



Gas Industry Standards Board

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October 27, 1997

TO: Executive Committee & Alternates, Posting on the Home Page
FROM: Rae McQuade, Executive Director
RE: **Upcoming November 13 Executive Committee Meeting & Revised Agenda**

MEETING ANNOUNCEMENT:

Attached please find the draft revised agenda for the upcoming Executive Committee meeting. Materials will be provided shortly by mail to Executive Committee members and will be posted on the GISB home page in the "EXECUTIVE COMMITTEE" area. As noticed in the Standards Action Bulletin, the meeting will be held in Washington on November 13.

Where: Watergate Hotel
2650 Virginia Avenue Northwest
Washington D.C.
Phone: 202-965-2300
Meeting Room: Monticello

When: Thursday, November 13, 1997
10:00 a.m. to 5:00 p.m. (a working lunch will be provided)

To prepare for this meeting, you should access the requests and related minutes of subcommittees on the home page. **The EC meeting will conclude at the time specified on the agenda unless the chairman determines that the meeting times should be extended to address all agenda items.**

A transcript will be taken for the EC meeting. You can order the transcripts during the meeting. You can also order the transcripts of the all of the meetings held in 1997 from Jane Copeland of Ak/Ret Reporting.

Please notify the GISB office by November 10 of your intent to attend so that appropriate meeting and lunch arrangements can be made. I look forward to seeing you in Washington. Please feel free to call if you have any questions or comments.

cc: Dennis Holbrook -- GISB General Counsel
Laurie Paulson and Cheryl Hoffman -- Hoffman Paulson Associates
Jane Copeland -- Ak/Ret Reporting
Posting on GISB Home Page for access to all GISB members and other interested parties



GISB EXECUTIVE COMMITTEE MEETING

Watergate Hotel, 2650 Virginia Avenue Northwest, Washington D.C.
Monticello Room

PROPOSED REVISED AGENDA

November 13, 1997 -- 10:00 a.m. to 5:00 p.m.

- 10:00 a.m. 1. Welcome
- Antitrust Guidelines
 - Welcome to members and attendees
 - Adoption of Agenda
 - Adoption of the Draft Minutes of October 16, 1997
- 10:15 a.m. 2. Review of Recommended Standards and Interpretations
- Discussion
 - Vote by Executive Committee Members at a "17/2" Level
9 Recommendations for standards or interpretations are to be discussed for possible adoption. They are: C96031, C97015, R96116, R96121, R96126, R97003, R97028, R97063, R97079
 - R97058A (carry-over from October 16, 1997 meeting)
- Noon WORKING LUNCH
- 1:00 p.m. 3. Scope Determination and Triage Actions
- Scope determination on New Requests : Discussion and Procedural Vote
 - Triage Actions for New Requests : Discussion and Procedural Vote
- 1:30 p.m. 4. Intraday Task Force Update
- 2:15 p.m. 5. Update on the Governance Task Force -- 1998 Annual Plan
- Committee named by EC officers to prepare plan for EBB Functions to be Transferred to the Internet.
 - Proposed Comments from the EC to be forwarded to the Board of Directors by November 20, 1997.
 - Maintenance Plan to be created by the officers of the EC.
- 2:45 p.m. 6. Process Subcommittee Update
- Discussion and possible vote on three subcommittee missions and procedures
- 3:30 p.m. 7. Discussion Group Update
- 3:45 p.m. 8. Internet Common Look and Feel Task Force Update
- 4:00 p.m. 9. Technical Committee Plan for ANSI X12 Code Value Changes
- 4:30 p.m. 10. Other Business Items
- 5:00 p.m. Adjourn

Note: The business attire is business casual. The Chairman, at his discretion, may extend the hours of the meeting to ensure that all agenda items are addressed.