



Gas Industry Standards Board

1100 Louisiana, Suite 4925, Houston, Texas 77002

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

Home Page: www.gisb.org

via email & posting on the GISB Home Page

TO: GISB Contract Subcommittee Participants & Posting for Interested Industry Participants

FROM: Rae McQuade, Executive Director
Diane McVicker, Co-Chairman, GISB Contracts Subcommittee
Cary Metz, Co-Chairman, GISB Contracts Subcommittee

RE: Announcement of the First Meeting of the Contracts Subcommittee - April 24, 2000

DATE: March 24, 2000

Dear GISB Members and Interested Industry Participants,

With the Board adoption of the 2000 Annual Plan, the Contracts Subcommittee was assigned three action items:

- Build an electronic contract from the short-term base contract for purchase and sales of natural gas, assigned for completion for the third quarter
- Modify the short-term base contract for purchase and sales of natural gas based on several years' use, assigned for completion for the second quarter
- Contracts Request No. R98019 - Development of a Standard/Model Long Term Base Contract for Purchase and Sales of Natural Gas, assigned for completion for the fourth quarter

The subcommittee will first address changes to the short-term base contract and directly follow that effort with the development of the long-term base contract. During the first meeting, changes in clauses as identified in submitted work papers, will be considered in clause order.

The first meeting of the group is a conference call scheduled for April 24 from 1:00 p.m. to 5:00 p.m. central. The co-chairs for this effort are Cary Metz and Diane McVicker. Their contact information can be found below:

Cary Metz Midland Cogeneration Venture
Energy Contract Administrator
Phone: 517-839-6015
Fax: 517-839-6793
email: cdmetz@midcogen.com

Diane McVicker Salt River Project
Principal Fuel Supply Analyst
Phone: 602-236-4315
Fax: 602-236-4322
email: dbmcvick@srpnet.com

Please join me in thanking Midland Cogeneration Venture, Salt River Project, Ms. Metz and Ms. McVicker for volunteering their time to lead this effort. **If you or other representatives of your company would like your email address to be maintained on an email distribution list for this subcommittee, please forward your name, email address, phone and fax to the GISB office.** GISB follows a privacy policy and will not provide your email address to other groups for their use.



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A draft agenda and call for work papers follow. We look forward to seeing you at the meeting. If you intend to attend this conference call, please email the GISB office so that the phone number for the conference call and compilation of work papers can be emailed to you.

Best Regards,

Rae McQuade



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GAS INDUSTRY STANDARDS BOARD CONTRACTS SUBCOMMITTEE MEETING

1:00 to 5:00 p.m. central, Monday April 24, 2000

CONFERENCE CALL ANNOUNCEMENT & AGENDA

The Contracts Subcommittee will meet via conference call on Monday, April 24, 2000 from 1:00 p.m. to 5:00 p.m. Those participants that have emailed the GISB office, communicating their intent to attend this meeting will be emailed the phone number, conference leader, pass code and relevant compiled work papers. **Please notify the GISB office by Friday, April 21 of your intent to attend so that materials can be forwarded to you.**

For this meeting, work papers outlining the changes necessary to the short term base contract should be forwarded via email to the GISB office (gisb@aol.com) by April 12. The work papers will be emailed out to the attendees and posted on the home page (www.gisb.org) by April 17. In a subsequent meeting, a similar procedure will be used for changes to the base contract for the development of a long-term contract. I look forward to hearing from you on April 24. Please feel free to call the GISB office should you have any questions or comments.

DRAFT AGENDA

1. Welcome
 - Welcome to members and attendees
 - Antitrust Guidelines
 - Adoption of Agenda
 - Adoption of Diane McVicker & Cary Metz as co-chairs
2. Task Force Process
 - Scope of the subcommittee effort
 - Process to be used by the subcommittee
3. Review of Changes Submitted for the Short Term Base Contract
 - Identification of work papers
 - For each change identified, in clause order:
 - Review of change(s) for the clause
 - Discussion of language offered
 - Vote on language offered
4. Preparation of Recommendation to the Executive Committee for changes to the short term base contract
 - Format of the recommendation
 - Timing for submittal to the Executive Committee and distribution for industry comment
5. Wrap-up
 - Assignments and deadlines
 - Next meeting arrangements and agenda items