



Gas Industry Standards Board

1100 Louisiana, Suite 3625, Houston, Texas 77002
Phone: (713) 356-0060, Fax: (713) 356-0067, E-mail: gisb@aol.com
Home Page: www.gisb.org

Via email and posting

TO: GISB Contract Subcommittee Draft Team
FROM: Rae McQuade, Executive Director
Cary Metz, Co-Chairman, GISB Contracts Subcommittee
RE: **Drafting Team Meeting - May 21, 22 and 23, 2001**
DATE: May 16, 2001

Dear GISB Contracts Subcommittee Drafting Team Participants,

This is a meeting of the drafting team of the Contracts Subcommittee (see attached list). There is no agenda for the meeting, nor will minutes be taken. The work product of this group will be the revised base contract for short term sales and purchases of natural gas. The group has a very specific charge to take the concepts supported by the Contracts Subcommittee for changes to the short term base contract and provide language for those concepts in the contract. New issues or debates over existing issues for which the subcommittee has already determined a conceptual response should be addressed by the whole subcommittee. Once the drafting team has completed the language changes to the base contract, the revised contract will go through a final review by the entire subcommittee and a vote before it is sent out for industry comment.

The meeting specifics are:

Date/Time:	Monday, May 21 - 1:00 p.m. to 5:00 p.m. Tuesday, May 22 -- 9:00 a.m. to 5:00 p.m. Central Wednesday May 23 - 9:00 a.m. to Noon Central
Location:	Williams Tower Level 6 - Laurel Room (check in on Level 2) 2800 Post Oak Blvd. Houston, Texas

GISB thanks the volunteers on the drafting team for providing language to support the agreed upon concepts and Williams for hosting the meeting. The base contract has experienced wide industry use, and with the changes proposed, should be a more valuable industry tool.

Best Regards,

Rae McQuade



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GAS INDUSTRY STANDARDS BOARD CONTRACTS SUBCOMMITTEE DRAFTING TEAM

Name	Company
Roy Robertson	
Mitch Dutton, Cathy Szasz, Patty McLaughlin, Janis Shaffer	AEP
Jeff Kirk	Allegheny Power
Carolyn Hazel	Conoco
Dennis Lane	Coral Energy
Margaret Lester	Dynegy (not confirmed)
Stacey Dickson	Enron
Vernon Sevier, Matt Cross	ExxonMobil
John Ebner	Florida Power and Light
Cary Metz	Midland Cogeneration Ventures
Tracy Ruffeno	PanCanadian Energy Services
Anne Lovett	PPL
Dede Russo, Paramy Graf, Rhonda Alphin, Jennifer Minnis	Reliant
Mark Rae	Stroock & Stroock & Lavan
David Hollingsworth	Williams
Jeff Komarow	Wright Law



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LOCATION INFORMATION AND NEARBY HOTELS

Williams is pleased to host the May 21 – 23, 2001 meetings in our offices adjacent to Houston's Galleria shopping mall.

Location: Williams Tower - Level 6 – Laurel Room (check in on Level 2)
2800 Post Oak Blvd.
Houston, TX 77056

Williams' offices are located next to the Galleria near the intersection of Westheimer and the Loop 610. Directions from George Bush Intercontinental Airport are below.

Parking: Park in the parking garage in the visitor's parking area and take the elevator to Level 3 – Tower Entrance. Note: this is the same thing as Level 2 in the building. Check in at the Level 2 Receptionist.

Contacts: **Dale Davis** 713-215-2396
Dorothy Stewart 713-215-3722

(During the meeting, Dale and / or Dorothy will be able to receive and relay messages for participants.)

Food: Williams will provide a continental breakfast in the morning and snacks in the afternoon. For lunch, we suggest taking advantage of the numerous eating establishments in the Galleria, a short walk from our office. They include Chili's, Beck's Prime, The Cheesecake Factory, Ninfa's, Orient Express, and many others. OR, you may eat in Williams' cafeteria (on level 5).

Hotels: There are two hotels connected to the Galleria and the Williams Tower via a walkway. They are within easy walking distance.

Westin Oaks	713-960-8100	5011 Westheimer
Westin Galleria	713-960-8100	5060 West Alabama

There are many other hotels in the Galleria area, including:

Embassy Suites Galleria	713-626-5444	2911 Sage Road
Doubletree Post Oak	713-961-9300	2001 Post Oak
Red Lion Hotel	713-961-3000	2525 West Loop S.

General: Williams is a business casual attire atmosphere. The Williams Tower is a no smoking zone; smokers are accommodated on the eighth floor of the parking garage.

Directions: Directions from Intercontinental Airport to Williams Tower

From Bush Intercontinental Airport, follow the signs for the airport exit by taking JFK Boulevard south about 1 mile to the North Belt. Turn right onto the North Belt and proceed west about 3 miles to Interstate 45. Follow the signs for Interstate 45 South and proceed 8-10 miles to Interstate 610. Stay to the right to take I-610 West. Proceed along I-610 West (about 3 miles). Move to the left to stay on I-610 as it turns to the south, and proceed to the Westheimer Road exit (about 5 miles). Turn right onto Westheimer, and then turn left at the first traffic light (which is just past Dillard's) onto Post Oak Boulevard. Go past Williams Tower on your right and turn right onto Hidalgo (the second street). Take the first right turn (immediately after passing our famous Waterwall) to get to the parking garage.