



Gas Industry Standards Board

1100 LOUISIANA, SUITE 4925
HOUSTON, TEXAS, 77002

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

November 25, 1997

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

FROM: Rae McQuade, Executive Director

RE: FIRST MEETING OF 1997 FOR THE CONTRACTS TASK FORCE FOR THE GAS DAY TRADES

The first meeting in 1997 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: December 5, 1997
- ✓ Time: 2:00 p.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 Veronica Thomason 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) 757-4175, and Veronica Thomason will supply you with the conference calling number and password.

For meeting arrangement purposes, please RSVP to Veronica Thomason at the above phone or email address no later than end of business December 3.

If this effort parallels the effort for development of the base contract for short term purchases and sales of natural gas, and the effort for development of the funds transfer agency agreement, the effort should be completed in four or five meetings with at least two of the meetings held via conference call. This effort is scheduled to be completed by the first quarter 1998.

The working papers for this meeting are those within request R97096. The request R97096 and accompanying work papers can be downloaded from the GISB home page (www.gisb.org) in the "REQUESTS FOR STANDARDS" area. The draft agenda is attached.

- Suggested materials to have for this meeting:
- The Base Contract for Purchase and Sales of Natural Gas
 - Request number R97096
 - Draft Proposed Language attached to request

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
DECEMBER 5, 1997**

DRAFT AGENDA

1. Administrative:
 - ✓ Welcome
 - ✓ Antitrust Advice
 - ✓ Roll Call
 - ✓ Adoption of Agenda
 - ✓ Confirmation of Bill Hebenstreit of El Paso Energy and Mike Wallace of American Electric Power as co-chairs
2. Review of Request R97096:
 - ✓ Explanation of the Request by the requester
 - ✓ Explanation of how the process is in use today
 - ✓ Review of the proposed language contract attached to the request
3. Planning
 - ✓ Plan for review of suggested changes from R97096
 - ✓ Drafting of recommendation for R97096
 - ✓ Requests for volunteers to complete assignments for further work with dates for completion
4. Review
 - ✓ Review of suggested changes from R97096
5. Discussion on next meeting
6. Adjourn