



Gas Industry Standards Board

1100 Louisiana, Suite 3625, Houston, Texas 77002

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Home Page: www.gisb.org

TO: Executive Committee (EC) Members
Posting for Interested Industry Participants

FROM: Rae McQuade, Executive Director

RE: Final Minutes from the Executive Committee (EC) Meeting - August 23, 2001

DATE: October 3, 2001

GAS INDUSTRY STANDARDS BOARD
GISB EXECUTIVE COMMITTEE MEETING
AUGUST 23, 2001
FINAL MINUTES

1. Administrative

Mr. Buccigross opened the meeting and thanked Ms. King, Mr. Shahan and Dominion for hosting the meeting. He welcomed Mr. Schwecke of SoCal Gas as a new EC member representing the LDC segment. The agenda was adopted with changes to include the publication date recorded on the version 1.5 documents, a discussion of the publication process and an update of the DOE meeting held earlier in the month. The minutes of June 14, 2001 were approved with the redlined changes submitted accepted and an additional change to correct the redlines submitted. The meeting is transcribed by Ms. Lisa Bauer of Lana M. Byer & Associates. To order transcripts, please contact the GISB office at 713-356-0060.

2. Subcommittee Updates

Ms. Van Pelt provided the update from the Business Practices Subcommittee (BPS). They have no outstanding requests. Ms. Patton was welcomed as the BPS co-chair representing the end user segment. The producer segment should provide a co-chair to represent its segment.

Mr. Scheel gave the update from the Contracts Subcommittee. The identification and drafting of language to address changes to the base contract for short term sales and purchases of natural gas has concluded. The key open issue remaining is whether there should be a joint contract with provisions that address both long term and short term durations, or if the documents should be separate.

Mr. Spangler provided the update for the Electronic Delivery Mechanisms (EDM) Subcommittee. His update was focused on the Sandia Report and the recommended standards changes, which will be covered in agenda item 3.

Mr. Shahan provided the update for the Future Technology Task Force. He noted that the review of the minimal technical characteristics for web sites has concluded and is posted on the web site. It was concluded after the cutoff for inclusion in the version 1.5 standards manuals. The document is considered a "work in progress", and will be maintained and will be submitted at a later date for approval by the EC and forwarded for inclusion in the next version of the EDM standards manual.

Mr. Whatley provided the update for the Information Requirements Subcommittee. They have concentrated their efforts on the development of data dictionaries and related documents for response to the FERC Order 637 transactional reporting requirements. They expect only one more meeting before the transactional reporting work concludes, after which they will return to the backlog of items assigned to IR.



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Ms. Van Pelt provided the update on the Technical and ANSI Subcommittees. The Technical Subcommittee is currently addressing issues for the storage report, after which they will turn their attentions to imbalance netting and trading. The ANSI Subcommittee has been inactive. There are a few GISB requests pending at DISA (the secretariat for the ANSI ASC X12 Committee).

Related to ANSI, Ms. McQuade noted that Dick Brooks was awarded a meritorious service award by ANSI for his work on standards development. GISB initiated the request for Mr. Brooks' award. He will be honored at an ANSI dinner in Washington D.C. celebrating World Standards Day. Also related to ANSI, the work that has been underway in the GISB office regarding ANSI Accreditation of GISB as a Standards Development Organization should result shortly in its approval and recognition by ANSI. This is a significant milestone for GISB - one that provides a well respected, widely recognized and independent vetting of our organization's processes as a credible, open and fair.

Ms. Van Pelt provided the update of the XML Subcommittee activities. There has been a delay in the testing of the short-term contract XML transactions because of the inability of the pilot testers to provide the necessary time to perform the test. Because of the delay, the subcommittee turned its attention to development of an XML transaction to test for scheduled quantities. No pilot testers have yet been identified for this transaction.

3. Version 1.5 Publication Date

Ms. Calcagno noted that the publication date in the version 1.5 standards is incorrect. It is noted as June 18, 2001. June 18 was the date that the last minor corrections were accepted for the standards manuals. June 15 was the final date for the ratification ballots of the standards to be included in the version 1.5 manuals. An errata will be prepared noting the correct date for publication as August 18, 2001. The errata will be posted with the standards and it will be provided with every CD that is ordered from the GISB office. When the standards are forwarded to the FERC, the publication date will be noted as August 18, 2001.

This publication date has a direct impact on the implementation of Title Transfer Tracking (TTT) standards.

4. New Standards

Mr. Spangler reviewed the recommendation responding to the Sandia Surety Assessment Report, which includes 35 different recommendations. Ms. Hess made the motion seconded by Ms. Munson to adopt the recommendation. Ms. Davis noted some typographical errors.

Ms. Hess reviewed the proposed changes outlined in Enron's comments. Each change was discussed and the EC and the movants supporting making the change. Following are some of the changes that were suggested. First, GISB principle 4.1.1 will be deleted. Second, in finding 7.2.2, the title "Major functions of the EDM" will be changed to "Major Functions of Internet EDM covered by the Standards". The language for findings 7.2.3, 7.2.4 and 7.2.7 were altered to read: "GISB appreciates Sandia's recommendation but the language recommended by Sandia changes GISB's original intent, and GISB does not plan at this time to take any action. The resources required to implement the recommendation are not insignificant and exceed the benefits that would be achieved from implementing such change. Moreover, the risk assessed is minimal."

It was determined to send the report back to the subcommittee so that a recommendation can be crafted that shows the specific changes to the EDM standards manual in the format prepared by BPS, IR and Technical Subcommittees, so that it can be more easily implemented into the standards manuals for the next publication.



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For finding 7.3.8, the suggestions were extensive. After discussion, the EC referred the item back to EDM for further work. In finding 7.4.1, it was decided that the renumbering of the manual's pages would be beneficial, and it should be done. The formatting of standards as noted in finding 7.4.2 should be reviewed again. For finding 7.4.4, it was determined that there should be reference to the FAQ so that it is easier to find it. For finding 7.4.7, for consistency, the formatting of the response should follow the other "FROM-TO" formats.

The motion was withdrawn and a new motion by Ms. Van Pelt and seconded by Mr. Sappenfield to send the recommendation back to the EDM subcommittee to take into account the changes discussed at today's meeting and to prepare a revised recommendation including redlined portions of the EDM manual, which would be brought back to the EC for its consideration. There was no opposition. (M1)

5. Publication of Version 1.5 of the Standards Manuals

There was extensive discussion on the process used to publish version 1.5 of the standards manuals, which can be reviewed via the transcripts. It was noted that there was a two month period between the acceptance of the last minor correction (June 18, 2001) and the availability of the manuals (August 18, 2001) which was not acceptable to many of the participants. It was also noted that a July 31 publication date had been previously decided by the Executive Committee and that two years between version was also unacceptable (July 31, 1999 to August 18, 2001). After discussion, Ms. Chezar made the following motion that was seconded by Mr. Spangler: Create a Publication Process Review Task Force, reporting to the EC, that would report back to the EC at its October meeting. The task force would conclude its work no later than December 2001.

6. Other Business

Mr. Boswell reviewed the activity by the Board in consideration of EISB. In requests from EC members on where the information was posted regarding the DOE meeting recently held. Ms. McQuade noted that it could be accessed from the main page via the "Energy Industry Standards Board" title.

7. Adjourn

The motion to adjourn was made by Ms. Patton and seconded by Mr. Griffith. All were in favor. The meeting adjourned at 1:55 p.m. eastern.



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8. Executive Committee Attendance & Voting Record

	Present
End Users:	
Bill Hebenstreit	Ballot
Diane McVicker	Y
Dona Gussow	Ballot
Kelly Daly	Y
Tina Patton	Y
LDCs:	
Dolores Chezar	Y
Mike Novak	Y
Chris Maturo	Y
Rodger Schwecke	Y
Steve Sullivan	Y
Pipelines:	
Bill Griffith (phone)/Randy Young	Y
Dale Davis	Y
Theresa Hess	Y
Kim Van Pelt	Y
Mark Gracey	Y
Producers:	
Paul Keeler	Ballot
Lauren Kaestner	Ballot
Richard Smith	Y (phone)
Mike Johnson	N
Scott Brown	N
Services	
Jim Buccigross	Y
Leigh Spangler for Carl Caldwell	Y
Keith Sappenfield	Y
Mark Scheel	Y
Sylvia Munson	Y



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9. Other Participation

Administrative: Rae McQuade - Executive Director
JoAnn Garcia - GISB Staff
Veronica Thomason - GISB Staff
Bill Boswell - Chairman, GISB Board of Directors

Observers to the Meeting:

Name	Company	GISB Member
Arnaut, Miriam	American Gas Association	
Bragg, Audrey	Washington Gas	Y
Burch, Kathryn	Texas Eastern	Y
Calcagno, Suzanne	Enron North America	Y
Gwilliam, Tom	Iroquois Gas Pipeline	Y
Keeler, Jon	Great Lakes Transmission	Y
King, Iris	Dominion Gas Transmission	Y
McMahon, Gina	BTUWatch.com	Y
Paulson, Laurie	Hoffman-Paulson Associates	Y
Shahan, Mike	Dominion, Peoples Natural Gas	Y
Whatley, Pete	Dynegy	Y
Zuroff, Adele	Colorado Interstate Gas	Y