



## Gas Industry Standards Board

1100 Louisiana, Suite 3625, Houston, Texas 77002

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Home Page: [www.gisb.org](http://www.gisb.org)

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**TO:** GISB Executive Committee Members & Alternates, Posting for Interested Industry Participants

**FROM:** Rae McQuade, Executive Director

**RE:** Draft Agenda for Executive Committee Meeting - December 13, 2001

**DATE:** December 2, 2001

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### **GAS INDUSTRY STANDARDS BOARD EXECUTIVE COMMITTEE MEETING**

**Hosted by KeySpan Energy  
Brooklyn, New York**

**Thursday, December 13, 2001 - 9:00 a.m. to 4:00 p.m. Eastern Time**

#### **MEETING ANNOUNCEMENT**

The Executive Committee (EC) will meet in Brooklyn, New York on December 13, 2001. The EC meeting is graciously hosted by KeySpan Energy near their offices at the Brooklyn Marriott Hotel, coordinated by Ms. Dolores Chezar. Below are the meeting arrangements:

**WHERE:** Brooklyn Marriott Hotel  
333 Adams Street  
Brooklyn, New York 11201  
Phone: 718-246-7000

**WHEN:** Thursday, December 13, 2001  
9:00 a.m. to 4:00 p.m. Eastern

The materials for the meeting will be emailed to the participants and posted on the web site. Conference calling will be available for those unable to attend in person. Please confirm your attendance by Friday, December 7, to ensure adequate meeting planning.

**Please notify the GISB office by Tuesday, December 11** of your intent to attend so that appropriate meeting arrangements can be made. As always, the chair reserves the right to extend the time of the meeting to ensure that agenda items are addressed. The times indicated on the agenda will be followed to ensure that agenda items are allotted appropriate time slots. Should an agenda item conclude earlier than its stated time slot, the remaining time can be allotted to other agenda items at the discretion of the chair.

Please feel free to call the GISB office should you have any questions or comments.

Best Regards,

Rae McQuade



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### **GAS INDUSTRY STANDARDS BOARD EXECUTIVE COMMITTEE MEETING**

**Hosted by KeySpan Energy**

**Brooklyn Marriott Hotel, 333 Adams Street, Brooklyn, New York**

#### **DRAFT AGENDA**

**Thursday, December 13 - 9:00 a.m. to 4:00 p.m. Eastern**

- |            |    |  |
|------------|----|--|
| 9:00 a.m.  | 1. | Welcome <ul style="list-style-type: none"><li>• Antitrust Guidelines</li><li>• Welcome to members and attendees</li><li>• Adoption of Agenda</li><li>• Adoption of Draft Minutes of October 11, 2001</li></ul>   |
| 9:30 a.m.  | 2. | Update on 2001 Annual Plan & Subcommittee Reports <ul style="list-style-type: none"><li>• Business Practices Subcommittee<ul style="list-style-type: none"><li>• Normal Business</li><li>• Order 637 Priority Action Items</li></ul></li><li>• Contracts Subcommittee<ul style="list-style-type: none"><li>• Short Term and Long Term Contract Development, Canadian Addendum, Mexican Addendum</li></ul></li><li>• EDM Subcommittee<ul style="list-style-type: none"><li>• Sandia Report Progress</li></ul></li><li>• FTTF Subcommittee<ul style="list-style-type: none"><li>• Normal Business</li></ul></li><li>• Information Requirements Subcommittee<ul style="list-style-type: none"><li>• Normal Business</li><li>• Order 637 Open Issues</li></ul></li><li>• Technical and ANSI X12 Subcommittees<ul style="list-style-type: none"><li>• Normal Business</li><li>• Order 637 Open Issues</li></ul></li><li>• XML Subcommittee<ul style="list-style-type: none"><li>• Review of XML Pilot Project</li></ul></li><li>• Publication Process Review Task Force</li></ul> |
| 10:30 a.m. | 3. | Discussion and Vote on New Requests  |
| 11:00 a.m. | 4. | Discussion and Vote on Proposed Standards <ul style="list-style-type: none"><li>• Discussion on Proposed Contract</li><li>• Discussion and Vote on Sandia Report Standards</li></ul>   |
| Noon       |    | Lunch  |
| 1:00 p.m.  | 5. | 2002 Annual Plan Review  |
| 2:00 p.m.  | 6. | Update on Board Meeting, Advisory Committee Meeting and EISB Activities  |
| 3:00 p.m.  | 7. | Election of Officers for 2002  |
| 3:30 p.m.  | 8. | Other Business   |
| 4:00 p.m.  |    | Adjourn  |