the requester that were not resubmitted by another party. Requests that are partially complete are considered pending until all parts have been completed.

⁴ Of the 37 requests complete, 3 were withdrawn by the requester and not resubmitted.



1998 GISB MAINTENANCE PLAN
SUMMARY OF "OPEN" REQUESTS INCLUDED IN THE MAINTENANCE PLAN

1998:	FUNCTIONS	NUMBER OF REQUESTS
	Flowing Gas	13
	Invoicing	9
	EDM	5
	Title Transfer Tracking	6
	Contracts	2
	Code Values	1
	Other	6
		==
	TOTAL	42
1999:	FUNCTIONS	NUMBER OF REQUESTS
	Nominations	22
	Capacity Release	8
		==
	TOTAL	30
		==
GRAND TOTAL		72



**1998 GISB MAINTENANCE PLAN
"OPEN" REQUESTS INCLUDED IN THE MAINTENANCE PLAN**

FLOWING GAS	INVOICING	EDM ¹
R96034	R97088	R97071
R96056	R97090	R97102 (Look and Feel)
R96124	R97091	R97103
R96131	R97094	R97104
R97020	R97117	R97126
R97036	R97120	
R97085	R97123	
R97086	R97128	
R97087	R98003	
R97093		TITLE TRANSFER TRACKING
R97119	CODE VALUES	R96025
R98001	R97064	R96048
C97012		R97019
	OTHER	R97043
	R97046 (Definitions)	R97048
	R97058 (D-U-N-S® No.)	R97049
	R97113 (Categories)	
	R96022 (Categories)	
	C97001 (D-U-N-S® No.)	CONTRACTS
	R97108 (Review of BC Usage)	R95003 (OBA)
		R97060 (MTPA)

¹ To be addressed with Annual Plan Item Nos. 2 and 4



1999 GISB MAINTENANCE PLAN
"OPEN" REQUESTS INCLUDED IN THE MAINTENANCE PLAN

NOMINATIONS

R96009
R96044
R97022
R97062
R97080
R97124
C96028

CAPACITY RELEASE

R96018
R96115
R97011
R97068
R97110
R97111
R97114
R97122

R97058B
R97070
R97072
R97073
R97074
R97075
R97076
R97077
R97082
R97089
R97116
R97118
R97121
R97125
R97127



4. FILING WITH THE FERC REGARDING RM96-1-007

- The Commission has requested that GISB file comments on March 31, 1998 regarding progress on our 1998 Annual Plan.
 - The procedures used before are:
 - Dennis Holbrook will draft the report
 - The report will be sent to the Editorial Review Board
 - The Editorial Review Board will revise the report
 - The report will be sent to the Commission and posted on the home page
 - Outline of the Transmittal Letter
 - Progress made on the Annual Plan
 - Identification of new standards
 - Identification of proposed standards that failed due to a one segment block
 - Expectations on Annual Plan items
 - Insert to the transmittal letter regarding the Intraday Nominations Standards
-



5. ANSI ACCREDITATION

- Dennis Holbrook will update the Board on the efforts to obtain a "Standards Development Organization" accreditation for GISB from the American National Standards Institute (ANSI).
 - Several communications were sent from the GISB office to the ANSI accreditation committee in response to their members' questions regarding our request for accreditation. The issues are:
 - Openness of our process -- non-member involvement and voting rights
 - Appeals process used by GISB when a proposed standard fails
 - Relationship to other standards organizations (particular to ANSI subcommittees) to ensure no contrary results as a result of overlap of function
 - The ANSI accreditation committee should have our request for accreditation brought for a final vote before the March 3 date of the Board meeting. As such, Dennis will update the Board on the results.
 - GISB, through efforts of Rae McQuade, Howard Shafferman, and recently Dennis Holbrook have worked with ANSI representatives to obtain accreditation since 1995.
 - To obtain accreditation, the requester should be a member of ANSI, have the governing documents (certificate, bylaws) within the guidelines of ANSI, have practices that ensure broad support for standards created, and the functions of the requester should not significantly overlap the functions of other ANSI accredited standards development organizations.
-



GAS INDUSTRY STANDARDS BOARD
GISB BOARD OF DIRECTORS MEETING
MEETING MATERIALS
MARCH 3, 1998

6. 1998 FINANCIAL REPORT

- Attached is the financial report for the GISB organization for January 1998. The report is prepared on an accrual basis. Susan Admire of Admire Associates and Rae McQuade will review the reports and answer questions.





7. 1998 MEMBERSHIP REPORT

- Attached is the Membership Report as of February 10, 1998.
 - Rae McQuade will review the report.
 - Attached are segment membership letters sent to potential members. The recipient list for the letters is also attached. The letters were sent to the recipients on the week of February 17.
-



**8. PROPOSED RESOLUTION -- MEMBERSHIP BENEFITS AND
MEMBER REGISTRATION**

- The Board is asked to consider the attached resolution regarding membership benefits and member registration. Rae McQuade will describe the resolution. It is a departure from the current practice, which is not documented. A simple majority vote is required to pass the resolution.
 - In order to streamline the administration in the GISB office, we are asking to register participants in the GISB process. The registration will be used to identify those individuals that qualify for membership benefits. To avoid confusion, we are also asking that individuals register for either member companies or non-member companies, but not both.
 - The attached preliminary registration list was compiled from sign-in sheets from recent meetings. The registration list can be used to develop a directory available to members.
 - For current practice, for a given meeting, an individual can represent only one company. This will not change under the proposed resolution. The one company representative per company - one vote rule would continue to be followed.
 - The resolution departs from current practice in that once an individual is registered to represent either member companies or non-member companies, he would register at meetings for only those companies.
-

February 12, 1998

**GAS INDUSTRY STANDARDS BOARD
BOARD OF DIRECTORS RESOLUTION
Membership Benefits Administration**

Be it resolved that:

Membership benefits shall accrue to employees or member recognized agents of member companies with membership dues current.

A registration list of the representatives of member companies shall be maintained by the GISB office. The registration list will be used to determine who receives membership benefits, such as home page access to the standards, discounted education, and discounted materials.

The registration list will be used in meetings when votes are called, to ensure the rule of only one voting representative per company per meeting. A representative may represent only one company per meeting. The registration list will be used to determine qualification for holding office in GISB, such as chairman or vice-chairman of committees, subcommittees or task forces. The registration list will be published on the GISB Home Page.

Membership benefits will not accrue to individuals that represent non-member companies.

Implementation:

The initial registration will be based on the sign-in sheets at meetings and other information previously supplied to the GISB office. Once a representative has identified himself or herself as an employee or agent of a particular company, that representation will be in force. To serve as a registered representative of a given company, the individual must be an employee or agent of that company.

The registration will go into effect March 31, 1998.

To amend the registration list, a representative should contact the GISB office through written communication no later than one business day prior to a meeting in which they choose to participate. Any formal communication from a company indicating company name changes or other information that would affect the registration list will immediately modify the registration list.

If the registration change affects the membership status, the representative will be notified that his or her membership status is affected -- access to the GISB home page, offices held within the GISB organization, discounts on services such as education or products. The changes as a result of the membership status will take place immediately.



9. SCOPE ISSUE -- GAS CONTRACT REQUEST

- At the Executive Committee meeting on February 12, a request was submitted by American Electric Power to develop a gas contract for long term purchase and sales on natural gas and Exchange of Futures for Physicals (EFPs), including a rider for electrical power and generating capacity. The request is attached.
 - The Executive Committee determined to recommend to the Board that the request is considered out of the current scope of GISB. The Board has the final authority on all scope issues. The Board is asked to review the request and determine if it is within GISB's scope. If it is in within scope, the Board should decide if it should be considered for action in 1998.
 - The scope of GISB is governed by our vision and mission statement, adopted by the Board as part of the 1997 Annual Plan, and unchanged in 1998:
 - Vision:
GISB will serve as an industry forum for the development and promotion of standards which will lead to a seamless marketplace for natural gas, as recognized by its customers, business community, participants, and regulatory entities.
 - Mission Statement:
The Gas Industry Standards Board mission is to develop and promote standards to simplify and expand electronic communications, and to simplify and streamline business practices which will lead to a seamless marketplace for natural gas. These standards will assist the natural gas industry in improving customer service, enhancing the reliability of natural gas service and increasing the competitiveness and efficiency of natural gas markets.
 - Executive Committee members raised scope concerns that the request includes developing standards that would apply to the electric industry, and other implementation concerns that there may not be a reasonable expectation that consensus could be reached. In support of the request, other Executive Committee members noted that they trade electric power and natural gas, and as such it should be considered within scope.
-

1 Riverside Plaza
Columbus, OH 43215 2373
614 223 1000
614 223 1687 (Telecopier)

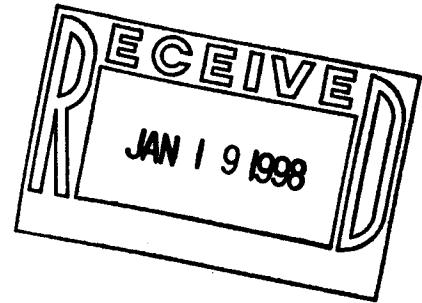
Writer's Direct Dial No.

R98002

(614) 223-1614

January 19, 1998

Gas Industry Standards Board
1100 Louisiana
Suite 4925
Houston, TX 77002
Attn: Rae McQuade



John F. DiLorenzo, Jr.
Vice President, Secretary
and Associate General Counsel

Earl Goldhammer
Tax Counsel

Edward J. Brady
Chief Counsel - Regulatory Services

D. Michael Miller
Chief Counsel - Power Generation
and Director of Litigation

John B. Shinnock
Chief Counsel - Energy Delivery

Thomas S. Ashford
Daniel W. Kemp
John M. Adams, Jr.
Michael L. Wallace
Assistant General Counsel

Michael R. Luis
Assistant Tax Counsel

Marvin I. Resnik
Kevin F. Duffly
James R. Bacha
Senior Rate Counsel

F. Mitchell Dutton
Rate Counsel

Kenneth E. McDonough
Real Estate Counsel

Kevin D. Mack
Environmental Counsel

Timothy A. King
Barbara A. Belville
Ann B. Graf
Thomas G. Berkemeyer
Senior Attorneys

David C. House
John W. Seidensticker
Thomas G. St. Pierre
Anthony J. Swaneck
Attorneys

Re: The Ultimate Contract

Dear Rae:

After sitting on the contracting subcommittee and working on the GISB short-term contract, the FTAA, and now, what we are calling the GO Terms, (GISB Oral Terms), it has occurred to me that it is time to begin the ultimate challenge. That challenge would be to develop a GISB sponsored contract that could be used for the long and short term sale of natural gas and EFPs as well as having a rider for long and short term electrical power and generating capacity.

As the former General Counsel of NorAm Energy Services, Inc., defined as a marketer by GISB, as the new Assistant General Counsel of American Electric Power, and as one of the present co-chairs for the contracting committee, I would like to chair such an endeavor. I believe that it will take at least nine months to get this done but with the approval process we could finish it by spring 1999.

Others have also expressed an interest in working with me on this project and I would suggest as vice-chairs Bill Hebenstreit from El Paso Energy Marketing, Marcy F. Collins of PG&E Trading and Jeff Jarvis of NorAm Energy Services. It is a big project and we will need a number of folks running subcommittee meetings around the country.


Regardless of who you choose to organize this process, please consider this as the formal request to begin.

I appreciate all the help you have given me in the past and would appreciate your phoning me to discuss getting started as soon as possible. I suggest some urgency as we have a good nucleus group working on the GO Terms and I would like to announce this evolutionary challenge during our last GO meeting set for February 6, 1998.

January 19, 1998
Page 2

I look forward to discussing this project with you.

Sincerely,



Michael L. Wallace
Assistant General Counsel

MLW:mjl

cc: Bill Hebenstreit
Marcy F. Collins
Jeff Jarvis



10. UPCOMING SUNSET VOTE

- In accordance with our certificate, the sunset vote for the GISB organization is scheduled to occur this year. It is currently scheduled to take place at the Board meeting on June 18.
 - The Board is required to vote to continue the organization. For continuance, the vote result should be a minimum of nineteen affirmative votes, with at least two affirmative votes from each segment. If this result is not achieved, the GISB office will begin procedures to dismantle the office and turn over the standards and work products to the industry.
 - If the result is achieved, it is required to be ratified by the membership, with a minimum of 90% of the membership voting in favor of the Board action. All ballots that are not returned to the office would count in favor of the Board action. If less than 90% of the members ratify the Board action to continue, the GISB office will begin procedures to dismantle the office and turn over the standards and work products to the industry.
 - All votes at the Board level and in the ratification step are public.
 - Attached is the excerpt of the certificate where the sunset provision is outlined.
-



GAS INDUSTRY STANDARDS BOARD
GISB BOARD OF DIRECTORS MEETING
MEETING MATERIALS
MARCH 3, 1998

11. ADMINISTRATIVE

- For your convenience attached are the schedule of Board meetings in 1998, the schedule of Executive Committee meetings in 1998, the roster of Executive Committee members, and the current organization of committees and leadership.





Gas Industry Standards Board

1100 Louisiana, Suite 4925
Houston, Texas, 77002

Phone - (713) 757-4175, Fax - (713) 757-2491, email gisb@aol.com

December 29, 1997

TO: Board of Directors
FROM: Rae McQuade, Executive Director
RE: 1998 Calendar of Board of Directors Meetings

Following is the Board of Directors calendar of meetings for 1998 that was approved by the Board of Directors on December 8:

<u>DAY</u>	<u>DATE</u>	<u>LOCATION</u>
Tuesday	March 3	Houston
Thursday	June 18	Houston
Thursday	September 3	Houston
Thursday	December 3	Houston

cc: Dennis Holbrook -- GISB General Counsel
Laurie Paulson and Cheryl Hoffman -- Hoffman Paulson Associates
Jane Copeland -- Ak/Ret Reporting
Posting on GISB Home Page for access to all GISB members and other interested parties



Gas Industry Standards Board

1100 Louisiana, Suite 4925
Houston, Texas, 77002

Phone - (713) 757-4175, Fax - (713) 757-2491, email gisb@aol.com

October 31, 1997

TO: Executive Committee and Alternates
FROM: Rae McQuade, Executive Director
RE: 1998 Calendar of Executive Committee Meetings

In response to many suggestions that we move the EC meetings around geographically to more accurately represent the membership of the organization, the officers of the Executive Committee are pleased to announce the following schedule:

<u>DAY</u>	<u>DATE</u>	<u>LOCATION</u>
Thursday	January 8	Denver/Colorado Springs
Thursday	February 12	Jacksonville
Thursday	March 19	Houston
Thursday	April 16	Washington/Baltimore
Thursday	May 14	Houston
Thursday	June 11	Las Vegas
Thursday	July 9	Boston/Providence
Thursday	August 13	Houston
Thursday	September 10	Chicago
Thursday	October 8	Houston
Thursday	November 12	Salt Lake City
Thursday	December 10	New York City

cc: Dennis Holbrook -- GISB General Counsel
Laurie Paulson and Cheryl Hoffman -- Hoffman Paulson Associates
Jane Copeland -- Ak/Ret Reporting
Posting on GISB Home Page for access to all GISB members and other interested parties



Gas Industry Standards Board

1100 Louisiana, Suite 4925, Houston, Texas 77002
Phone (713)757-4175, Fax (713)757-2491, e-mail gisb1@aol.com
Home Page www.gisb.org

Gas Industry Standards Board

Executive Committee for 1998

END USERS	TITLE AND COMPANY	TERM ENDING:
Dona Gussow	Systems Specialist, Florida Power and Light	December 31, 2000
Kristine Mespelli	Fuel Analyst, New England Power	December 31, 2000
Lee Smith	Vice President Gas Supply, Midland Cogeneration Venture	December 31, 1999
Diane McVicker	Principal Fuel Supply Analyst, Salt River Project	December 31, 1999
Kelly Daly	Partner, Morrison & Hecker, rep. Arizona Public Service Co.	December 31, 1998

LDCS	TITLE AND COMPANY	TERM ENDING:
Mike Novak	Assistant General Manager, National Fuel Gas Distribution	December 31, 2000
Gary Beland	Assistant Vice President, Energy Services, Providence Gas	December 31, 2000
Bill Oppenheim	Manager Gas Acquisition and Pricing, PECO Energy	December 31, 1999
Bob Betonte	Pipeline Products Manager, Southern California Gas	December 31, 1999
Chris Maturo	Manager, Energy Access System Project, NIPSCO Industries	December 31, 1998

PIPELINES	TITLE AND COMPANY	TERM ENDING:
Mike Bray	Vice President Corporate Regulatory Affairs, PEPL	December 31, 2000
Paul Love	Director, Electronic Customer Services, Natural Gas Pipe Line of America	December 31, 2000
Norm Walker	Manager Gas Scheduling, El Paso Natural Gas	December 31, 1999
Shelley Corman	Vice President Regulatory Affairs, Northern Natural Gas Co. ¹	December 31, 1999
Dale Davis	Team Leader, Transco	December 31, 1998

PRODUCERS	TITLE AND COMPANY	TERM ENDING:
Tom Ehinger	Strategic Planning Consultant Natural Gas, Amoco Corp.	December 31, 2000
Jerry Hahn	Vice President, Texaco Natural Gas Inc.	December 31, 2000
Bob Wallenhorst	Supervisor of Gas Control, Exxon Company U.S.A.	December 31, 1999
Paul Keeler	Senior Attorney, Burlington Resources	December 31, 1999
Joe Wiley	Mgr. Natural Gas Supply & Transportation, Marathon Oil Co.	December 31, 1998

SERVICES	TITLE AND COMPANY	TERM ENDING:
Jim Buccigross	Director & General Counsel, National Registry of Capacity Rights	December 31, 2000
Keith Sappenfield	Director Marketing Support, NorAm Energy Services	December 31, 2000
Mark Scheel	Manager Governmental Affairs, NGC Corporation	December 31, 1999
Carl Caldwell	Manager Energy Practice, Deloitte and Touche	December 31, 1999
Donna Scott	Director Electronic Commerce, Enron Administrative Services	December 31, 1998

¹ Shelley Corman represents Florida Gas Transmission Co., Northern Border Pipeline Co., Northern Natural Gas Co., and Transwestern Pipeline Co.



Gas Industry Standards Board

1100 Louisiana, Suite 4925
Houston, TX 77002

Gas Industry Standards Board **Committees, Subcommittees and Task Forces**

Group

Board of Directors
Advisory Committee
Editorial Review Board
Process Subcommittee
Executive Committee
 Annual Plan Subcommittee

Business Practices Subcommittee

 Triage Group

 Definitions Team
 Internet "Look and Feel" Team
Information Requirements Subcommittee

Electronic Delivery Mechanisms Subcommittee
 Future Technology Task Force
Technical Subcommittee

Common Codes Subcommittee
Communications Subcommittee
 Annual Meeting Task Force
Contracts Subcommittee
 Model Trading Partner Agreement Task Force
 Operational Balancing Agreements Task Force
 Funds Transfer Agreement Task Force
 Day Trading Contract
Interpretation Subcommittee
Intra-day Nominations Task Force
Membership Subcommittee
Title Transfer Tracking Pilot Test Task Force

Chairs

Terry Ciliske
Comm. Bruce Ellsworth
Terry Ciliske, Mike Bray
Bill Boswell
Mike Bray
Selected Board Members and Executive
Committee Officers
Norm Walker, Bob Wallenhorst, Greg Lander,
Kirt Kleinman, Kristine Mespelli
Norm Walker, Bob Wallenhorst, Greg Lander,
Kirt Kleinman, Kristine Mespelli
Jean Ford, Joe Kardas
Norm Walker, Kirt Kleinman, Susan Croley
Norm Walker, Carl Caldwell, Jim Buccigross,
Theresa Hess
Carl Caldwell, Dave Pfeifer
Susan Croley
Bob Wallenhorst, Kim Van Pelt, Denise
Breedon, Lisa Harrison
Jerry Hahn, Bob Wallenhorst
Jerry Hahn
Keith Sappenfield
Jim Buccigross
Shelley Corman
Cynthia Corcoran
Jeff Hodge, Mike Wallace
Bill Hebenstreit, Mike Wallace
Greg Lander, Kirt Kleinman
Jerry Hahn, Mike Novak
EC Chair (Vacancy), Joyce Phillips
Jerry Hahn, Norm Walker, Diane McVicker, Jim
Buccigross, Vacancy from the LDCs