



**GAS INDUSTRY STANDARDS BOARD
Executive Committee Meeting
December 11, 1997 -- 9:00 a.m. to - 5:30 p.m.**

The Wyndham Warwick Hotel, Houston, TX

FINAL MINUTES

I. Introductory Items

Mr. Bray welcomed the attendees and the Executive Committee (EC) members to Houston. Mr. Holbrook reviewed the antitrust guidelines. The agenda was adopted with a reordering of items. Mr. Bray read the letter from the Board of Directors to the EC members recognizing the efforts of the EC in 1997. He recognized past members of the EC, and reviewed the roster of the EC members for 1998. Mr. Maturo of NIPSCO was announced as a member of the LDC segment. The agenda was adopted unanimously. Draft Executive Committee minutes from November 13, 1997 were reviewed and adopted with changes.

II. Proposed Standards and Interpretations

Below are the actions taken on the proposed standards and interpretations. The resulting votes are attached. A notational ballot will be sent out to EC members absent from the meeting, although the outcome of each vote taken was determined during the meeting. The proposed standards language as a result of the votes can be found on the GISB home page, in the Executive Committee area.

C96030

Mr. Kirt Kleinman explained the language. The language for standard 1.3.3 will be replaced in the related standards section with the new language recently adopted. A grammatical error was corrected in the language. The interpretation was adopted unanimously with 20 votes, and at least two positive votes from each segment, (one vote was cast notationally).

C96032

For request C96032, Mr. Kleinman reviewed the recommendation. No changes were offered to the recommended language. The interpretation was adopted unanimously with 20 votes and at least two positive votes from each segment, (one vote was cast notationally).

C97016

For request C97016, Mr. Kleinman reviewed the recommendation. Mr. Hahn suggested a change to include "mutually agreed among parties". While Mr. Scheel, the requester agreed with the change, Mr. Kleinman noted that compliance with standards and regulations may not be mutually agreed. After discussion, Mr. Hahn withdrew his suggested modifications. No changes were offered to the recommended language. The interpretation was adopted unanimously with 20 votes and at least two positive votes from each segment, (one vote was cast notationally).

R96059

Ms. Hess reviewed the reasons for the BPS decision to recommend a decline of the request. The requester, Mr. Walker, withdrew the request. As a result of the withdrawal, no vote by the EC was necessary.

R96121 A1, A2, A3, A4

For request R96121(A) part 1, Ms. Hess reviewed the recommendation. No changes were offered to the recommended language. The recommendation was adopted unanimously with 21 votes and at least two positive votes from each segment, (one vote was cast notationally).

For request R96121(B) part 2, Ms. Hess reviewed the recommendation. No changes were offered to the recommended language. The recommendation was adopted unanimously with 21 votes and at least two positive votes from each segment, (one vote was cast notationally).

For request R96121(C) part 3, Ms. Hess reviewed the recommendation. No changes were offered to the recommended language. The recommendation was adopted unanimously with 21 votes and at least two positive votes from each segment, (one vote was cast notationally).

For request R96121(D) part 4, Ms. Hess reviewed the recommendation. No changes were offered to the recommended language. The recommendation was adopted unanimously with 21 votes and at least two positive votes from each segment, (one vote was cast notationally).

For code cleanup efforts in general, Ms. Hess noted that the team has addressed less than half the work needed. Where redundancies and duplications are noted, the team is taking action to remedy.

R97008(A)

Ms. Hess explained the recommendation. In response to a question, Ms. Hess explained there is an indicator to note that the offer is either stand-alone or linked to other offers; an existing practice. The changes proposed ensure that the information is clearly placed rather than mixed with other information. No changes were offered to the recommended language. The recommendation was adopted unanimously with 21 votes and at least two positive votes from each segment, (one vote was cast notationally).

R97031(A), B, C

Ms. Hess explained the recommendation for request R97031(C). No changes were offered to the recommended language. These billings are associated with at least one and possibly several contracts. The recommendation was adopted unanimously with 21 votes and at least two positive votes from each segment, (one vote was cast notationally).

Ms. Hess explained the recommendation for request R97031(A). No changes were offered to the recommended language. Ms. Gussow requested that the subcommittee add payee tax identification code to the data dictionary. Ms. Gussow's request will be addressed during discussion on R97031(B). The recommendation was adopted unanimously with 20 votes and at least two positive votes from each segment, (one vote was cast notationally).

Ms. Hess explained the recommendation for request R97031(B). In response to questions, while the recommendation offers a new document separate from the transportation/sales invoice, it is mapped exactly the same as the invoice, so it should not require additional work in the companies that use EDI invoicing for shipper information. Mr. Hahn asked if the use of this document is on a mutually agreeable basis. The document is not used on a mutually agreeable basis; the Transportation Service Provider determines which document is to be used. A separate document from the transportation/sales invoice was needed to reflect the correct conditionality of the data elements. In response to request to clarify the data element tax identification code to reflect that the data element is for the payee, Ms. Hess preferred that a separate request be sent to address this item. This type of change could affect several tables of data elements, and would require review. Mr. Caldwell noted that the technical implementation does

specify that the tax identification code is for the payee. Mr. Hahn asked if an indicator could be used in lieu of a separate document. Ms. Van Pelt responded that it is less complicated to use a separate document.

No changes were offered to the recommended language for recommendation R97031(B). The recommendation was adopted unanimously with 21 votes and at least two positive votes from each segment, (one vote was cast notationally).

R97063

Since the co-chairs were not available for review of the contract, and Amoco's comments were not addressed in the recommendation, the recommended standard is returned to the Funds Transfer Agency Agreement Contracts Task Force . Ms. McQuade will contact the chairs of the task force to review Amoco's comments and request that a member of the committee be present at the next EC meeting. The contract will not be considered by the EC until a member of the task force can join the EC and present their findings.

R97067

Ms. Hess described the recommendation. No changes were offered to the recommended language for recommendation R97067. The recommendation was adopted unanimously with 21 votes and at least two positive votes from each segment, (one vote was cast notationally).

R97084

Ms. Hess described the recommendation. No changes were offered to the recommended language for recommendation R97084. The recommendation was adopted unanimously with 21 votes and at least two positive votes from each segment, (one vote was cast notationally).

III. Triage Recommendations

Request R97116 through R97121 were determined to be within scope through a unanimous motion. The requests are related to the Notice of Proposed Rulemaking RM97-1-007, Order 587-F. Ms. Corman asked how these requests would relate to the Annual Plan. The requester had agreed to a delay in action until the final order is issued. Several EC members noted that GISB should not wait until the final order is issued, the requests should be forwarded to the BPS for review in light of other pending work and the Annual Plan.

A motion was made to approve the priority of these items as set forth in the Annual Plan and direct the requests to the BPS. For request R97119, the request will also be forwarded to the Future Technology Task Force. The motion passed with one abstention.

For request R97122, the Triage recommendation was approved unanimously. For a new request which was received after the Triage Subcommittee meeting, R97123, the Triage Subcommittee will meet during lunch to form a recommendation which will be discussed by the EC after lunch.

Ms. Mespelli described request R97123. For R97123, the motion as made that the Executive Committee find the request within scope, which passed unanimously. A motion was made to adopt the Triage Subcommittee recommendation to send the request to the BPS to be addressed with the other invoicing items, which passed unanimously. (Note: part of the Intraday Nominations Task Force Report was discussed prior to this item).

IV. Intraday Nominations Task Force Report

Mr. Hahn reviewed the Intraday Nominations Task Force report. Mr. Hahn and Mr. Novak answered questions. His review can be read in the transcripts provided through Jane Copeland of Ak/Ret Reporting, (phone 512-882-9037). The report, which includes the proposed model and associated standards and standard revisions and minority positions will go out for industry comment at the end of

business, December 11. The following standards were defined as business practice standards: S3, S9, S12, S17, S18, S19; the following were defined as business practice principles: S5; and the following were defined as business practice definitions: S6 S7, S8 and S10. Ms. McQuade and Mr. Novak will prepare the document (recommendation) to go out for comment with the report attached as an additional information. The report will also be posted separately as the report to the Executive Committee. The comments with the proposed standards and alternatives will be considered by the EC. The proposed standards will go out for comment today and conclude on January 2. The comments will be sent to the EC members to be received on January 5. Mr. Hahn urged the EC to consider the package of the model and related proposed standards as a whole because of the inter-dependencies of the model and proposed standards.

The model by itself is also considered a standard. Because of the complexity of the model, a day and one half day EC meeting is recommended in January. Mr. Ehinger raised several concerns on the process of adopting the standards. Mr. Hahn and Mr. Novak again urged the group to review the standards as a package. Ms. Corman noted that the meeting in January may be more akin to a settlement negotiation, rather than the process of individually considering each standard.

Mr. Hahn, Ms. Eady and Mr. Novak were thanked for their leadership of standards development this difficult issue. Ms. Eady resigned as one of the co-chairs of the Intraday Nominations Task Force, and was thanked by Mr. Hahn for her efforts.

V. Update on Board Meeting -- December 8, 1997

Mr. Bray reviewed the actions of the Board in adoption of the 1998 Annual Plan, the Annual Plan process, and the Powers and Duties of the Chairs. The Board unanimously approved each item. The 1998 Annual Plan reflects all changes recommended by the Executive Committee ad hoc group regarding changes needed as a result of the NOPR. If any items are finished prior to the completion dates, other items may be considered. Mr. Bray then reviewed the maintenance plan, which is a part of the Annual Plan. He requested that subcommittee chairs review the plan and identify any errors to Ms. McQuade. The Board also approved the 1998 budget at \$955,000.

VI. Discussion Group Update

This item will be discussed at the January EC meeting.

VII. Internet Look and Feel Task Force Update

Mr. Kleinman noted that three meetings have been held and the next meeting is held in Houston on December 17 and 18. Approximately 60 participants have attended each meeting. Mr. Walker asked how we were to address the transition of EBB function to the Internet. Mr. Bray responded that this item is covered in the Annual Plan, item 4. Each segment should name two individuals to an ad hoc committee to draft a plan for transition. The names of individuals to serve on the planning task force should be given to Ms. McQuade. The plan should be drafted and available for review by the Board of Directors on March 3, 1998. Mr. Walker noted that he would prefer that we prepare standards so that the transition need only be done once. Ms. Gussow voiced her concern that if that full definition of standards takes so long that benefits of full definition are offset by the delay, we should organize the effort so that transitioning can begin while the standards are being developed. Mr. Scheel identified the scheduled quantities transaction as a good first step to moving to the Internet. Mr. Novak noted that we could proceed in three six-month allotments over an eighteen month period, so that the transitioning is done in parts. Several opinions were voiced which can be accessed in the transcripts, including comments on the Internet usage and the year 2000 project.

VIII. ANSI

Mr. Holbrook updated the committee on his efforts to gain accreditation as ANSI Standards Development Organization (SDO). In the first round of voting by ANSI, their Executive Subcommittee voted with four negative votes out of a possible 20 votes. The first round of voting is required to be

unanimous support. The second and final round of voting on our accreditation is taken from the same group and requires a two-thirds affirmative vote. We received a list of the members of the ANSI Executive Subcommittee this week and will be contacting them through correspondence, requesting their support in our accreditation efforts. Ms. Van Pelt reviewed the progress made to date on identifying any changes needed to ensure that our X.12 data sets are in full compliance with their standards. Ms. Van Pelt and others visited DISA and PIDX for understanding on the process by which standards and changes to standards can be requested through DISA and ANSI.

IX. Election of Officers

Mr. Bray and Mr. Hahn were nominated as the chair and vice chair of the Executive Committee for 1998. There were no other nominations offered. The vote was taken and Mr. Bray and Mr. Hahn were elected unanimously as the officers for 1998.

X. Other Business

A resolution was identified by Mr. Holbrook for consideration by the Board of Directors for notational action this month. The resolution is:

Be it resolved that the Membership Subcommittee, the Annual Plan Subcommittee, and the Process Subcommittee are joint Board/EC subcommittees.

The resolution passed unanimously.

XI. Adjourn

The next meeting will be held in on January 8 from 9:00 a.m. to 5:30 p.m. and January 9 from 9:00 a.m. to 1:00 p.m. in Colorado Springs at the Broadmoor hotel. There was a motion to adjourn which was seconded and passed. The meeting was adjourned at 2:40 p.m.

- Attachments:
1. Attendance
 2. Voting Record
 3. Standards & Interpretation Language Adopted by the Executive Committee