



**GAS INDUSTRY STANDARDS BOARD
BOARD OF DIRECTORS MEETING MATERIALS
DECEMBER 2, 1999**

**Gas Industry Standards Board
Board of Directors Meeting
December 2, 1999**



**GAS INDUSTRY STANDARDS BOARD
BOARD OF DIRECTORS MEETING MATERIALS
DECEMBER 2, 1999**

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**GAS INDUSTRY STANDARDS BOARD
BOARD OF DIRECTORS MEETING MATERIALS
DECEMBER 2, 1999**

1. WELCOME AND OPENING REMARKS

- The meeting specifics are:

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

WHEN: Thursday, December 2, 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.

Please feel free to call (713-356-0060) if you have any questions or comments, or additions to the agenda. The materials are be posted on the GISB Home Page in the "Board of Directors" area for attendees to download.

- For further assistance please reach:

Veronica Thomason at (713) 356 - 0060

- The officers presiding over the Executive Committee meeting are:

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

- The legal representation for GISB is provided by:

Jay Costan	- 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

Gas Industry Standards Board

Board of Directors for 1999

End User Segment:

Janie Mitcham, V.P. Fuel and Energy Management, Houston Industries
Vacancy
Jim Templeton, Principal, Comprehensive Energy Services
Vacancy
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, Deputy General Counsel, Consolidated 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
Abigail Bailey, Regulatory Manager, Texaco Natural Gas
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
Marty Patterson, Director of Operations, Idaho Power Company
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
BOARD OF DIRECTORS MEETING MATERIALS
DECEMBER 2, 1999**

1. ANTITRUST GUIDELINES

- GISB General Counsel Jay Costan 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
BOARD OF DIRECTORS MEETING MATERIALS
DECEMBER 2, 1999**

1. ADOPTION OF AGENDA

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



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Home Page: www.gisb.org

TO: GISB Board of Directors
FROM: Rae McQuade, Executive Director
RE: Draft Agenda for Board Meeting - December 2, 1999
DATE: November 15, 1999

As previously published, our fourth Board meeting in 1999 will be held on December 2 from 1:00 p.m. to 5:00 p.m. The meeting will be held near the airport for the convenience of those members travelling to Houston. The meeting specifics are below, and draft agenda follows.

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

WHEN: Thursday, December 2, 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 December 2. Please feel free to call if you have any questions or comments, or additions to the agenda. A printed copy of the materials for the meeting will be provided shortly to the directors, the Executive Committee officers and the presenters. The materials will be posted on the GISB Home Page in the "Board of Directors" area for attendees to download.

Please feel free to call the GISB office should you have any questions or comments. We look forward to seeing you at the Board meeting.



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GAS INDUSTRY STANDARDS BOARD OF DIRECTORS MEETING

Sheraton North Houston Hotel, 15700 JFK Boulevard, Houston, Texas

Thursday, December 2 - 1:00 p.m. to 5:00 p.m.

DRAFT AGENDA

- 1:00 p.m.
1. Welcome & Administrative Items
 - Antitrust Guidelines
 - Agenda Adoption
 2. Adoption of Minutes from September 29, 1999
 3. Finance Reports
 - 1999 Report
 - 2000 Budget (Discussion and Consideration for Vote)
 4. Annual Plan
 - 1999 Progress
 - 2000 Plan (Discussion and Consideration for Vote)
 - Contracts Issues
 - Retail Marketing Issues
 5. 1999 Membership Report
- Adjourn



**GAS INDUSTRY STANDARDS BOARD
BOARD OF DIRECTORS MEETING MATERIALS
DECEMBER 2, 1999**

2. ADOPTION OF MINUTES

- The minutes of September 29, 1999 are posted on the home page for review and are included in these materials for vote to adopt.
- The members of the Board of Directors are requested to review the draft minutes, suggest additional changes if needed, and vote to adopt as minutes of the meeting.



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TO: GISB Board of Directors, Posting for Interested Industry Participants

FROM: Rae McQuade, Executive Director

RE: Draft Minutes from the GISB Board of Directors Meeting - September 29, 1999

DATE: September 29, 1999

GAS INDUSTRY STANDARDS BOARD GISB BOARD OF DIRECTORS MEETING

Menger Hotel, 204 Alamo Plaza, San Antonio, Texas

September 29, 1999

DRAFT MINUTES

EXECUTIVE SESSION

An executive session was held directly prior to the Executive Committee meeting. In that executive session, Mr. Jay Costan was approved as GISB's general counsel.

GENERAL SESSION

1. Opening Remarks

Mr. Templeton opened the Board of Directors meeting and welcomed the Board members, speakers and observers to the meeting. Mr. Templeton noted that Mr. Holbrook was honored at a breakfast prior to the meeting. Mr. Jay Costan was announced as the general counsel for GISB effective October 1. The motion was made, seconded and unanimously adopted that:

Board adopt a resolution expressing our deep appreciation to Dennis Holbrook for his extraordinary service to GISB from its inception. We would not be the organization we've become without his tireless efforts, his ability to focus on what was truly important, his professionalism, his



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integrity, and his sense of humor and grace under fire, and most of all, his good and wise counsel. Dennis, well done!

Dennis Holbrook gave the antitrust guidelines. Mr. Horton and Enron were thanked for sponsoring the meeting. New Board members Abigail Bailey from Texaco and Lyn Maddox from PG&E Energy Trading were welcomed, and departing member John Stevens was thanked for his many contributions to GISB. The agenda was adopted with no changes.

2. Adoption of Minutes

The minutes of June 10, 1999 were adopted with a change to remove a reference to Mr. Lander on page 3.

3. Annual Plan

Mr. Boswell and Mr. Buccigross will convene a group to address the development of the annual plan for 2000.

Mr. Buccigross reviewed the efforts to date toward the 1999 plan. The Executive Committee and subcommittee and task force volunteers were thanked for significant efforts towards completion of the 1999 annual plan. The EBB Internet Implementation (EII) task force completed their efforts 6 months ahead of schedule, and the resulting standards are published in version 1.4. The Common Codes Subcommittee concluded its open issues in the 3rd quarter. The efforts of the Imbalances Task Force are complete. The standards proposed by the Confirmations and Cross Contract Ranking Subcommittee are currently out for comment and will be brought up for EC vote in November. The Critical Notices Task Force has completed its efforts, which are now published in version 1.4 of the standards. The multi-tiered allocations standards have been developed and are also published in version 1.4. The Business Practices Subcommittee has less than 100 requests outstanding and is addressing requests as quickly as they are receiving them. The Information Requirements Subcommittee has a significant backlog, primarily due to the efforts from EII and other subcommittees that are asking that new transactions be developed. The Executive Committee will review the backlog to determine if any support can be given.

A motion was made and seconded to thank the subcommittee and task force chairs, the EC officers, and all of the volunteers for completing the 1998 and 1999 annual plan. The motion was seconded and unanimously passed.

On Request No. R98019, the request to develop a "Long Term Base Contract for Purchases and Sales of Natural Gas", there was discussion on if it should be addressed this year, and if there was a scope question outstanding. The



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Executive Committee determined that the request was within scope, and noted that in 1998, there was no room for it to be included on the 1998 annual plan efforts. They placed it on the 1999 annual plan to be addressed after the other efforts were completed. There was no expectation by many of the Board and EC members that we would complete the annual plan this year, so it was assumed by some Board members that the request would be addressed in 2000, through the annual plan process. Mr. Buccigross noted that we have received several requests to begin this effort. The Board determined to address this request at the December 2 Board meeting in a discussion on the adoption of the 2000 Annual Plan through a motion made by Mr. Lander and seconded by Mr. Smith. The motion was adopted unanimously.

4. Coalition for Uniform Business Rules

Mr. Sappenfield and Mr. Hunsicker reviewed the CUBR proposal, and distributed presentation materials. They noted that their objective is to transfer the business practices developed by CUBR to an organization to adopt and maintain standards to be applied to gas and electric retail markets. They asked for a decision from GISB regarding their request by the end of the year.

The Board set up a committee, chaired by Mr. Boswell to discuss the CUBR request with government agencies and trade associations. The committee should examine the request of CUBR with regard to GISB's scope, governance, funding and resources and report back to the Board at its December meeting.

Ms. Joelle Ogg is point of contact for CUBR. It was noted in discussion that many in the industry expect GISB or another standards group to address gas and electricity standardization issues together. The motion was made by Ms. Laird and seconded by Mr. Lander to create the committee chaired by Mr. Boswell to further investigate CUBR's proposal in light of GISB's scope, governance, funding and resources, and report back to the Board at the next meeting. The motion unanimously passed.

5. Financial Reports

Budget plan for 2000 will be presented at the next Board meeting. Ms. McQuade reviewed the accrual reports presented in the Board materials. Our expenses run close to \$70,000 per month. The expenses are offset by advertisements and courses and workshops in addition to revenues from membership dues. There was a question regarding the size of our accounts receivable. Our accounts receivable can have as much as \$60,000 – but it does not represent a collection problem because most of the outstanding receivables are less than 60 days old. An aging report will be provided in the next Board



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meeting. A variance report will also be provided in the next report comparing budget amounts to actuals.

6. Membership

Ms. Garcia and Ms. McQuade presented the membership report. We have offset membership (24) that declined to join in 1999 with new members and then increased our membership to 173. New members have come predominantly from services segment. Due to our focus this year on the Internet, several new companies have joined - such as Network Associates and Microsoft. Ms. Garcia continues to respond to questions on why GISB does not have scaled dues based on company size. The loss of revenues because of the new members being assessed \$2000 for dues through May 1999 and the cash implications of implementing rolling calendar dues has posed some financial issues for GISB this year, which were accommodated through revenues from advertisements, additional courses, and planned revenues from certification.

7. Other

Ms. McQuade explained the effort currently underway at the Sandia National Laboratories and funded by the Department of Energy regarding the review of GISB standards as they apply to Internet surety. This effort is linked to the President's Commission of Critical Infrastructure Protection. The report should be completed by the end of this year, and the Department of Energy funded the effort for \$100,000.

8. Adjournment

The meeting adjourned at 11:30 a.m.



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9. Attendance

Segment	Board Member Name	Member Company	Present
End Users	Norm Davis	International Paper	✗
	Janie Mitcham	Reliant Energy	✗
	Lee Smith	Midland Cogeneration Venture	✓
	John Stevens	Eastern Utilities Associates	✗
	Jim Templeton	Comprehensive Energy Services	✓
LDCs	Bill Boswell	Peoples Natural Gas	✓
	Walt DeForest	National Fuel Gas Distribution	✓
	Mary Jane McCartney	ConEd	✗
	Andy Sonderman	Columbia Gas Distribution	✗
	Lee Stewart	SoCal Gas	✓
Pipelines	Rick Baish	El Paso Natural Gas	✗
	Stan Horton	Enron Gas Pipeline Group	✓
	Terry McGill	Columbia Gulf Transmission	✓
	Ron Mucci	Williams Gas Pipeline	✓
	Bob Reid	Colorado Interstate Gas	✗
Producers	Pete Dickson	Exxon	✓
	Allan Knopp	Conoco	✓
	Nancy Laird	PanCanadian Petroleum Ltd.	✓
	Hugh Roberts	Marathon	✓
	Abigail Bailey	Texaco Natural Gas	✓
Services	Steve Bergstrom	Dynegy Marketing & Trade	✗
	Julie Gomez	Enron Capital & Trade	✓
	Greg Lander	TransCapacity	✓
	Lyn Maddox	PG&E Energy Trading	✓
	Marty Patterson	Idaho Power	✓



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Presenters:	Jim Buccigross	Chairman 1999 Executive Committee
	Keith Sappenfield	Reliant Energy
	Bill Hunsicker	Excelergy
Administrative:	Rae McQuade	Executive Director
	Dennis Holbrook	General Counsel
	Veronica Thomason	GISB Staff
	Laurie Paulson	Hoffman Paulson Associates
	Jo Ann Garcia	GISB Staff

Observer	Company Represented	Email Address	GISB Member
Sylvia Munson	Altra Energy Technologies	sylviam@altranet.com	✓
Les Fyock	American Gas Association	lfyock@aga.org	✗
Ken Malloy	CAEM	kmalloy@energymarkets.com	✗
Bill Grygar	CMS Energy Corp.	wwgrygar@cmsenergy.com	✓
Kim Van Pelt	CMS Energy Corp.	kvanpelt@cmsenergy.com	✓
Michael Hansen	Columbia Gulf Transmission	mrhansen@columbiaenergygroup.com	✓
Steve Sullivan	ConEd	sullicans@coned.com	✓
Cynthia Corcoran	Corcoran Law	cynthiacorcoran@corcoran-law.com	✓
Mark Scheel	Dynegy Inc.	masc@dynegy.com	✓
Gary Payne	Enron Administrative	gary.l.payne@enron.com	✓
Theresa Hess	Enron Gas Pipeline Group	thess@enron.com	✓
Donna Scott	Florida Gas Transmission	dscott2@enron.com	✓
Anne Roland	INGAA	aroland@ingaa.org	✗
Julie Unruh	Koch Gateway	unruhj@kochind.com	✓
Randy Young	Koch Midstream Services	young0r@kochind.com	✓
Leigh Spangler	Latitude Technologies	lspangler@latitudetech.net	✓
Jay Costan	McGuire Woods Battle & Boothe	jmcostan@mwbb.com	✗
Jean Ford	Pepco Gas Services	mmbtu@ibm.net	✓
Mark Gracey	Tennessee Gas Pipeline	graceym@epenergy.com	✓
Valerie Crockett	Tennessee Valley Authority	vjcrockett@tva.gov	✓
Dale Davis	Williams Gas Pipeline	dale.m.davis@wgp.twc.com	✓



**GAS INDUSTRY STANDARDS BOARD
BOARD OF DIRECTORS MEETING MATERIALS
DECEMBER 2, 1999**

3. FINANCE REPORTS

- In this section you will find:
 1. The 1999 Finance Report – September (October to be provided under separate cover with variance and aging reports)
 2. The Proposed 2000 Budget
- Rae McQuade will review the finance reports and answer questions.
- JoAnn Garcia and Rae McQuade will update the Board on non-dues revenue generation.
- Rae McQuade and other Board members will review the proposed 2000 budget and answer questions.
- The Board members will be asked to vote to adopt the 2000 budget through a simple majority vote.



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TO: GISB Board of Directors
FROM: Rae McQuade, Executive Director
RE: Draft Budget 2000
DATE: November 18, 1999

Attached is the draft budget for 2000 as a result several conference calls. The budget does not include additional expenses or revenue related to any activities for retail marketing – either for natural gas or electricity.

Revenue Accounts	1999 Budget	1999 Expected Yr-End	Draft 2000 Budget	
Membership Dues	\$ 800,000	\$ 740,821	\$ 750,000	1
Certification	0	\$ 7,500	\$ 22,500	2
Courses & Meetings & Products	\$ 140,000	\$ 80,294	\$ 75,000	3
Advertising	0	\$ 23,400	\$ 25,000	4
Interest	\$ 5,000	\$ 3,000	\$ 3,000	
TOTAL	\$ 945,000	\$ 855,015	\$ 875,000	
Expense Accounts				
Salaries, Benefits & Taxes	\$ 410,000	\$ 405,000	\$ 410,000	
Office Rents	\$ 45,000	\$ 43,000	\$ 45,000	
Office Expenses	\$ 48,000	\$ 42,000	\$ 45,000	
Telecommunications	\$ 57,000	\$ 62,000	\$ 65,000	5
Travel & Meetings	\$ 130,000	\$ 95,000	\$ 100,000	6
Publications	\$ 70,000	\$ 60,000	\$ 50,000	7
Outside Services	\$ 130,000	\$ 130,000	\$ 110,000	8
Insurance	\$ 5,000	\$ 5,500	\$ 10,000	9
Other (Contingency)	\$ 35,000	0	0	
Capital Expenditures	\$ 15,000	\$ 10,000	\$ 40,000	10
TOTAL	\$ 945,000	\$ 852,500	\$ 875,000	



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General Summary:

The proposed 2000 GISB Budget is \$ 875,000 – which is approximately \$ 20,000 over the expenditures we estimated for 1999, but significantly less than the 1999 approved budget of \$ 945,000. We expect to upgrade our computer equipment in 2000 which is the primary reason for the increase. The notes below describe changes in the revenue or expense accounts that experienced changes from 1999 to 2000.

Notes:

- (1) Membership Dues: \$ 750,000 is based on dues from 150 members. We currently have 175 members, but expect membership loss from some of those members who joined for the introductory \$2,000 before May 1999, companies who have merged or have been sold in 1999, and companies who have several affiliates that are separate members. If we are able to maintain membership at 175, the additional revenues will be placed in a reserve account for 2001.
- (2) Certification: We have had queries from 6 companies regarding certification. One company has been certified for version 1.3. We anticipate three certifications in 2000 -- \$ 22,500.
- (3) Courses & Meetings & Products: We expect to hold 4 sets of courses on version 1.4, two contracts classes, and possibly sell CDs of our manuals for our manuals. We do not expect significant changes in this revenue account.
- (4) Advertising: We expect a similar level of advertising net revenue in both the newsletter and web page in 2000.
- (5) Telecommunications: We expect to hold a similar number of teleconference calls in 2000, which makes up more than half of this category (\$ 36,000). Other expenses are broadcast fax, Internet Service Provider fees, and phone expenses.
- (6) Travel and Meetings: We expect to hold travel expenses to the last year's levels – with member companies hosting GISB Executive Committee meetings. Proxicom, Salt River Project, Arizona Public Service Company, Boeing, El Paso Energy and CIG are thanked for their sponsorship of these meetings.
- (7) Publications: Our expenses for 2000 are projected to decrease in this area due to further reliance on electronic media over printed media. Our costs for transcription are also expected to be reduced, as they will be used only for Executive Committee meetings.
- (8) Outside Services: Our outside services are reduced to reflect cost reductions in legal expenses, which were not realized in 1999.
- (9) Insurance: This category has increased due to the increased coverage in Errors and Omissions.
- (10) Capital Expenditures: Last year, the capital expenditures included a new office phone system as we were removed from the El Paso phone system. El Paso Energy graciously allowed our office to use their phone system until 1999, when they changed phone systems. For 2000, the capital expenditures include an upgrade of computer equipment.



**GAS INDUSTRY STANDARDS BOARD
BOARD OF DIRECTORS MEETING MATERIALS
DECEMBER 2, 1999**

4. ANNUAL PLAN

- In this section you will find:
 1. The 1999 Annual Plan Report
 2. The proposed 2000 Annual Plan
 3. The Retail Market Standards Report

- Mr. Buccigross, chair of the Executive Committee, will review the progress made on the 1999 plan to date, and suggest changes for the Board's consideration if needed.
- Ms. McQuade, Mr. Buccigross and Board members will discuss the proposed 2000 Annual Plan.
- Board members will discuss each item on the annual plan for inclusion in 2000.
- Board members will be asked to adopt the 2000 Annual Plan through a simple majority vote.
- The retail market report will be reviewed by the drafting team.
- The Board will discuss the report and will be asked to take several actions requiring simple majority votes.

GAS INDUSTRY STANDARDS BOARD
1999 ANNUAL PLAN AS OF NOVEMBER 11, 1999

ITEM DESCRIPTION	STATUS	SCHEDULED COMPLETION DATE ¹
Web Page Standards and Transition of EBBs to Internet		
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	Completed (1) August 27, 1999	Third Qtr 1999
5 Contracts Related Standards - EDI, Web Sites, Flat Files	Completed (1) August 27, 1999	First Quarter 2000
Common Codes		
6 Common Codes Reference for Business Parties & Locations	Completed (2) August 27, 1999	Second Qtr 1999
Finish Work of Open Issues -- Carry over Projects from 1998		
7 Imbalance netting standards	Completed (3) September 16, 1999	Third Quarter 1999
8 Ranking Across Contracts	Completed (4) November 11, 1999	Fourth Quarter 1999
9 Critical Notices (Request No. R98086)	Completed (5) August 27, 1999	Second Quarter 1999
10 Multi-tiered Allocations -- Allocation Grid	Completed (6) August 27, 1999	Third Quarter 1999
Program of Standards Maintenance		
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

¹ Dates in the completion column are by end of the quarter for completion by the assigned committee. The dates do not necessarily mean that the standards are fully staffed so as to be implementable by the industry, and/or ratified by membership.

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 (9/99)
Flowing Gas	12/18/1998	01/22/1999	02/1999	9 months (11/99)
Invoicing	03/1999	05/21/1999	06/1999	10 months (4/00)
Capacity Release	05/1999	07/16/1999	08/1999	11 months (7/00)
Contracts	11/1999	12/1999	01/2000	9 months (10/00)

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

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 completed its work ahead of schedule. Efforts on the all functional areas are complete and will be reflected in the August 31 and September 30 publication of version 1.4 of the standards manuals. The task force is now considered inactive and no meetings have been scheduled. The first target industry implementation date is September 1999 for the general and nominations related standards.
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 has been finalized and is posted on the GISB home page. IHS has provided the central repository of codes and associated names for gas transaction point common codes. The standards were ratified, and this action item is considered complete. The subcommittee is now considered inactive and no meetings have been scheduled.
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 completion date was modified to third quarter, approved by the Board on June 10. The subcommittee has drafted the standards language for the business practices of trading or netting imbalances on a monthly basis which has been adopted by the Executive Committee, and has completed the data sets for the new transactions for consideration by the Information Requirements Subcommittee. Imbalance trading and netting based on daily allocations was considered. The standards were accepted by the EC in July. The standards will not be ratified or published until after they have been completed for information requirements and technical mapping. The Imbalance Subcommittee is now considered inactive and no meetings have been scheduled.
4. The standards and procedures for ranking across contracts is assigned to the Confirmations & Cross Contract Ranking Subcommittee chaired by Sylvia Munson of Altra Energy and Donna Scott of Enron Administrative Corp. The scope of the subcommittee was expanded on March 18, 1999 to include issues on the level of confirmations. The subcommittee completed its work in August, the proposed standards were available for comment in October and it was considered for EC vote in November. The EC declined to accept the proposed standards presented. The Confirmations & Cross Contract Ranking Subcommittee is now considered inactive and no meetings have been scheduled.

GAS INDUSTRY STANDARDS BOARD
1999 ANNUAL PLAN -- STATUS NOTES

NOTE STATUS

5. The standards and procedures for critical notices was 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 completion date was modified to second quarter, approved by the Board on June 10. The standards were ratified in June. The task force is considered inactive and no meetings have been scheduled.

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 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. The standards were adopted by the Executive Committee in July and ratified by the membership in September and incorporated in version 1.4 of the standards. The group is considered inactive and no meetings have been scheduled.



Gas Industry Standards Board

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TO: GISB Board of Directors
FROM: Rae McQuade, Executive Director
RE: Draft 2000 Annual Plan
DATE: November 9, 1999

Mission Statement

The mission statement that was previously adopted by the Board to guide our planning process is:

"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."

Scope Statement

For background, our scope statement as defined in the Certificate of Incorporation, is:

"The objects and purposes of GISB are to propose and adopt voluntary standards designed to promote more competitive, efficient and reliable gas service, as such standards apply to electronic data interchange ("EDI") record formats, communications protocols and related business practices that streamline the transactional processes of the gas industry."

Plan Description

The proposed 2000 Annual Plan has four parts: (1) Contracts, (2) Interoperability, (3) Gas & Electric Retail Marketing, and (4) Standards Maintenance & Fully Staffed Standards Work - in no particular order. The completion dates for each item indicate a relative priority. Several items will require a Board review to ensure that the items fall within our current scope. If the items do not fall within our current scope, the items may be removed, or the scope may be changed to encompass those items. If an item falls within our scope, the Board should determine if we should expend resources towards it this year, if it should be laid aside for possible future consideration, or if it should not be considered. The GISB Board should also determine whether it is in the organization's interest to consider evolving from the "Gas" Industry Standards Board to the "Energy" Industry Standards Board, in order to deal



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with issues on the electric side which are similar to those with which we have dealt on the gas side.

Each of the four categories of development are described below:

1. Contracts: Three standards development activities for contracts are defined. All three are related to the purchases and sales of natural gas. The standards activity for the development of a long term contract (Request No. R98019) was discussed at the last Board meeting.
2. Interoperability: Interoperability is crucial to the ensuring that an individual on a computer can successfully access and operate multiple web sites. To achieve interoperability, GISB standards should not define conflicting specifications so that accessing one web site ensures that other web sites are inoperable. There are five standards development related activities regarding interoperability. They are:
 - The development and administration of an Interoperability Survey which would identify industry operating environments,
 - The development of standards and modifications of existing standards based on Sandia National Labs Surety Report to be released at the end of 1999,
 - The review and modification of GISB web standards based on interoperability issues,
 - The determination of whether to develop a web-based public key repository using Network Associates software and the development of such a repository if determined, and
 - The completion of the AS2 Convergence Project, which is already underway.
3. Gas & Electric Retail Markets: Should the Board determine that retail market transactions are within scope, or that our scope should be amended to make it such, the annual plan items defined follow the similar structure for the development of the web standards in 1999. This structure is to define the plan for the development of the retail market standards, gain approval of the plan by the Board of Directors, and then develop the business practice standards and electronic communication standards according to the approved plan. The approved plan would become part of this annual plan.



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4. Standards Maintenance and Fully Staffed Standards Work: This item includes four areas of effort to respond to requests for standards or standards modifications and requests for interpretation. There is a significant backlog of work in the definition of information requirements to address requests from the EBB Internet Implementation Subcommittee, the information requirements to accompany the business practice standards for title transfer tracking, allocations, and imbalance netting and trading.



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GAS INDUSTRY STANDARDS BOARD

DRAFT 2000 ANNUAL PLAN

ITEM DESCRIPTION	SCHEDULED COMPLETION ¹
Contracts	
1 Build an electronic contract from the short-term base contract for purchase and sales of natural gas	3rd Qtr
2 Modify the short-term base contract for purchase and sales of natural gas based on several years' use	2nd Qtr
3 Contracts Request No. R98019 - Development of a Standard Long Term Base Contract for Purchase and Sales of Natural Gas	4th Qtr
Interoperability	
4 Interoperability Survey	1st Qtr
5 Development of standards and modifications of existing standards based on Sandia report	2nd Qtr
6 Review and modify GISB web standards based on interoperability issues	2nd Qtr
7 Development of web-based public key repository	4th Qtr
8 AS2 Convergence Project	1st Qtr
Gas & Electric Retail Market Standards	
9 Development and Approval of Plan by the Board of Directors	1st Qtr
10 Development of standards according to the Plan	See #9 ²

Program of Standards Maintenance & Fully Staffed Standards Work ³

Business Practice Requests beginning with Capacity Release Requests
Information Requirements and Technical Mapping of Business Practices
Ongoing Interpretations for Clarifying Language Ambiguities
Ongoing Work on Code Values and Other Technical Matters

¹ Dates in the completion column are by end of the quarter for completion by the assigned committee. The dates do not necessarily mean that the standards are fully staffed so as to be implementable by the industry, and/or ratified by membership. 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 A completion date cannot be set until the Retail Market Plan is approved by the Board of Directors.

³ This work is considered routine maintenance and thus the items are not separately numbered.



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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 interpretation 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 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.



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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.



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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 progress report to the Board of Directors for each Board meeting 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.



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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.



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TO: GISB Board of Directors
FROM: Rae McQuade, Executive Director
RE: Retail Marketing Report
DATE: November 18, 1999

GAS INDUSTRY STANDARDS BOARD
REPORT TO THE BOARD OF DIRECTORS
ON
GAS & ELECTRIC RETAIL MARKETING

I. Introduction

The Coalition for Uniform Business Rules (CUBR), represented by Mr. Keith Sappenfield and Mr. Bill Hunsicker, made a presentation to the Board of Directors on September 30. In the presentation, Mr. Sappenfield described the make-up of the coalition, its mission, and efforts to create standards for the gas and electric retail market. The coalition has asked GISB to take its work product and develop and maintain gas and electric retail market standards.

In response to the coalition's presentation, the Board formed a group headed by Bill Boswell and composed of Board officers (Jim Templeton, Stan Horton and Bill Boswell) and members (Nancy Laird and Julie Gomez), Executive Committee officers (Jim Buccigross and Mike Novak), the GISB General Counsel Jay Costan and the GISB Executive Director Rae McQuade. The group was charged with reporting back to the Board on December 2 on the implications of developing retail market standards on four areas: (1) scope, (2) governance documents, (3) funding and (4) resources.

The Board task force at this time presents its report covering the following areas: (1) alternatives on how to proceed based on conversations and meetings with trade associations and government agencies, (2) scope and governance implications, particularly as regards development of retail electric standards, (3) budget implications, (4) membership and resource implications and (5) suggested action items for the Board to consider at the December 1999 meeting.

In some respects, the subject matter of this report could have momentous implications on the future course of GISB. Clearly, the invitation to GISB to become involved in the development of standards for the electric industry suggests an evolution of GISB from an organization devoted solely to serving the gas industry to one which would serve both the electric and gas industries, whose needs are viewed as both similar and converging.



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The task force offers no specific recommendation as to what the Board ultimately should do. Instead, we offer only two points for the Board to consider in its deliberations.

The first is that GISB, through its evolution as a standard-setting organization, has developed significant credibility within the industry and with governmental agencies. This is a important institutional asset and one which has been purchased through expenditure of tremendous effort and a steadfast determination to develop an organizational structure that fairly represents all industry segments and provides a workable and credible format for developing consensus on industry business practices and standards. No other organization has this type of credibility or is anywhere near garnering the broad industry support that GISB has amassed over the five years of its existence.

The second point is that one of the hallmarks that has made GISB successful is that it has taken a measured approach to each problem or challenge presented to it. As a consensus-building organization, GISB is known for a deliberative process and, out of that process, for results that are supported by the industry.

In our visits with industry trade associations and government officials, we were reminded over and over again how these characteristics have made GISB, uniquely, the successful organization that it is. In presenting this report, we have attempted to let these precepts guide us in setting out for the Board things that might lie ahead.

II. Alternatives

In discussions held with the trade associations and government agencies, several alternatives came to light. As one alternative, we could decide not to do anything. We would thank CUBR for its presentation and request, and inform the group that at this time, we are not prepared to take any action. We could also determine to work with trade associations and others that are working on, or are planning to work on, retail market practices.

If we determine to go forward and develop retail market standards, we can either (1) develop retail market standards for natural gas – which would not require any changes to our governance documents and organization, or (2) develop retail market standards for both gas and electric markets – which would effectively reform our organization into an energy standards board.

If we determine to proceed with developing retail market standards, we could do so through several approaches:

- (1) We could develop a full plan for retail market standards, including milestones, gain approval of the plan from the Board, and then proceed as we did in the development of the Internet standards. Board approval



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to go forward would be required at each milestone. The plan may incorporate the development of a pilot, and may include the development of standards for some areas of retail marketing and then gain Board approval before proceeding to other areas, or

- (2) We could respond to requests as received – using the process of a Triage Group and Executive Committee actions, as is used today for requests that are submitted to the GISB office, or
- (3) We could pursue the feasibility of changing GISB to incorporate wholesale and retail gas and electric standards, and hold an industry wide (both gas & electric) meeting with all interested parties invited to participate. The results of the industry wide meeting would be reported to the Board at its March meeting and would result in consideration of necessary governance document changes.

III. Scope and Governance Implications

In a document attached to this report, our general counsel notes that the consideration and development of standards for gas retail markets **are within our scope**. To address gas retail markets would not require changes to our certificate, bylaws or organizational structure.

If GISB determines to develop standards that support retail electric transactions, a scope change would be needed. This would also require changes to our certificate and bylaws, and changes to the component parts of our Board and Executive Committee.

IV. Budget Implications

The current proposed budget for 2000 does not include development of standards for retail marketing for gas or electricity – and addressing either would mean an increase. An estimate based on the budget for 2000 to cover the additional work for gas retail market standards shows a 43% increase (\$375,000) to \$1,250,000. An estimate based on the budget for 2000 to cover the additional work for gas and electric retail market standards shows a 60% increase (\$525,000) to \$1,400,000. These estimates would require refining and are presented in this report to demonstrate the types of increase in expenses that are anticipated. The estimates are conservative and would probably increase upon further careful review.

The budget would need to be increased to cover:

- Part-time office staff to help with additional work in the office supporting additional meetings, preparation and distribution of work papers, and providing work papers for the standards development process.



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- Office expenses to support the additional work load
- Travel expenses to support travel to additional meetings, and the meeting expenses would either be sponsored or attendees could be charged for the attendance where the meetings are not sponsored.
- Publications expenses for copying meeting materials and transcription services for some of the meetings.
- Outside services for web site maintenance, legal support, additional accounting efforts, technical writing staff for the development and maintenance of standards manuals.

The estimated budget for 2000 is shown below, with expenses for development of gas retail market standards, and gas and electric retail market standards, shown in contrast:

Revenue Accounts	2000 Budget	with gas retail market effort	with gas & electric retail market effort¹
Membership Dues	\$ 750,000		
Certification	\$ 22,500		
Courses & Meetings & Products	\$ 75,000		
Advertising	\$ 25,000		
Interest	\$ 3,000		
TOTAL	\$ 875,000		
Expense Accounts			
Salaries, Benefits & Taxes	\$ 410,000	\$ 430,000	\$ 440,000
Office Rents	\$ 45,000	\$ 45,000	\$ 45,000
Office Expenses	\$ 45,000	\$ 55,000	\$ 55,000
Telecommunications	\$ 65,000	\$ 80,000	\$ 95,000
Travel & Meetings	\$ 100,000	\$ 150,000	\$ 170,000
Publications	\$ 50,000	\$ 80,000	\$ 80,000
Outside Services	\$ 110,000	\$ 185,000	\$ 250,000
Insurance	\$ 10,000	\$ 10,000	\$ 10,000
Other (Contingency)	0	\$160,000	\$ 200,000
Capital Expenditures	\$ 40,000	\$ 55,000	\$ 55,000
TOTAL	\$ 875,000	\$ 1,250,000	\$ 1,400,000

¹ Adding wholesale electric transactions would certainly increase the expense categories - up to possibly \$1,750,000.



V. Membership and Resources Implications

- If the increase in the expenses is accommodated through membership dues, either 75 (gas retail markets addressed) or 105 (gas and electric retail markets addressed) new members will be needed.
- The increase could also be accommodated through sponsorships – similar to those used to start GISB.
- GISB would need additional volunteers to work in the meetings to develop the retail gas market and electric market standards. These volunteers may already be working to support development of the standards through other groups – however some companies in segments which are directly impacted by standards in the retail market may see their level of participation increase.
- The financial support necessary to accomplish retail gas and electric retail market initiatives should be forthcoming.
- If the funding is not available through either additional memberships or sponsorships, it is clear that the industry does not support development of the retail market standards, and GISB should not pursue their development at this time.

VI. Action Items for December

The Board will be asked in December to consider the following action items through procedural (simple majority) votes:

1. Should GISB pursue the development of gas retail market standards? (Yes/No)
2. Should GISB prepare a gas and electric retail market standards development study? (Yes/No)
3. Should GISB establish a committee to work with trade associations and others developing retail market standards? (Yes/No)
4. Should GISB propose and sponsor a broad based meeting, involving gas and electric industry representation, regarding the need and support for an organization role would be to develop wholesale and retail gas and electric standards? (Yes/No)
5. Should GISB establish a committee to recommend to the Board at the March meeting, a course of action and revised governance documents at the March meeting which would accommodate the development of electric and gas wholesale and retail standards? (Yes/No)



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Appendices:

- A. Discussions with Trade Associations & Government Agencies
- B. General Counsel Analysis



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TO: Jim Templeton, Bill Boswell, Jim Buccigross, Jay Costan
FROM: Rae McQuade, Executive Director
RE: Summary of meetings with the Trade Associations, FERC & DOE
DATE: November 16, 1999

INGAA Anne Roland, Joan Dreskin

On October 18, Jim Templeton, Jay Costan and Rae McQuade met with Anne Roland and Joan Dreskin at INGAA's office. We described the request from the Coalition for Uniform Business Rules (CUBR), and the Board action taken on September 30. During the discussion, they offered several comments: they were unclear if gas retail marketing was within GISB's scope because of the commercial nature of retail marketing, they were unsure of how addressing retail marketing would affect other annual plan items for 2000, they were interested in how addressing electric standards would affect the make-up of our Board and EC, and affect the voting procedures of both bodies. They raised a question of if GISB determines to proceed and address retail marketing, would it be done in one organization or two? In summary, they were taking a "look and see" approach. Anne had an interesting observation that how the standards for ATM cards were developed so that ATM cards work coast-to-coast in all banks should be investigated to see if the experience can apply to GISB.

NGSA Skip Horvath, Pat Jagtiani

On October 18, Jim Templeton, Jay Costan and Rae McQuade met with Skip Horvath and Pat Jagtiani at NGSA's office. Both Skip and Pat noted that the opinions expressed were theirs -- not necessarily their members. Skip thought that merging gas & electric interests including standards was the way of the future, and we would need champions and funding if we were to be successful. He noted that if the retail market were strong, it would benefit the producers. They were supportive of retail market standards development and did not see a down side to GISB developing these standards assuming the funding was available. They noted that they would check with their membership and let us know their membership's views.



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EI Mike McGrath, Andy Katz, Larry Brown

On October 19, Jim Templeton, Bill Boswell, Jay Costan and Rae McQuade met with Mike McGrath, Andy Katz and Larry Brown at EEI's offices. Both Andy and Larry were active in the industry wide meetings at the DOE that led to the creation of GISB. Mr. McGrath explained that they were developing business practices for both gas and retail marketing but they were unsure how far the development would proceed, as they did not want to stifle innovation. They have a guidance team made of named members to determine how to proceed and they have planned four workshops. They expect to have a report completed by the end of the year as an answer to the CUBR document. They have asked both CUBR and AGA to partner with them in their efforts. CUBR representatives are working with EEI, and at the time of our meeting, AGA had not committed to partner with them. It is not their intent to develop standards to the detail level of information requirements to support the business practices adopted by EEI. The web site they use to distribute information is "www.ubpnet.org".

AGA Karen Hill, Roger Cooper

On October 19, Jim Templeton, Bill Boswell, Jay Costan and Rae McQuade met with Karen Hill and Roger Cooper at AGA's offices. They are aware of the EEI efforts and at the time we met, had asked several of their members if they supported GISB developing gas retail marketing standards. Not all responses had been received, but the overwhelming opinion was that GISB should not develop standards for retail marketing at this time. As a result, they noted that it was premature to support development of retail marketing standards and that more information was needed. They had not yet determined if they were going to partner with EEI.

ERCOT Kent Saathoff, Ray McCoy

On November 2, Jim Templeton, Jim Buccigross, Bill Boswell, Sylvia Munson, Carl Caldwell, Jay Costan and Rae McQuade met with Kent Saathoff and Ray McCoy via teleconference call. Mr. Saathoff and Mr. McCoy noted that they are currently addressing the operational/administrative process of customer choice and the settlement process. At the time of the call, ERCOT was reviewing consultant presentations on software for customer profiles with a focus on the settlement process. They are expecting a centralized or decentralized system probably to be administered by the ISO for



Gas Industry Standards Board

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Home Page: www.gisb.org

the Texas retail market. Further information on their efforts can be found at www.ercot.com.

DOE Assistant Secretary Gee, Christopher Freitas

On November 4, Jim Templeton, Jim Buccigross, Jay Costan and Rae McQuade met with Assistant Secretary Gee and Christopher Freitas at the DOE offices. Assistant Secretary Gee said that it was in the nation's best interests that a crazy quilt of standards, possibly in conflict, not be developed which would hinder the development of the retail marketplace. They noted that they were considering proposing a resolution at NARUC - at the Gas Committee, Electricity Committee or the Telecommunications Committee regarding such. Assistant Secretary Gee noted that the DOE continues to strongly support GISB's efforts, and would support us as we determine which direction to take on retail marketing standards.

FERC Dick O'Neill, Kevin Madden, Phil Peters

On November 5, Jim Templeton, Jim Buccigross, Jay Costan and Rae McQuade met with Dick O'Neill, Kevin Madden and Phil Peters at the FERC offices. They all reiterated opinions expressed by the DOE, and noted that while their interests are at the federal level, they would have interest in the retail market provided there is a tie to the wholesale market. They are sensitive to the states' concerns and promote a non-Balkanization approach in the development of the retail market. While one comment was made that development of national retail standards would require significant persuasion, it was followed by a appreciation for the GISB open process which allows for all stakeholder groups to have a voice in the decisions made. Other groups were mentioned for contact - namely, the Governors Association, the American Public Power Association, NERC, EPRI and NEARO.

MEMORANDUM

McGUIREWOODS
BATTLE & BOOTHE, LLP

TO: GISB File

FROM: Jay Costan

DATE: November 16, 1999

RE: Organizational Issues Relating to Possible Involvement of GISB in Development of Retail Gas and Electric Standards

Recently the Coalition for Uniform Business Rules ("CUBR") asked the Gas Industry Standards Board ("GISB") to consider becoming involved in the development of standards for retail gas and electric transactions. A special committee has been appointed by the GISB Board of Directors to study the issue and to identify the changes that would be necessary at GISB to become involved in this undertaking. This memorandum will provide a preliminary report on what would be necessary, in terms of changes to GISB's organic documents and organizational structure, to undertake this task if the GISB Board of Directors determines to do so.

Question No. 1. Does GISB have sufficient authority in its Certificate of Incorporation to embark upon the development of standards for retail transactions in natural gas?

Yes. Article II, Section 1 of GISB's Certificate of Incorporation defines its scope as follows:

The objects and purposes of GISB are to propose and adopt voluntary standards designed to promote more competitive, efficient and reliable gas service, as such standards apply to electronic data interchange ("EDI") record formats, communications protocols and related business practices that streamline the transactional processes of the gas industry. GISB's first priority shall be to address the remaining or unresolved issues of the Electronic Bulletin Board ("EBB") Working Group established by the Federal Energy Regulatory Commission ("FERC" or the "Commission").

The authorization for GISB to "propose and adopt voluntary standards designed to promote more competitive, efficient and reliable gas service" seems sufficiently broad to encompass authority to develop standards for retail gas transactions. GISB's statement of purpose and scope is in no way limited to wholesale gas transactions; indeed, standards already promulgated by GISB and adopted by the FERC for interstate pipelines cover the transportation of natural gas that is sold

both at wholesale (i.e., to marketers and local distribution companies) and at retail (i.e., to end users). Nor is GISB's grant of authority limited to transactions in interstate commerce.

In short, the language of Article II, Section 1 appears to be broad enough to encompass the development of standards for retail transactions, and nothing in the provision can fairly be read to preclude it. Accordingly, if the Board of Directors were to determine that GISB should become involved in the development of standards for retail gas transactions, it is not likely that such action could be successfully challenged as beyond GISB's authority under its Certificate of Incorporation.

Question No. 2. Does GISB possess the necessary authority in its Certificate of Incorporation to undertake the development of standards for retail electric transactions?

No. The literal terms of Article II, Section 1 are limited to standards relating to "gas service." This language is not fairly susceptible to an interpretation that would include "electric service" as well.

Question No. 3. What changes would be necessary to GISB's Certificate of Incorporation in order for it to have the legal authority to undertake the development of standards for retail electric transactions?

At a minimum, Article II, Section 1 of the Certificate of Incorporation would need to be amended to include "electric service" in addition to gas service or, alternatively, to include "energy service" as a substitute for gas and electric service. In addition, and for purposes of avoiding any confusion, GISB would most likely need to change its name to something like the "Energy Industry Standards Board." Finally, other changes would need to be made to the Certificate to implement a representational voting structure, consistent with the current format, that would be suitable for both the gas and electric industries, including:

- Adding additional industry segments on the electric side so that the development of electric standards would include a cross-section of the industry analogous to the industry segments that are represented currently for gas standards. The most obvious additions would be to include segments for (i) electric producers or generators, and (ii) electric transmission/distribution owners. With these changes, a case could be made that all segments would be fairly represented, since the end user and service segments are common to both the gas and electric industries
- A determination would also need to be made on total composition of the Board and Executive Committee and the number of votes necessary to make up the super majorities needed to amend the Certificate of Incorporation at the Board level and to adopt standards at the Executive Committee level. As part of this task, consideration would need to be given whether the Executive Committee should meet separately on gas and electric standards or as a "committee of the whole" to adopt standards for both industries. An argument can be made that it would make sense to keep Executive Committee sessions on the two types of standards separate because of (i) cross representation between industry segments

on the gas and electric sides, and (ii) the presence of some segments that are unique to only one industry.

For example, on the cross representation point, on the gas side, electric utilities are members of the end-user segment, while on the electric side they would be members of the distribution/transmission segment and possibly the producer/generator segment. If the gas and electric groups were combined for voting purposes, there is the possibility that some segments (e.g., end-users on gas) would be overrepresented because of the large number of electric utilities that would be entitled to vote. Similarly, with regard to the issue of unique presence, on the gas side there are producers, local distribution companies and pipelines, which are unique to the gas industry, while on the electric side, there are producer/generators and transmission/distribution companies which are unique to the electric business. In these roles, these companies are not particularly concerned about the development of standards for the other industry. As a result, a case can be made to keep the standard-setting functions for the two industries separate at the Executive Committee level. One drawback to this, however, is that it would place double demands on the end user and services segments, which are common to both industries.

The organizational changes required at GISB would be fairly complex and may require some experimentation in order to get the balance right for purposes of achieving broad-based industry participation and fair representation among different industry segments. In any case, the task of expanding GISB's charter to include electric transactions would present unique challenges and complexities in the evolution of GISB as an institution, and would no doubt require the commitment of considerably greater financial and human resources in order to do the job properly.



**GAS INDUSTRY STANDARDS BOARD
BOARD OF DIRECTORS MEETING MATERIALS
DECEMBER 2, 1999**

5. 1999 MEMBERSHIP REPORT

- Attached is the most recent membership report for the GISB organization.
- Ms. Garcia and Ms. McQuade will update the Board on the efforts to increase membership.



**Gas Industry Standards Board
Membership list -- 1999
Prepared November 18, 1999**

End Users

- 1 Arizona Public Service Company
- 2 Boeing Co.
- new** 3 Bray and Associates
- new** 4 Calpine-EMI Marketing, LLC
- 5 Citizens Power Sales
- 6 Comprehensive Energy Services
- 7 Defense Energy Support Center
- 8 Entergy Services, Inc.
- 9 EUA Ocean State Corporation
- 10 Florida Power & Light Company
- new** 11 GPU Energy
- 12 International Paper
- 13 Midland Cogeneration Venture
- 14 Pennsylvania Power & Light Co.
- 15 Reliant Energy HL&P
- 16 Salt River Project Agricultural Improvement and Power District
- new** 17 Tennessee Valley Authority

Government

- 1 Department of Energy

Producers

- 1 Amoco Corporation
- 2 Burlington Resources
- 3 Cabot Oil & Gas Marketing Corp.
- 4 Chevron U.S.A. Production
- 5 Coastal Oil & Gas
- 6 Conoco, Inc.
- 7 CNG Producing Company
- new** 8 Crestar
- 9 Exxon Company, U.S.A.
- new** 10 Koch Exploration Company
- 11 Marathon Oil Company
- 12 Mobil Natural Gas, Inc.
- 13 Occidental Energy Marketing Inc. (OEMI)
- 14 PanCanadian Petroleum
- 15 PennzEnergy
- 16 Texaco Natural Gas, Inc.

LDCs

- new** 1 AGL Resources Inc.
- 2 Ameren Corporation
- 3 Baltimore Gas & Electric Co.
- 4 Cincinnati Gas & Electric (Cinergy)
- 5 Columbia Gas Distribution Co.
- new** 6 Conectiv
- 7 ConEdison
- 8 Consolidated Natural Gas
- 9 Consumers Energy
- new** 10 Energy North Natural Gas Inc.
- 11 Equitable Gas Company
- 12 Key Span Energy
- 13 Laclede Gas Co.
- 14 Michigan Consolidated Gas Co.
- 15 National Fuel Gas Distribution
- 16 NIPSCO Industries, Inc.
- 17 Nicor Gas
- 18 Northern States Power - Wisconsin
- 19 Northwest Natural Gas Company
- 20 Pacific Gas & Electric
- 21 PECO Energy Co.
- 22 Peoples Gas Light & Coke Co.
- 23 Providence Gas Co.
- 24 Public Service Electric & Gas
- new** 25 San Diego Gas & Electric Company
- 26 Southern California Gas Co.
- 27 Southern Connecticut Gas Co.
- 28 Southwest Gas Corporation
- 29 Southwestern Energy Company
- 30 Washington Gas Light Co.
- 31 Westfield Gas & Electric Light Dept.
- new** 32 Wisconsin Electric Power Company
- 33 Wisconsin Gas Company



**Gas Industry Standards Board
Membership list -- 1999
Prepared November 18, 1999**

Pipelines

- 1 Algonquin Gas Transmission
- 2 Alliance Pipeline Ltd.
- 3 ANR Pipeline Company
- new** 4 ATCO Pipelines
- 5 CNG Transmission Corp.
- 6 Colorado Interstate Gas Co.
- 7 Columbia Gas Transmission
- 8 Columbia Gulf Transmission Co.
- 9 El Paso Natural Gas Co.
- 10 Florida Gas Transmission Co.
- 11 Great Lakes Gas Transmission
- 12 Iroquois Gas Transmission System
- new** 13 Kansas Pipeline Company
- 14 Kern River
- 15 Koch Gateway Pipeline
- 16 Lone Star Pipeline Company
- 17 Mid Continent Market Center
- new** 18 Mid Louisiana Gas Company
- 19 Mississippi River Transmission
- 20 National Fuel Gas Supply Corp.
- 21 Natural Gas Pipeline Co of America
- 22 Northern Border Pipeline Co.
- 23 Northern Natural Gas Co.
- 24 NOVA Gas Transmission Ltd.
- 25 Oklahoma Natural Gas Company
- new** 26 Ozark Gas Transmission, L.L.C.
- 27 PG&E Gas Transmission
- 28 Panhandle Eastern Pipe Line Co.
- 29 Pemex Gas y Petroquimica Basica
- 30 Portland Natural Gas Transmission System
- 31 Questar Pipeline Co.
- 32 Reliant Energy Gas Transmission Company
- 33 Sabine Pipe Line Company
- 34 Southern Natural Gas Co.
- 35 Tejas Offshore Pipelines
- 36 Tennessee Gas Pipeline
- 37 Texas Eastern Transmission Corp

- 38 TransCanada Pipelines
- 39 Transok, Inc.
- 40 Transwestern Pipeline Co.
- 41 Trunkline Gas Company
- new** 42 Vector Pipeline L.P.
- 43 Viking Gas Transmission Company
- new** 44 Westcoast Energy Inc.
- 45 Williams Gas Pipelines
- 46 Williston Basin Interstate Pipeline

Services

- new** 1 AEP Energy Services, Inc.
- 2 Andersen Consulting LLP
- 3 Altra Energy Technologies, L.L.C.
- 4 Aquila Energy
- new** 5 Baker & Botts, L.L.P.
- new** 6 British Columbia Power Exchange Corp.
- new** 7 CGI Group
- 8 Coral Energy Resources, L.P.
- new** 9 Cynthia Corcoran Attorney at Law
- 10 DC Systems, Inc.
- 11 Deloitte & Touche Consulting Group
- 12 Dynegy Marketing and Trade
- 13 Dynegy Inc.
- new** 14 ECOM Worldwide
- 15 Elite Computer Consultants
- 16 EDS
- new** 17 Energy Solutions International
- 18 EnFORM Technology, LLC
- 19 Engage Energy
- 20 Enron Administrative Services Corp.
- 21 Enron Capital & Trade Resources
- 22 Ernst & Young
- new** 23 Enserch Energy Services, Inc.
- 24 GE Information Services
- 25 Group 8760, LLC
- 26 Hatch Associates Limited



Services (Continued)

- 27 IBM Corporation
- 28 Idaho Power Company
- 29 Koch Midstream Services Co.
- 30 K N Energy, Inc.
- 31 Latitude Technologies
- new** 32 Merchant Energy Group of the Americas, Inc.
- new** 33 Merrill Lynch Capital Services, Inc.
- new** 34 Microsoft Inc.
- 35 Multisoft Consulting Corporation
- 36 National Registry of Capacity Rights
- new** 37 Network Associates Inc.
- new** 38 North Atlantic Utilities, Inc.
- new** 39 Northeast Gas Markets, LLC
- 40 NrG Information Services, Inc.
- new** 41 O'Hara Law Office
- new** 42 PaperFree Systems, Inc.
- 43 Pepco Gas Services
- 44 PG&E Energy Trading
- new** 45 Price Waterhouse Coopers LLP
- 46 ProLiance Energy, L.L.C.
- new** 47 Proxicom, Inc.
- 48 Reliant Energy Services, Inc.
- new** 49 Sapient Corporation
- 50 Skipping Stone Technologies
- new** 51 Southern Company Energy Marketing
- new** 52 Sprague Energy Corp.
- 53 Sterling Commerce
- 54 Stuart Maudlin
- 55 Superior Natural Gas Corporation
- 56 Tractebel Energy Marketing, Inc.
- 57 TransEnergy
- new** 58 Utility Partners, Inc.
- new** 59 U.S. Energy Services, Inc.
- new** 60 Valmet Automation, Inc.
- 61 Williams Energy Services Co.
- 62 Wright, Logue & Associates

The designation of "new" next to a company indicates that it is a first year member of GISB.



Gas Industry Standards Board

1999 Members who have not renewed membership for 1999

Prepared November 18, 1999

#	Member Company	Notes	Contact	Phone	Fax
1	Fina Oil & Chemical	Producer	Wade Hobbs	214-890-1872	214-890-1999
2	Phillips Petroleum Co.	Producer	Virgil Spurgeon	713-669-7993	713-669-3595
3	Vastar Resources, Inc.	Producer	Norma Rosner	281-584-6000	281-584-3551
4	The SABRE Group	Services	Steve Kretsch	817-967-1121	817-963-2331
5	Midcon Gas Services Corp.	Services	Steven Salato	713-963-3800	713-964-5781
6	Mitchell Gas Services, Inc.	Services	Gene Veselka	713-377-7282	713-377-7277
7	Columbia Energy Services	Services	Dick Manson	412-873-1400	412-873-1411
8	Mobile Bay Pipeline Company	Pipeline	Sandra Barnett	713-544-5732	713-544-4990
9	Altra Streamline, L.L.C.	Services	Sylvia Munson	713-210-8169	713-210-8004
10	Piedmont Natural Gas Co.	LDC	Kenneth Valentine	704-364-3120	704-364-8320
11	Colonial Gas Company - NEGA	LDC	John Harrington	978-322-3440	978-459-2314
12	Northwest Pipeline Corporation	Pipeline	Jeff McNeal	801-584-7138	801-584-6950
13	Texas Gas Transmission Corp.	Pipeline	Kathy Kirk	502-688-6900	502-683-5657
14	Transcontinental Gas Pipe Line	Pipeline	Leneva Aschermann	713-215-4365	713-215-4620
15	Williams Natural Gas Co.	Pipeline	Jim Harder	918-588-3865	918-588-3876
16	National Utility Investors	LDC	Frank Bahniuk - Retired	908-719-4230	908-781-2794
17	American Electric Power	End User	William Wotring	614-223-3642	614-220-4848
18	New England Power Company	End User	Linda Doering	508-389-2581	508-898-3952
19	Enogex, Inc.	Pipeline	Michael Walker	405-557-5220	405-530-7410
20	Producers Energy Marketing, LLC	Producer	Alan McLaurin	281-583-6299	281-583-4353
21	Connecticut Natural Gas Corp.	LDC	Edna Karanian	860-727-3505	860-727-3500
22	IHS Energy	Services	Tim Wise	713-840-8282	713-599-9121
23	MidAmerican Energy Company	LDC	Tom Gesell	712-277-7441	712-252-7343
24	Duke Solutions, Inc.	Services	Deborah A. Custer	704-373-4222	704-373-4321



1999 Membership Statistics As of November 18, 1999

MEMBERSHIP STATISTICS:

Membership at the end of 1998:	164	
Non-renewing members in 1999:	24	15%
Base of membership beginning in 1999:	140	
New members in 1999:	35	
Membership Roster for 1999 To Date:	175	

SPONSORSHIP STATISTICS:

Sponsorship Funds Remaining in 1997:	\$420,000
Sponsorship Funds Used to Pay 1997 Dues:	\$64,000
Sponsorship Funds Donated in 1997:	\$258,000
Sponsorship Funds Remaining for 1998:	\$98,000
Sponsorship Funds Used to Pay 1998 Dues	\$30,500
Sponsorship Funds Remaining for 1999:	\$67,500
Sponsorship Funds Used to Pay 1999 Dues:	\$17,500
Sponsorship Funds Remaining for 2000:	\$50,000

SEGMENT STATISTICS:

	End Users	LDCs	Pipelines	Producers	Services	Government	Total
Number of Members	17	33	46	16	62	1	175
Percentage of Overall Membership	9.7%	18.9%	26.3%	9.1%	35.4%	0.6%	100%
1999 Membership Dues Amount	\$74,000	\$144,000	\$213,000	\$77,500	\$257,000	\$5,000	\$770,500
Dues Paid in 1999	\$74,000	\$137,000	\$188,000	\$65,000	\$212,000	\$5,000	\$681,000
Dues Paid by Sponsorship Funds	\$0	\$0	\$5,000	\$2,500	\$10,000	\$0	\$17,500
Dues "In Kind"	\$0	\$0	\$20,000	\$0	\$25,000	\$0	\$45,000
Dues Outstanding	\$0	\$7,000	\$0	\$10,000	\$10,000	\$0	\$27,000
Sponsorship Funds Remaining for 1999	\$0	\$7,000	\$14,000	\$27,000	\$2,000	\$0	\$50,000