



# Gas Industry Standards Board

1100 LOUISIANA, SUITE 4925  
HOUSTON, TEXAS, 77002

PHONE - (713) 757-4175, FAX - (713) 757-2491, email gisb@aol.com

January 5, 1998

**TO:** GISB Membership and posting on the home page for interested industry participants

**FROM:** Rae McQuade, Executive Director

**RE: MEETING ANNOUNCEMENT FOR THE CONTRACTS TASK FORCE FOR THE GAS DAY TRADES**

The second meeting for development of the gas day trades contract (please refer to request R97096 which can be downloaded from the home page in the "REQUESTS FOR STANDARDS" area) will be held on:

- ✓ Date: January 9, 1998
- ✓ Time: 9:00 a.m. to 5:00 p.m.
- ✓ Place: El Paso Energy  
1001 Louisiana Street, 25th Floor conference room  
Telephone: (713) 757-4175

Visitors can check in at either the East or West first floor entrances to the building and have security call Trevy Mulvany at ext. 2074 to reach the lobby elevators to proceed to the 25th floor.

Should you require hotel accommodations, there are a couple of hotels conveniently located near El Paso Energy: Hyatt Regency (713-654-1234), Doubletree (713-759-0202) and the Four Seasons (713-650-1300).

Messages for attendees may be left with Trevy Mulvany at (713) 757-2074. In case of urgency, please contact Dalia Alejos at (713) 757-4175 and the messages will be personally delivered.

If you choose to monitor the meeting via conference call, please call the GISB office, (713) 757-4567, and Jo Ann Garcia will supply you with the conference calling number and password.

For meeting arrangement purposes, please RSVP to Jo Ann Garcia at 713-757-4567 or email address GISB4@aol.com no later than end of business January 8.

The working papers for this meeting are the draft minutes and posted changes to the proposed contract and the request R97096. The request R97096 can be downloaded from the GISB home page ([www.gisb.org](http://www.gisb.org)) in the "REQUESTS FOR STANDARDS" area. The workpapers and draft minutes can be downloaded from the GISB home page ([www.gisb.org](http://www.gisb.org)) in the "CONTRACTS SUBCOMMITTEE" area under the January 9 meeting, and the draft minutes are under the December 5 meeting. The draft agenda is attached.

We look forward to your attendance at the meeting.



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## **GAS INDUSTRY STANDARDS BOARD CONTRACTS TASK FORCE ON DAY TRADES**

**EL PASO ENERGY, HOUSTON, TEXAS  
JANUARY 9, 1998**

### **DRAFT AGENDA**

1. Administrative:
  - ✓ Welcome
  - ✓ Antitrust Advice
  - ✓ Roll Call
  - ✓ Adoption of Agenda
  - ✓ Adoption of Draft Minutes
2. Review of Proposed Contract Sequentially, Line by Line and Page by Page
  - ✓ Identification of suggested changes
  - ✓ Discussion of suggested changes
  - ✓ Recommended Language Drafted
3. Discussion on next meeting
4. Adjourn