



# Gas Industry Standards Board

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TO: GISB Executive Committee Members

FROM: Rae McQuade, Gas Industry Standards Board Executive Director

RE: Scheduling of Meetings

Our office has recently experienced difficulties in scheduling meetings -- specifically scheduling meetings concurrently, which has disadvantaged several members who would expect to attend both meetings, or in some isolated cases three meetings.

Attached is a schedule showing meetings schedules by work week. For example:

- ✓ The Executive Committee typically meets on the third Thursday of each month
- ✓ The BPS meets each Thursday that does not conflict with the EC.
- ✓ The Interpretations Subcommittee meets the second and fourth Fridays of each month, when needed.
- ✓ The Information Requirements Subcommittee meets the third Tuesday and Wednesday of each month, immediately preceding the EC meeting on the following Thursday.
- ✓ The EBB Internet Implementation Task Force has asked to have three meeting days per month -- two consecutive days and the third Friday of each month following the EC meeting. For the sake of the example, I have identified the two consecutive days as the first Tuesday and Wednesday of each month.

With this example, as few as 9 full days are free (in the case of February) and as many as 12 full days are free to accommodate the other task forces and subcommittees that meet monthly:

- |   |                              |   |
|---|------------------------------|---|
| ✓ | Title Transfer Tracking      | 2 to 3 days per month, some consecutively |
| ✓ | Imbalances Subcommittee      | two half days per month, two weeks apart  |
| ✓ | ANSI Compliance Team         | 2 days per month consecutively            |
| ✓ | Technical Subcommittee       | 1 day per month typically                 |
| ✓ | Allocation Grid Data Team    | 1 day per month                           |
| ✓ | Future Technology Task Force | 1 to 3 days per month, some consecutively |

Other groups that meet on an irregular basis, such as the Process Subcommittee and Triage Subcommittee will be slotted into the calendar, time permitting. Groups such as the Editorial Review Board, Annual Plan Committee and Board will meet as needed. The plan allows for the most restrictive dates -- 9 free days rather than 12. The additional days can be used to accommodate these meetings with a possible shift in those months for regularly scheduled meetings that conflict, say with the Board meetings. The new groups, such as efforts in the Contracts Subcommittee and the Cross Contracts Ranking Group could not begin until another group, such as the Imbalances Subcommittee or the Title Transfer Tracking Group had completed its work and freed up the days.



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As an example using nine full days plus the half days allotted to us through the calls of the BPS and Interpretations, one analysis is:

## Free Meeting

Days	Days	Description
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9

Free Days Remaining

- |   |   |
|---|---|
| 3 | With the work load facing the Future Technology Task Force, they will probably need two or more likely three days per month in the short term, in order to be responsive to the requests from the EII task force. |
| 3 | For the Title Transfer Tracking Task Force, they will also in the short term need probably three days per month in order to wrap up their work.   |
| 1 | Technical Subcommittee  |
| 1 | Allocation Grid Data Team   |
| 1 | ANSI Compliance Team -- this may actually be able to overlap due to few if any common members with other task forces and subcommittees  |

Imbalances Subcommittee can be scheduled for half days, such as with the Interpretations Subcommittee, the second and fourth Fridays, from 1:00 p.m. to 5:00 p.m.

ANSI Compliance team could accommodate its second day through half days available from the Thursdays scheduled for BPS.

While this approach limits the overlaps, it is still using all days available and does not leave any time for preparation for those individuals who try to cover all GISB meetings. The alternatives are:

- ✓ Continue as we do today, and allow for overlapping meetings
- ✓ Reduce the number of active task forces
- ✓ Reduce the number of days active task forces can meet

I appreciate the efforts that all volunteers put into the GISB process, but with our current load of work and the limited number of days available, some action is required to better apportion the work load and recognize work priorities.

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# Any Month - Times Central

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	Monday	Tuesday	Wednesday	Thursday	Friday	
Week One	<i>Technical Task Force - All day</i>	EII Meeting All Day	EII Meeting All Day	BPS 3:00 - 5:00 p.m.	<i>Title Transfer TRacking - all day</i>	
Week Two	<i>Allocation Grid Data Team - All Day</i>	<i>Future Technology Task Force - all day</i>	<i>Future Technology Task Force - all day</i>	BPS 3:00 - 5:00 p.m.	Interpretations 10 am to Noon <i>Imbalances Task Force - 1:00 p.m. to 5:00 p.m.</i>	
Week Three	<i>ANSI Compliance Team - all day</i>	IR Meeting All Day	IR Meeting All Day	EC Meeting all day	EII Meeting All Day	
Week Four	<i>Future Technology Task Force - all day</i>	<i>Title Transfer Tracking - all day</i>	<i>Title Transfer Tracking - all day</i>	BPS 3:00 - 5:00 p.m.	Interpretations 10 am to Noon <i>Imbalances Task Force - 1:00 p.m. to 5:00 p.m.</i>	