



Gas Industry Standards Board

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December 3, 1997

TO: Executive Committee & Alternates, Posting on the Home Page

FROM: Rae McQuade, Executive Director

RE: **Upcoming December 11 Executive Committee Meeting & Revised Agenda
Candidates for Chairman and Vice-Chairman of the Executive Committee for 1998**

MEETING ANNOUNCEMENT:

Attached please find the draft revised agenda for the upcoming Executive Committee meeting. Materials have already been provided 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 Houston on December 11.

Where: Wyndham Warwick Hotel
5701 Main Street
Houston, Texas

Phone: 713-526-1991

When: Thursday, December 11, 1997
9:00 a.m. to 5:00 p.m. (a working lunch will be provided)

During this meeting, the elections for the officers of the Executive Committee for 1998 terms will be held. The Executive Committee members should consider nomination of a slate of candidates (both chair and vice chair). The nominations will be taken at 4:00 p.m.. The nominated slates of candidates will be asked if they will serve as officers for 1998, and the election will be held. The election will consist of a simple majority vote by Executive Committee members for chair-vice chair nominated teams. As with the procedures used last year, the chairs and vice chairs will not be elected separately but will be elected as a team.

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 all of the meetings held in 1997 from Jane Copeland of Ak/Ret Reporting.

Please notify the GISB office by December 9 of your intent to attend so that appropriate meeting and lunch arrangements can be made. I look forward to seeing you in Houston. 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

Wyndham Warwick Hotel, 5701 Main Street, Houston, Texas

PROPOSED REVISED AGENDA

December 11, 1997 -- 9:00 a.m. to 5:00 p.m.

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| 9:00 a.m. | 1. | Welcome <ul style="list-style-type: none">- Antitrust Guidelines- Welcome to members and attendees- Adoption of Agenda- Adoption of the Draft Minutes of November 13, 1997 |
| 9:30 a.m. | 2. | Review of Recommended Standards and Interpretations <ul style="list-style-type: none">- Discussion- Vote by Executive Committee Members at a "17/2" Level 10 Recommendations for standards or interpretations are to be discussed for possible adoption. They are: C96030, C96032, C97016, R96059, R96121 - four parts, R97008A, R97031 - three parts, R97063 (carry-over from November 13, 1997 meeting) R97067, R97084 |
| Noon | | WORKING LUNCH |
| 1:00 p.m. | 3. | Scope Determination and Triage Actions <ul style="list-style-type: none">- Scope determination on New Requests : Discussion and Procedural Vote on R97116 through R97122- Triage Actions for New Requests : Discussion and Procedural Vote |
| 1:15 p.m. | 4. | Intraday Task Force Update |
| 1:30 p.m. | 5. | Update on the Board Meeting December 8 <ul style="list-style-type: none">- 1998 Annual Plan- 1998 Maintenance Plan- Other Items |
| 2:30 p.m. | 6. | Discussion Group Update |
| 3:00 p.m. | 7. | Internet Common Look and Feel Task Force Update |
| 3:30 p.m. | 8. | ANSI <ul style="list-style-type: none">- Accreditation as a Standards Development Organization- Technical Committee Plan for ANSI X12 Code Value Changes |
| 4:00 p.m. | 9. | Election of Officers for 1998 |
| | 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.