



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 – October 11, 2001

DATE: December 3, 2001

GAS INDUSTRY STANDARDS BOARD
GISB EXECUTIVE COMMITTEE MEETING
OCTOBER 11, 2001
FINAL MINUTES

1. Administrative

Mr. Buccigross opened the meeting and thanked Mr. Griffith and the El Paso Western Pipelines for hosting the meeting. Ms. McQuade announced the EC members and alternates in attendance. Mr. Costan provided the antitrust charge governing the conduct of the meeting. The agenda was adopted with no change. The minutes of August 23 were adopted with changes provided by Ms. Davis and Ms. Hess and corrections from Mr. Buccigross. The meeting is transcribed by Ms. Sylvia Noneff of Coffman Report and Litigation Support, Inc. To order transcripts, please contact the GISB office at 713-356-0060.

2. Subcommittee Updates

Ms. Van Pelt noted that there are no pending requests considered by the Business Practices Subcommittee (BPS).

Mr. Scheel gave the update from the Contracts Subcommittee. The short-term base contract for purchases and sales has been reviewed and changes have been made to it to reflect common usage of the contract, and additional modifications have been made to remove the reference to short-term. It should be sent out for industry comment shortly, and it is expected that it will be presented to the EC at its December meeting. Development of the Canadian addendum is underway.

Mr. Spangler provided the update for the Electronic Delivery Mechanisms (EDM) Subcommittee. His update was focused on the Sandia Report and the changes requested by the EC to the recommendations. The revised recommendation should be sent out for comment again and presented to the EC in December. Mr. Shahan provided the update for the Future Technology Task Force (FTTF). He noted that there are no open issues in front of the FTTF and they have not held a meeting since the last EC meeting.

Mr. Whatley provided the update for the Information Requirements Subcommittee (IR). It has completed the substantive issues on the development of data dictionaries and code values dictionaries for the transactional reporting requirements enumerated in FERC Order 637 and has forwarded the work to date to the Technical Subcommittee. Mr. Scheel suggested that the web site development of the transactional reporting be expedited and not delayed for consideration while the EDI X12 development is underway. Mr. Whatley noted that the code assignments could be expedited via a joint IR/Technical Subcommittee conference call, which would achieve the same result. Ms. Van Pelt supported Mr. Whatley's direction, but was not as confident that the standards could be ready for industry comment and consideration at the December EC meeting. Mr. Buccigross noted that the recommendations could come forward at



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the December EC meeting for consideration, which would result in final actions early in 2002, or they could come forward early in 2002 which would result in a late first quarter 2002 final action. It was determined to let Technical Subcommittee and IR work together as expeditiously as possible to bring forward the recommendation on transactional reporting. IR is now addressing request R97058.

Ms. Van Pelt provided the update on the Technical and ANSI Subcommittees. The Technical Subcommittee is currently concluding the efforts on R98040 and R98050 (storage reports), requiring changes to the X12 structure, which has been submitted to the DISA organization for consideration at its meeting in December. It is not expected that the storage report recommendations will be brought forward until the DISA organization has acted upon them, which may take a few months. The Technical Subcommittee has started work on the transactional data sets.

Related to ANSI, Mr. Buccigross 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. Also related to ANSI, the work that has been underway in the GISB office primarily by Ms. Garcia regarding ANSI Accreditation of GISB has resulted in GISB's accreditation as an ANSI a Standards Development Organization. This is a significant milestone for GISB – one that provides a well respected, widely recognized and independent vetting of our organization's processes as credible, open and fair. Mr. Scheel asked about GISB's representation at the X12 meetings and requested that notice of such meetings be posted to GISB's Web site.

Ms. Van Pelt provided an update of the ANSI Subcommittee activities, which she acknowledged was a misnomer, as the subcommittee would be more appropriately called the X12 subcommittee or the DISA subcommittee. Ms. Van Pelt noted that it is not easy to track the requests through DISA and GISB has several outstanding. She expects that before the next publication of standards, recommendations will be forthcoming for ANSI ASC X12 compliant data sets for predetermined allocations, allocations and measurement information volume statements. She expects to submit a request to DISA on October 26. Mr. Schell asked about GISB's participation at X1 meetings and asked that notice of such meeting be posted to GISB's web site.

Ms. Van Pelt noted that the XML Subcommittee has not met since the last EC meeting. Progress on the pilot testing has slowed due to a lack of companies willing to participate in the pilot test. Caminus, a leading XML developer for power marketing has indicated a strong interest in the development of an energy standards organization, where they can join and contribute to XML efforts – which should provide additional resources devoted to XML standardization.

3. New Requests

Request R01016, submitted by Systrends, to provide an option to use Open PGP as well as PGP 2.6 or compatible, was modified to strike the reference to e-mail. With the change, it was found within scope and sent to the EDM Subcommittee for development within its normal course of business.

Request R01017, submitted by Enron Transportation Services to modify the date/time period format qualifier was found within scope. The request was forwarded to IR to be addressed in the normal course of business.

4. Outstanding Activity on Order 637 Items

Plan item 11a, "Accommodate D-U-N-S Number and name in Internet postings and the corresponding downloadable files," was noted as incomplete in June. Ms. Hess noted that in



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September, Expedited Data Development Subcommittee met and resolved the open issues. A recommendation should be drafted by Mr. Whatley and forwarded to the Technical Subcommittee for full staffing, prior to EC consideration.

Plan items 14 and 16, "Determine placement/navigation for the organizational postings within the informational posting section of the web sites" and "Document the extent to which existing informational postings requirements address planned actual services outages," and are also outstanding and noted as incomplete. Mr. Spangler noted that he would follow up with Mr. Caldwell, and determine which actions needed to be taken by the EDM Subcommittee to complete both items.

5. Publication Process

Mr. Novak provided the update on the activities of the Publication Process Review Task Force. The task force is making good progress and should conclude its efforts within the next four meetings. He noted that while there is no documentation citing a July 31 publication date for standards manuals, the EC could define a publication date. The task force will next consider documents that lead up to final actions.

6. Update on Board Meeting, EISB Activities and Annual Meeting

Mr. Boswell described the actions taken at the September Board meeting, where the Board voted to extend the sunset date to December 31, 2004, endorsed the strawman 2.1, approved changes to the certificate supportive of strawman 2.1 and instructed the general counsel to prepare draft bylaws for consideration at the December Board meeting. Member ratification of the certificate changes will occur before the December Board meeting. Draft bylaws are currently out for comment and have been sent to all actively involved trade associations. At the December 5 Board meeting, draft bylaws will be considered for adoption. March 2002 would be the first board meeting of the new organization. It is probable that the Board in December will also consider a name change from Energy Industry Standards Board to North American Energy Standards Board.

Several meetings have been held with trade associations to gain comments and input on the strawman and general direction. Ms. Van Pelt asked that information be posted on the meeting dates and attendees. Mr. Boswell noted it was a reasonable request and would work with the GISB office to have such information made available. While the Board book has typically had a summary of the meetings, Ms. Van Pelt noted that it was not frequent enough to support internal communications. Mr. Boswell responded that the organization would try to make such information available on a monthly basis.

Regarding the annual meeting, Mr. Sappenfield and the GISB office was thanked for the efforts in planning for the meeting, obtaining speakers and coordinating the changing schedules and locations.

7. Other Business

Ms. Munson noted that it was recently brought to her attention that the IR chair had invited ExxonMobil representatives to a meeting to discuss the producer imbalance statement, and during the meeting, other subcommittee attendees determined that the topic should not have been placed on the agenda, so the discussion was not included in the day's activities. The subcommittee chair does have the right to set the group's agenda, and upon further discussion, some of the IR participants noted that the agenda, which was agreed upon by the chair and the other attendees, was set to ensure that the EC direction of priority given to Order 637 items was followed. Groups were reminded to be sensitive to the issues of courtesy, scheduling and communication.



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Ms. Hess, who was in attendance at the subject meeting, provided insight into the happenings at the IR meeting. She explained that, at the meeting, the chair was reminded that the agenda had been set based on the fact that the EC had placed the highest priority on the items in the Order 637 Work Plan. At the beginning of the IR meeting, IR realized that they would not complete the Order 637 work in time to address the request and agreed that they should continue working on the high priority Order 637 items. It was suggested that the chair contact the ExxonMobil representatives to inform them that IR would not be ready to address their request that day, but the ExxonMobil representatives were not so advised.

Ms. Hess also noted that she spoke with Richard Smith of ExxonMobil both prior to and after the meeting. In those discussions he affirmed that he understood IR's need to address high priority items first and that he was comfortable putting aside his request while IR worked on high priority items.

8. Adjourn

The meeting adjourned at 11:33 a.m.



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9. Executive Committee Attendance

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



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10. Other Participation

Administrative:

Rae McQuade	- Executive Director
JoAnn Garcia	- GISB Staff
Veronica Thomason	- GISB Staff
Bill Boswell	- Chairman, GISB Board of Directors
Jay Costan	- General Counsel (by phone)

Observers to the Meeting:

Name	Company	In Person/Phone	GISB Member
Arnaout, Miriam	American Gas Association	Phone	
King, Iris	Dominion Gas Transmission	In Person	Y
McMahon, Gina	BTUWatch.com	Phone	Y
Shahan, Mike	Dominion, Peoples Natural Gas	In Person	Y
Kathryn Burch	Texas Eastern	In Person	Y
Randy Young	Gulf South Pipeline	In Person	Y
Leigh Spangler	Latitude Technologies	On the Phone	Y
Whatley, Pete	Dynegy	In Person	Y