

**GAS INDUSTRY STANDARDS BOARD**

**BOARD OF DIRECTORS MEETING**

**JUNE 10, 1999**



**GAS INDUSTRY STANDARDS BOARD**  
**GISB BOARD OF DIRECTORS MEETING**  
**MEETING MATERIALS -- JUNE 10, 1999**

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# GAS INDUSTRY STANDARDS BOARD

## GISB BOARD OF DIRECTORS MEETING

### MEETING MATERIALS -- JUNE 10, 1999

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#### 1. WELCOME AND OPENING REMARKS

- The meeting is held at:

Where: Sheraton North Houston Hotel  
George Bush Intercontinental Airport  
15700 John F. Kennedy Boulevard  
Phone: 281-442-5100

- Time of the meeting is:

June 10, 1999: 1:00 p.m. to 5:00 p.m. central

- For further assistance please reach :

Veronica Thomason at (713) 356-0060

- The officers presiding over the Board of Directors meeting are:

Jim Templeton	- Chairman
Stan Horton	- First Vice Chair
Bill Boswell	- Second Vice Chair & Treasurer
Rae McQuade	- Executive Director & Secretary

- Presenters for the Board of Directors Meeting are:

Jim Buccigross, Chairman, Executive Committee  
S. Dennis Holbrook, GISB General Counsel

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# Gas Industry Standards Board

1100 Louisiana, Suite 4925, Houston, Texas 77002  
Phone (713)356-0060, Fax (713)356-0067, e-mail gisb1@aol.com  
Home Page [www.gisb.org](http://www.gisb.org)

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## Gas Industry Standards Board

### Board of Directors for 1999

#### End User Segment:

Janie Mitcham, V.P. Fuel and Energy Management, Houston Industries  
John Stevens, President & COO, Eastern Utilities Associates  
Jim Templeton, Principal, Comprehensive Energy Services  
Norman Davis, Manager Energy Purchases, International Paper  
Lee Smith, Vice President Gas Supply, Midland Cogeneration Venture

#### Term Ending:

December 31, 2000  
December 31, 2000  
December 31, 2000  
December 31, 1999  
December 31, 1999

#### Local Distribution Companies Segment:

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

#### Term Ending:

December 31, 2000  
December 31, 2000  
December 31, 1999  
December 31, 1999  
December 31, 1999

#### Pipelines Segment:

Ron Mucci, V.P. & CIO, Williams Gas Pipelines  
Bob Reid, Vice President, Colorado Interstate Gas  
Rick Baish, President, El Paso Natural Gas  
Stan Horton, Chairman & CEO, Enron Gas Pipeline Group  
Terry McGill, President, Columbia Gulf Transmission

#### Term Ending:

December 31, 2000  
December 31, 2000  
December 31, 2000  
December 31, 1999  
December 31, 1999

#### Producer Segment:

Pete Dickson, East Region Marketing Manager, Exxon Company  
Vacancy  
Allan Knopp, Director, Regulatory Affairs, Conoco  
Nancy Laird, Group V.P. Marketing, PanCanadian Petroleum Ltd.  
Hugh Roberts, Manager of Industry and Regulatory Affairs, Marathon

#### Term Ending:

December 31, 2000  
December 31, 2000  
December 31, 1999  
December 31, 1999  
December 31, 1999

#### Services Segment:

Lyn Maddox, President & CEO, PG&E Energy Trading  
Vacancy  
Steve Bergstrom, Exec. Vice President, Dynegy Marketing and Trade  
Julie Gomez, Vice President, Enron Capital & Trade Resources  
Greg Lander, President, TransCapacity

#### Term Ending:

December 31, 2000  
December 31, 2000  
December 31, 1999  
December 31, 1999  
December 31, 1999



**GAS INDUSTRY STANDARDS BOARD**  
**GISB BOARD OF DIRECTORS MEETING**  
**MEETING MATERIALS -- JUNE 10, 1999**

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**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**  
**MEETING MATERIALS -- JUNE 10, 1999**

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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.





# Gas Industry Standards Board

1100 Louisiana, Suite 4925, Houston, Texas, 77002  
Phone - (713) 356-0060, Fax - (713) 356-0067, email [gisb@aol.com](mailto:gisb@aol.com)  
Home Page -- [www.gisb.org](http://www.gisb.org)

**VIA FACSIMILE & EMAIL**

May 19, 1999

TO: GISB Board of Directors  
FROM: Rae McQuade, Executive Director  
RE: Upcoming June 10 Board of Directors Meeting

## **MEETING ANNOUNCEMENT:**

Attached please find the draft agenda for the upcoming Board of Directors meeting, which is scheduled for June 10, as previously announced. Materials will be sent to the Board members shortly, and posted on the home page for access by interested parties.

The meeting arrangements for the Board meeting are:

Where: Sheraton North Houston Hotel, George Bush Intercontinental Airport  
15700 John F. Kennedy Boulevard  
Phone: 281-442-5100  
When: June 10, 1999  
1:00 p.m. to 5:00 p.m. central

The hotel is located within the George Bush Airport (previously named Houston Intercontinental Airport) for the convenience of the Board members traveling to Houston. Coffee service will be available during the meeting. I look forward to seeing you in Houston on June 10. 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  
Jim Buccigross  
Dennis Holbrook



## GISB BOARD OF DIRECTORS MEETING

Sheraton North Houston Hotel, Houston, Texas  
June 10, 1999 -- 1:00 p.m. to 5:00 p.m.

### PROPOSED AGENDA

- |           |   |  |  |
|-----------|---|--|--|
| 1:00 p.m. | 1 | Welcome & Administrative Items <ul style="list-style-type: none"><li>• Antitrust Guidelines</li><li>• Agenda Adoption</li></ul>  | J. Templeton<br>D. Holbrook                |
|           | 2 | Adoption of Minutes from March 4, 1998   | J. Templeton<br>R. McQuade                 |
|           | 3 | Annual Plan <ul style="list-style-type: none"><li>• Common Codes</li><li>• Internet Standards Development</li><li>• Imbalance Trading and Netting</li><li>• Critical Notices</li><li>• Workload Analysis</li><li>• Proposed Changes to the 1999 Annual Plan</li></ul>  | J. Buccigross<br>C. Caldwell<br>R. McQuade |
|           | 4 | Certification Program <ul style="list-style-type: none"><li>• Progress Report</li><li>• Board determination on:<ul style="list-style-type: none"><li>• Is this activity within the scope of GISB? and, if so,</li><li>• Is the activity in support of GISB's interests as an organization such that we should proceed?</li></ul></li></ul> | B. Boswell<br>R. McQuade                   |
|           | 5 | Finance Reports <ul style="list-style-type: none"><li>• 1999 Accounting Report - Cash &amp; Accrual Based</li><li>• Non-dues based Revenue Generation Projects</li></ul>   | B. Boswell<br>R. McQuade                   |
|           | 6 | Membership Report <ul style="list-style-type: none"><li>• 1999 Membership</li><li>• Projects to Attract New Members</li></ul>  | R. McQuade                                 |
|           | 7 | Other Business   |  |
| 5:00 p.m. |   | Adjourn  |  |



**GAS INDUSTRY STANDARDS BOARD**  
**GISB BOARD OF DIRECTORS MEETING**  
**MEETING MATERIALS -- JUNE 10, 1999**

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**2. ADOPTION OF MINUTES**

- The draft minutes of March 4, 1999 are 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.
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**GAS INDUSTRY STANDARDS BOARD  
GISB BOARD OF DIRECTORS MEETING**

**North Sheraton Hotel, Intercontinental Airport, Houston, Texas**

**March 4, 1999**

**DRAFT MINUTES**

**1. Opening Remarks**

Mr. Templeton 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 in the meeting materials. Mr. Ciliske was thanked for his many contributions to GISB. The minutes of December 3, 1998 were adopted with no changes.

**2. Annual Plan**

Mr. Buccigross reviewed the efforts so far toward the 1999 plan and Mr. Caldwell noted that the progress in the EBB Internet Implementation Task Force has been remarkable and ahead of schedule. Critical Notices Subcommittee is behind schedule but not significantly so. All other items are on schedule. For the request to development the long term request, the GISB office continues to receive phone calls for this item. It will be addressed once there is time in the plan to do so. For the maintenance effort, the ratio of requests received to requests completed is approximately equal.

**3. Common Codes**

Mr. Holbrook reviewed the history of the draft IHS Energy agreement, The date that IHS should be in production for the GISB Web site should be included in the agreement and the contract should include a clause for a two year term. Mr. Holbrook noted that he would ensure that both items were included in the contract before GISB signed it. Mr. Lander noted that there should also be a smaller error rate percentage to be applied to new submissions for codes for the year, and surmised that 2% would be reasonable. Mr. Holbrook responded that he would address this issue with IHS Energy and include such in the contract.

Ms. McQuade reviewed the D&B Statement of Work as presented in the meeting materials. The intent of the statement of work is to allow the use of valid D-U-N-S® Numbers in the repository, regardless of whether they are designated as headquarters, single location or branch levels. The link to the GISB Web site should be complete by April 1. Mr. Mucci noted that there should be a unique code/name pair. Ms. McQuade responded that while the code would be unique in all cases, the name may not be -- it is defined by the owner of the location. However, the address would be different, and the address is provided for in the repository. For the fees, she explained that there is significant discounting to GISB members, but if a GISB member already has an arrangement with D&B, they may choose to use that arrangement rather than the fee structure outlined in the Statement of Work. It was noted that the repository and downloadable file will be populated by data providers, not D&B itself. The repository is a subset of the D&B database -- both in the number of entries (gas industry participants) and in the amount of information. If data providers choose not to participate, their information will not be present in the repository nor in the downloadable file. Mr. Boswell made the motion which was seconded that GISB proceed with this statement of work, making the wording changes to reflect the intent, and move forward.

Mr. Lander amended the motion that the agreement with D&B should be in place within two months. The amendment was supported and the motion passed unanimously. The officers will approve the final agreement.

#### **4. FERC Reporting**

Mr. Templeton introduced the subject of FERC reporting and the issue of copyrighted material. It was noted that GISB should be more circumspect with what is filed, and the previous agreement that copyrighted material not be posted is no longer in effect with the FERC. The motion was made, seconded and unanimously supported that Ms. McQuade and Mr. Boswell would arrange for a visit with Chairman Hoecker regarding this issue.

On the Process Gas Consumer's filing made by Mr. Grenier regarding the unavailability of GISB standards from the FERC and the inaccessibility of the standards from the GISB office, Mr. Holbrook noted that the filing made by PGC was inaccurate. Mr. Lander made a motion regarding a resolution on how to obtain information on GISB standards which passed unanimously. The resolution follows:

Procedures for Non-member request for copy of GISB Business Practice Standards (the gray book):

Any person which is not currently a GISB member may request a copy of the then effective version of "Gas Industry Standards Board Business Practice Standards" publication (the Publication). Upon receipt of such request, by mail or via e-mail, the GISB office will process the request. The GISB Office, upon its receipt from the requesting person of a check or credit card information for payment for twenty five dollars US (\$25.00 USD) will mail (or email if requested) the Publication to the requesting person, at the provided address, within two Business Days (or e-mail at the provided electronic address on the same day). Should the requesting person desire overnight delivery, the amount due from the requesting person should be increased to cover such expenses, (estimated to be \$14.00 USD for a total of \$39.00 USD).

Ms. McQuade noted that this resolution is in practice today in the GISB office and is also described on the main page of the GISB Home Page.

#### **5. Certification**

Ms. McQuade reviewed the draft program. Several areas of concern were noted by Board members that should be addressed. A revenue plan was requested in addition to further costs on increased liability insurance -- both D&O and E&O coverage. Concerns were raised on the pricing mechanism, the potential liability, the narrowness of the certification program, the relationship with the FERC, and the confidentiality of the program. There was concern that the program should not be approved for action through a simple majority vote. Rather, to approve the program should be a certification change requiring a "19/2" vote. Ms. McQuade will work with a group of Board members led by Mr. Boswell to address the concerns raised, and present the findings at the next Board meeting.

#### **6. Finance Report**

Ms. McQuade reviewed the financial reports and responded to questions. There were no comments on the report. Mr. Lander asked about the success of the \$2,000 program. Ms. McQuade noted that it could not be characterized as a clear success and listed the companies that had joined for \$2000. On review of the list, it was determined that the companies that paid \$2,000 to join could afford a \$5,000 membership fee, and as such the program will conclude on May 1. A Board group was formed to work with Ms. McQuade to investigate revenue generation from non-dues sources, led by Mr. Lander.

**7. Membership**

Ms. McQuade reviewed the membership statistics. Through the efforts of Ms. Garcia our membership is beginning to stabilize. While we have lost fifteen members this year (at \$5,000 per membership), we have gained fifteen members (at \$2,000 per membership) -- a loss of \$45,000 in revenues. Many of the members who chose not to join in 1999 were inactive members, and those that were active continue to be so but under a consolidated company membership.

**8. Adjournment**

The meeting adjourned at 2:00 p.m.

**Attendance**

<u>Segment</u>	<u>Member</u>	<u>Present</u>
<u>End Users:</u>	Janie Mitcham	X
	John Stevens	X
	Jim Templeton	✓
	Lee Smith	✓
	Norm Davis	X
<u>LDCs:</u>	Walt DeForest	✓
	Bill Boswell	✓
	Mary Jane McCartney	X
	Andy Sonderman	X
	Lee Stewart	X
<u>Pipelines:</u>	Rick Baish	✓
	Ron Mucci	✓
	Stan Horton	X
	Bob Reid	X
	Terry McGill	✓
<u>Producers:</u>	Allan Knopp	✓
	Pete Dickson	✓
	Nancy Laird	X
	Hugh Roberts	✓
	Tammy Norman	X
<u>Services:</u>	Steve Bergstrom	X
	Terry Ciliske	✓
	Tim Janisse	✓
	Greg Lander	✓
	Julie Gomez	X
<u>Presenters:</u>	Jim Buccigross	Chairman 1999 Executive Committee
	Mike Bray	Chairman 1998 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
	Jo Ann Garcia	GISB Staff
<u>Advisory</u>	Vince Majkowski	Advisory Committee

**Attendance** (Continued)

<u>Observers</u>		<u>1999 Member</u>
Les Fyock	American Gas Association	n/a
Jean Ford	Andersen Consulting	✓
William Benham	BP Amoco	✓
Michael Hansen	Columbia Gulf Transmission	✓
Cynthia Corcoran	Duke Energy	✓
Kim Van Pelt	Duke Energy -- Panhandle Eastern	✓
Mark Scheel	Dynergy	✓
Theresa Hess	Enron -- Transwestern Pipeline	✓
Donna Scott	Enron Administrative Corp.	✓
Craig Chancellor	Koch Gateway	✓
Julie Unruh	Koch Gateway	✓
Randall Young	Koch Midstream	✓
Leigh Spangler	Latitude Technologies	✓
Stuart Maudlin	Sen*Net L.L.C.	✓
Fred Wolgel	Sen*Net L.L.C.	✓
Mark Gracey	Tennessee Gas Pipeline	✓
Jim Kiesler	Transco	✗
Rick Santerre	TransEnergy	✓
Dale Davis	Williams Gas Pipeline	✓



**GAS INDUSTRY STANDARDS BOARD**  
**GISB BOARD OF DIRECTORS MEETING**  
**MEETING MATERIALS -- JUNE 10, 1999**

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**3. ANNUAL PLAN**

- Attached please find the 1999 annual plan update. It will be reviewed for accomplishments of the organization against the plan in 1999 and possible areas where changes may be required. Jim Buccigross and other subcommittee and task force chairs will review their activity to date against the plan.
  - The EBB Internet Implementation (EII) effort continues to be ahead of schedule and as such has turned some of its scheduled meeting days over to other groups.
  - There are two items that are behind schedule:
    - Item No. 7, Imbalance Netting Standards, is behind schedule and will not be complete until August 1999 when the standards are ratified. The Executive Committee will consider the standards in July, with ratification expected in August.
    - Item No. 10, Multi-tiered Allocations, is behind schedule and will not be complete until August 1999 when the standards are ratified. The Executive Committee will consider the standards in July, with ratification expected in August.
    - While item no. 9, Critical Notices, is behind schedule, it has already been addressed by the Executive Committee and is awaiting ratification to be considered complete.
-

**GAS INDUSTRY STANDARDS BOARD**  
**1999 ANNUAL PLAN AS OF MAY 20, 1999**

	<b><u>ITEM DESCRIPTION</u></b>	<b><u>STATUS</u></b>	<b><u>SCHEDULED COMPLETION DATE</u></b> <sup>1</sup>
<b>Web Page Standards and Transition of EBBs to Internet</b>			
1	Nominations Related Standards - EDI, Web Sites, Flat Files	Completed (1) January 23, 1999	First Qtr 1999
2	Flowing Gas Related Standards - EDI, Web Sites, Flat Files	Completed (1) March 1, 1999	First Qtr 1999
3	Invoicing Related Standards - EDI, Web Sites, Flat Files	Completed (1) May 16, 1999	Second Qtr 1999
4	Capacity Release Related Standards - EDI, Web Sites, Flat Files	On Schedule (1)	Third Qtr 1999
5	Contracts Related Standards - EDI, Web Sites, Flat Files	On Schedule (1)	First Quarter 2000
<b>Common Codes</b>			
6	Common Codes Reference for Business Parties & Locations	On Schedule (2)	Second Qtr 1999
<b>Finish Work of Open Issues -- Carry over Projects from 1998</b>			
7	Imbalance netting standards	Behind Schedule (3) August 1999	First Quarter 1999
8	Ranking Across Contracts	On Schedule (4)	Fourth Quarter 1999
9	Critical Notices (Request No. R98086)	Behind Schedule (5) June 1999	First Quarter 1999
10	Multi-tiered Allocations -- Allocation Grid	Behind Schedule (6) August 1999	Second Quarter 1999
<b>Program of Standards Maintenance</b>			
	Nominations & Capacity Release	On Schedule	Fourth Quarter 1999
	Ongoing Interpretations for Clarifying Language Ambiguities	On Schedule	Ongoing
	Ongoing work on Code Values and Other Technical Matters	On Schedule	Ongoing

<sup>1</sup> Dates in the completion column are by end of the quarter for member ratification. 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.

**POTENTIAL PROJECTS FOR CONSIDERATION FOR THE 2000 ANNUAL PLAN**

**PROJECT DESCRIPTION**

- 1 Contracts Request No. R98019 -- Development of a Standard Long Term Base Contract for Purchase and Sales of Natural Gas
- 2 Others may be added for consideration for 2000.

**GAS INDUSTRY STANDARDS BOARD**

**1999 ANNUAL PLAN -- EBB INTERNET IMPLEMENTATION SCHEDULE**

Function	EII *	EC	Member Approval	Implementation Following Member Approval **
General	11/04/1998	12/17/1998	01/1999	
Nominations	11/20/1998	12/17/1998	01/1999	8 months
Flowing Gas	12/18/1998	01/22/1999	02/1999	9 months
Invoicing	03/1999	05/21/1999	06/1999	10 months
Capacity Release	05/1999	07/16/1999	08/1999	11 months
Contracts	11/1999	12/1999	01/2000	9 months

**NOTES:**

However, no implementation should be between November 2, 1999 and March 31, 2000 for Y2K and seasonal considerations. If the date falls within this range, implementation would occur in April 2000.

\* The dates represent the completion of standards related to existing datasets. The dates do not include the completion of requests submitted for additional data elements, code values or new transaction sets necessary to complete the full transition to the Internet of the functions listed. Those items not standardized by the completion date should be implemented as an interim using proposed standard [S21]. This a change from what had been previously included in the dates for completion on the original EII plan.

\*\* The effective date for starting the calculation on implementation following member approval would occur at the beginning of the month of the ratification. An example would be for nominations, ratification would conclude January 17, 1999 and implementation would occur September 1, 1999.

**GAS INDUSTRY STANDARDS BOARD**  
**1999 ANNUAL PLAN -- STATUS NOTES AS OF MAY 20, 1999**

**NOTE      STATUS**

1.      The Web Page Standards and the transition of the EBBs to the Internet effort is assigned to the EBB Internet Implementation Task Force and is under the leadership of Carl Caldwell of Deloitte and Touche, Mike Novak of National Fuel Gas Distribution, Tammy Hopkins of Enron Gas Pipeline Group, Dona Gussow of Florida Power and Light and Paul Keeler of Burlington Resources. The lead chair is Carl Caldwell. The group is ahead of schedule. Efforts on the capacity release sets of standards are complete other than operationally available and unsubscribed capacity and calls for work papers on contracts have been made. Several requests on contracts have been received. The next meeting is scheduled for June 4.
2.      The standards and procedures needed for the use of common codes within the GISB standards is assigned to the Common Codes Subcommittee under the leadership of Donna Scott of Enron Administrative Corp, Julie Unruh of Koch Gateway and Tammy Hopkins of Enron Pipeline Group. The subcommittee proposed several standards on the use of the D-U-N-S® Number as the entity common code which were adopted by the Executive Committee (EC) on May 20. The GISB office, along with the general counsel and GISB officers worked with D&B to create both a central repository of information and a downloadable file. Several companies have sent in information to populate the downloadable file as they work with D&B to validate their data. The contract with IHS for the common gas transaction point codes should be finalized shortly, after which it will be posted on the GISB home page. IHS is late on providing the central repository of codes and associated names for gas transaction point common codes. It should be available in June. The standards will be ratified in June, after which this action item will be considered complete.
3.      The imbalance trading and netting standards and procedures are assigned to the Imbalances Subcommittee under the leadership of Jim Buccigross of National Registry for Capacity Rights and Dennis LaTour of ANR Pipeline. The subcommittee has drafted the standards language for the business practices of trading or netting imbalances on a monthly basis and are completing the data sets for the new transactions. Daily imbalance trading and netting is outstanding. The proposed standards were brought forward to the Executive Committee (EC) in May but delayed for voting until the July EC meeting. The group is behind by one quarter. The standards will be presented in July for EC vote and ratified in August.
4.      The standards and procedures for ranking across contracts is assigned to the Cross Contract Ranking Subcommittee chaired by Sylvia Munson of Altra Energy and Donna Scott of Enron Administrative Corp. While the group is considered on schedule for fourth quarter 1999, the scope of the subcommittee was expanded on March 18, 1999 to include issues on the level of confirmations. The name of the subcommittee was changed to Confirmations & Cross Contract Ranking Subcommittee. At the July EC meeting, a new implementation schedule will be presented incorporating the confirmation activities.
5.      The standards and procedures for critical notices is assigned to the Notices Task Force chaired by Michael Hansen of Columbia Gas Transmission and Shelley Corman of Enron Gas Pipeline Group. The task force completed its efforts and forwarded the standards on to the Information Requirements Subcommittee to make the necessary changes to the data dictionaries. The business practices standards were adopted by the EC on May 20. The task force is behind by one quarter. The standards will be ratified in June.

**GAS INDUSTRY STANDARDS BOARD**  
**1999 ANNUAL PLAN -- STATUS NOTES AS OF MAY 20, 1999**

**NOTE      STATUS**

6.      The standards and procedures for effecting multi-tiered allocations is assigned to the Allocation Grid Drafting Team chaired by Dale Davis of Williams Gas Pipelines. The group has passed its work on to the Information Requirements and Technical Subcommittee for work on the GISB data sets, and ultimate inclusion in the GISB standards. Outstanding questions have been forwarded to the Business Practices Subcommittee. The standards will be presented to the Executive Committee in July for vote and will be incorporated in version 1.4 of the standards. The group is behind schedule by one quarter. The standards should be ratified in August.

**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**  
**GISB BOARD OF DIRECTORS MEETING**  
**MEETING MATERIALS -- JUNE 10, 1999**

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**4. CERTIFICATION PROGRAM**

- Additional research has been undertaken on the certification program. The attached notes describe the efforts that were defined. The report should be available by June 3 to the Board group reviewing the effort, and shortly thereafter to the Board members.
- We are waiting for the insurance numbers, both for the raising of the Directors and Officers liability to \$5,000,000 and for an additional Errors & Omissions policy for \$5,000,000. Our agent has contacted three carriers and the final numbers should be available on June 3.
- The Board is asked to respond to the two questions posed in the agenda:
  - Is this activity within the scope of GISB? and, if so,
  - Is the activity in support of GISB's interests as an organization such that we should proceed?





**GAS INDUSTRY STANDARDS BOARD**  
**GISB BOARD OF DIRECTORS MEETING**  
**MEETING MATERIALS -- JUNE 10, 1999**

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**5. FINANCE REPORTING**

- Attached is the financial report for the GISB organization through April 1999. The report is prepared on an accrual basis and a cash basis. Rae McQuade will review the reports and answer questions.
  - Several Board members met on June 1 and identified various projects for revenue generation that are not dues based. A progress report is attached.
-



# Gas Industry Standards Board

1100 Louisiana, Suite 4925, Houston, Texas, 77002  
Phone - (713) 356-0060, Fax - (713) 356-0067, email gisb@aol.com

June 1, 1999

TO: Jim Templeton, Lee Smith, Greg Lander, Norm Davis, Mike Novak, Rick Baish (absent from call), Nancy Laird (absent from call), JoAnn Garcia, Jim Buccigross (absent from call)

FROM: Rae McQuade, Executive Director

RE: Teleconference on Non-dues Revenues Generation Projects

The Board group formed to review revenue generation projects for GISB that were not based on membership dues met on June 1 and highlighted several areas for investigation. Ms. Garcia reviewed recent findings from the ASAE that noted that associations no longer depend on membership dues for the majority of their revenue. Dues make up approximately 25%, the other 75% is generated from advertising, courses and conferences, certification and sales of products. In comparison, more than 80% of GISB's revenues are based on dues. All participants agreed that maintaining separate charges for members and non-members for the services and products offered which encourage membership will continue to be followed.

Below are the ideas discussed during the conference call:

- ✓ Courses. The three day course offered by GISB should be split up into several days by topic. Attendees can choose which topics they want to take, with each topic priced separately. The last three day course to be offered is in July, after which the courses offering will be modified to offer the topics on separate days or half days. Revenue should increase for the overall course offerings and more flexibility is given to the students and their companies. Video tapes of the courses or "pay-per-view" courses will be investigated for costs versus possible benefits and the potential for decreasing the possible revenue stream from the classes.
- ✓ GISB Awareness. We should contact conference organizers to display information on GISB at their registration tables or in the registration area. It was discussed that we pursue trading attendance at our courses for advertisements for GISB membership and courses in the trade press. In addition, we can trade ads on our Web site for ads on another Web site that has the potential to bring in GISB membership.
- ✓ Job Postings. Job Postings is a possible revenue generator that has been successful for several associations, and it has provided an inexpensive service to members. Ms. Garcia will contact associations that provide job postings for how to implement such a program, the estimated costs and charges for such a service.
- ✓ Improvements on our Web Page. Ms. Garcia noted that an association's Web page valuable to its members and industry users if it provides an easy access to other functions or information outside of the Web site, that may otherwise be difficult to find. We are redesigning the URL repository -- the section of the Web site where a member can select to go to other company Web sites. We hope that these changes will be implemented in June. It is expected that to have a web site address accessible from our Web site, members will pay \$100 annually and non-members will pay \$250 annually. There is a cost to this function -- both the programming and design of this section of the Web page, the ongoing cost of the space on our server, and the monthly maintenance to ensure that the addresses (URLs) provided are active.
- ✓ Certification. This was highlighted as having the greatest potential for generation of revenues if the concerns raised by the Board are addressed.



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- ✓ Surcharge. A surcharge similar to the ACA charge was discussed a possible generation mechanism. Mr. Lander and others reviewed the history of this discussion. A surcharge was discussed in 1995/1996 but was supported for various reasons which still exist today. It was noted that this could be discussed at a later time, if GISB needed to generate revenues with no other alternative apparent.
- ✓ Directories. Directories of members names, addresses, phone and fax numbers and email addresses was discussed as a possible product for sale. From a pragmatic viewpoint it was noted that it would not generate much revenue for the concern it might cause.

Overall, it was noted that our organization may need more promotion to increase awareness of our organization and our efforts, and to "get the message across fairly." This would help with membership and revenue generation and it would provide information to those involved in LDC standardization and standardization in the electric industry, where we have come under criticism at the state level. The criticisms of GISB were characterized as "pay to play" and "not invented here."



**GAS INDUSTRY STANDARDS BOARD**  
**GISB BOARD OF DIRECTORS MEETING**  
**MEETING MATERIALS -- JUNE 10, 1999**

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**6. 1999 MEMBERSHIP REPORT**

- Attached is the Membership Report as of June 1, 1999, including new members and members that have chosen not to review membership.
  - Recent activities to increase membership will be covered.
-



**GAS INDUSTRY STANDARDS BOARD**  
**GISB BOARD OF DIRECTORS MEETING**  
**MEETING MATERIALS -- JUNE 10, 1999**

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**7. ADMINISTRATIVE**

- For your convenience attached are the schedule of Board meetings in 1999, the schedule of Executive Committee meetings in 1999, 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)356-0060, Fax (713)356-0067, e-mail gisb1@aol.com  
Home Page [www.gisb.org](http://www.gisb.org)

## Gas Industry Standards Board

### Executive Committee for 1999

<b>END USERS</b>	<b>TITLE AND COMPANY</b>	<b>TERM ENDING:</b>
Kelly Daly	Partner, Morrison & Hecker, rep. Arizona Public Service Co.	December 31, 2001
Dona Gussow	Systems Specialist, Florida Power and Light	December 31, 2000
Tina Patton	Natural Gas Operations Administrator, Boeing	December 31, 2000
Mike Bray	Principal, Bray and Associates	December 31, 1999
Diane McVicker	Principal Fuel Supply Analyst, Salt River Project	December 31, 1999

<b>LDCS</b>	<b>TITLE AND COMPANY</b>	<b>TERM ENDING:</b>
Chris Maturo	Manager, Energy Access System Project, NIPSCO Industries	December 31, 2001
Mike Novak	Assistant General Manager, National Fuel Gas Distribution	December 31, 2000
Steve Sullivan	Regulatory Manager of Gas Support, Consolidated Edison of New York	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

<b>PIPELINES</b>	<b>TITLE AND COMPANY</b>	<b>TERM ENDING:</b>
Dale Davis	Team Leader, Williams Gas Pipelines	December 31, 2001
Julie Unruh	GISB Liaison, Koch Gateway Pipeline	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. <sup>1</sup>	December 31, 1999

<b>PRODUCERS</b>	<b>TITLE AND COMPANY</b>	<b>TERM ENDING:</b>
Joe Wiley	Mgr. Natural Gas Supply & Transportation, Marathon Oil Co.	December 31, 2001
Richard Smith	Director, Regulatory Affairs, Mobil	December 31, 2000
Vacancy		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

<b>SERVICES</b>	<b>TITLE AND COMPANY</b>	<b>TERM ENDING:</b>
Donna Scott	Director Electronic Commerce, Enron Administrative Services	December 31, 2001
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, Dynegy Inc.	December 31, 1999
Carl Caldwell	Manager Energy Practice, Deloitte and Touche	December 31, 1999

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



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Houston, TX 77002

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

### **Group**

Advisory Committee

Board of Directors

Annual Plan Committee

Audit Committee

Compensation Committee

Editorial Review Board

Process Committee

Membership Committee

Executive Committee

Annual Meeting Subcommittee

Business Practices Subcommittee

Allocation Grid Drafting Task Force

Common Codes Subcommittee

Communications Subcommittee (Inactive)

Contracts Subcommittee

Confirmations/Cross Contracts Ranking Sub.

EBB Internet Implementation Task Force

Electronic Delivery Mechanisms Subcommittee

Future Technology Task Force

Imbalance Subcommittee

Information Requirements Subcommittee

Interpretation Subcommittee

Notices Task Force

Technical Subcommittee

ANSI Compliance Team

Title Transfer Tracking Task Force (Inactive)

Triage Group

### **Chairs**

Comm. Bruce Ellsworth

Jim Templeton

Selected Board Members and Executive  
Committee Officers

3 Board Members and EC Officers

3 Board Members

Jim Templeton, Jim Buccigross

Bill Boswell

Vacancy

Jim Buccigross

Keith Sappenfield

N.Walker, G.Lander, R. McAnally, D.McVicker,  
Producer Vacancy

Dale Davis

Donna Scott, Julie Unruh

Vacancy

Jim Buccigross

Sylvia Munson, Donna Scott

Carl Caldwell, Mike Novak, Tammy Hopkins,

Dona Gussow, Paul Keeler

Carl Caldwell

Mike Shahan, Carl Caldwell

Jim Buccigross, Dennis LaTour

Norm Walker, Theresa Hess

Greg Lander

Shelley Corman, Michael Hansen

Kim Van Pelt, Denise Breeden, Donna Scott

Kim Van Pelt, Denise Breeden

Producer Vacancy, N.Walker, D.McVicker,

J.Buccigross, B.Oppenheim

BPS Chairs



# Gas Industry Standards Board

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Approved by the Board of Directors  
December 3, 1998

## 1999 Calendar of Board of Directors Meetings

<u>DAY</u>	<u>DATE</u>	<u>LOCATION</u>
Wednesday	September 29, 1999	San Antonio
Thursday	December 2, 1999	Houston



# Gas Industry Standards Board

1100 Louisiana, Suite 4925  
Houston, Texas, 77002

Phone - (713) 356-0060, Fax - (713) 356-0067, email [gisb@aol.com](mailto:gisb@aol.com)

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June 1, 1999

## 1999 Calendar of Executive Committee Meetings

<u>DAY</u>	<u>DATE</u>	<u>LOCATION</u>
Thursday/Friday	July 15/16, 1999	Las Vegas
Thursday/Friday	September 16/17, 1999	Houston
Thursday/Friday	November 11/12, 1999	New York

	Monday	Tuesday	Wednesday	Thursday	Friday	
Week One - HOUSTON		1 Technical Subcommittee - all day - Houston	2 Technical Subcommittee - all day - Houston 1:30pm - Triage Call	3 Board Mtg -MOVED - 6/10 Imbalance - CANCELLED 2:30-4:30 - BPS Call 9am-4pm - FTTF - Hstn	4 EII Task Force - all day - Houston	
Week Two - HOUSTON	7 3 Day GISB Course - CANCELLED	8 3 Day GISB Course - CANCELLED	9 3 Day GISB Course - CANCELLED	10 BPS - CANCELLED Imbalance - CANCELLED Board of Directors Mtg - Houston	11 Confirmations/Cross Contract Ranking - CANCELLED	
Week Three - HOUSTON / DETROIT	14 Future Technology Task Force - all day - Houston	15 Information Requirements - all day - Detroit	16 Information Requirements - all day - Detroit	17 2:30pm - 4:30pm - BPS - Conf Call	18 9:00am - Noon - Notices Task Force - CANCELED 1:00pm - 4:00pm - Common Codes - Conf Call	
Week Four - HOUSTON	21	22 EII Task Force - all day - Houston	23 Joint BPS / EII Meeting - all day - Houston	24 2:30pm - 4:30pm - BPS - Conf Call 9:00am - Noon - Imbalance - CANCELLED	25 Confirmations/Cross Contract Ranking - CANCELLED	
Week Five - HOUSTON	28 Confirmations/Cross Contract Ranking - all day - Houston	29 Confirmations/Cross Contract Ranking - all day - Houston	30 Future Technology Task Force - all day - Houston Imbalance Subcom Mtg - all day - Houston			

Note : Interpretations Subcommittee Meetings, Common Code Subcommittee Meetings, Process Committee meetings and others that are not regularly scheduled meetings will be scheduled as needed within the free days available with a minimum of one week's notice.

1999

# July

1999

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>All times are central If location is not specified, it is a conference call.</p>				<p>1</p> <p>Triage 9:00 - 10 a.m. BPS 2:30 - 4:30 p.m.</p>	<p>2</p> <p>Industry Comment Period Ends, EC Workue</p>	<p>3</p>
	<p>Week One</p> <p>4</p>	<p>5</p> <p>GISB Holiday, July 4th</p>	<p>6</p> <p>EC Book Published</p>	<p>7</p> <p>ANSI - All Day, Location TBD</p>	<p>8</p> <p>Imbalances 9 - Noon BPS 2:30 - 4:30 p.m.</p>	<p>9</p> <p>FTTF - 9 to Noon</p>
<p>Week Two</p> <p>11</p>	<p>12</p> <p>Information Requirements - All Day, Las Vegas</p>	<p>13</p> <p>Information Requirements - All Day, Las Vegas</p>	<p>14</p> <p>EII - All Day, Las Vegas</p>	<p>15</p> <p>EC - Las Vegas, MGM Grand, All Day</p>	<p>16</p> <p>EC - Las Vegas, MGM Grand, All Day</p>	<p>17</p>
<p>Week Three</p> <p>18</p>	<p>19</p>	<p>20</p> <p>Conf. &amp; Cross Contract Ranking - location TBD, All Day</p>	<p>21</p> <p>Conf. &amp; Cross Contract Ranking - location TBD, All Day</p>	<p>22</p> <p>Imbalances 9 - Noon BPS 2:30 - 4:30 p.m.</p>	<p>23</p> <p>FTTF - 9 to Noon</p>	<p>24</p>
<p>Week Four</p> <p>25</p>	<p>26</p> <p>Three Day GISB V1.3 Class - Doubletree Hotel, Houston</p>	<p>27</p> <p>Three Day Class Technical - All Day, location TBD</p>	<p>28</p> <p>Three Day Class Technical - All Day, location TBD</p>	<p>29</p> <p>BPS 2:30 - 4:30 p.m.</p>	<p>30</p>	<p>31</p>

1999

# August

1999

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p><i>1</i></p> <p>All times are central If location is not specified, it is a conference call.</p>	<p><i>2</i></p>	<p><i>3</i></p> <p>Std Recommendatio ns Due</p> <p>EII - location TBD, All day</p>	<p><i>4</i></p> <p>Industry Comment Period Begins</p> <p>EII - location TBD, All day</p>	<p><i>5</i></p> <p>Imbalances 9 - Noon BPS 2:30 - 4:30 p.m.</p>	<p><i>6</i></p> <p>ANSI - All Day, Location TBD</p>	<p><i>7</i></p>
<p><i>8</i></p>	<p><i>9</i></p> <p>Conf. &amp; Cross Contract Ranking - location TBD, All Day</p>	<p><i>10</i></p> <p>Conf. &amp; Cross Contract Ranking - location TBD, All Day</p>	<p><i>11</i></p>	<p><i>12</i></p> <p>BPS 2:30 - 4:30 p.m.</p>	<p><i>13</i></p> <p>Contracts Course in Houston</p>	<p><i>14</i></p>
<p><i>15</i></p>	<p><i>16</i></p> <p>EII - location TBD, All day</p>	<p><i>17</i></p> <p>Information Requirements - Location TBD, All Day</p>	<p><i>18</i></p> <p>Information Requirements - Location TBD, All Day</p>	<p><i>19</i></p> <p>Imbalances 9 - Noon BPS 2:30 - 4:30 p.m.</p>	<p><i>20</i></p> <p>Common Codes - 9:00 to Noon</p>	<p><i>21</i></p>
<p><i>22</i></p>	<p><i>23</i></p>	<p><i>24</i></p>	<p><i>25</i></p> <p>FTTF - 9:00 - Noon</p>	<p><i>26</i></p> <p>BPS 2:30 - 4:30 p.m.</p>	<p><i>27</i></p>	<p><i>28</i></p>
<p><i>29</i></p>	<p>New Requests Due</p> <p><i>30</i></p>	<p>Version 1.4 Published</p> <p><i>31</i></p> <p>Triage - 9 a.m. to Noon</p>				

1999

# September

1999

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	All times are central If location is not specified, it is a conference call.		Industry Comment Period Ends, EC Workpapers Due EII Course - Houston		EC Materials Published	
			1	2	3	4
5	Holiday - LABOR DAY	ANSI - 9:00 - Noon	EII - Houston, All Day, location TBD	BPS 2:30 - 4:30 p.m.	Conf. & Cross Contract Ranking - All Day, location TBD	
	6	7	8	9	10	11
12	Information Requirements - All Day, Houston	Information Requirements - All Day, Houston	Conf. & Cross Contract Ranking - All Day, location TBD	EC - Houston, All Day, EPNG	EC - Houston, All Day, EPNG	
	13	14	15	16	17	18
19	Common Codes - 9:00 to Noon	Technical - All Day, Location TBD	Technical - All Day, Location TBD	BPS 2:30 - 4:30 p.m. Imbalances 9 - Noon	EII - Houston, All Day, location TBD	GISB Class - Version 1.4 Changes, San Antonio
	20	21	22	23	24	25
26	GISB Annual Meeting, San Antonio	GISB Annual Meeting, San Antonio	Board Meeting, San Antonio	Std Recom.Due, Industry Comment Period Begins FTTF - 9:00 to Noon BPS 2:30 - 4:30 p.m.	30	
	27	28	29			