

# North American Energy Standards Board

1100 Louisiana, Suite 3625, Houston, Texas 77002  
Phone: (713) 356-0060, Fax: (713) 356-0067, E-mail: naesb@aol.com  
Home Page: www.naesb.org

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**TO:** Interested Industry Participants  
**FROM:** WGQ EDM Co-Chairs (Leigh Spangler, Christopher Burden, Dick Brooks)  
**RE:** Draft Minutes from the Electronic Delivery Mechanisms (EDM) Subcommittee,  
March 5, 2003  
**DATE:** March 13, 2003

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## 1. Administrative

Leigh Spangler opened the meeting. Participants in the meeting and on the conference call introduced themselves. Christopher Burden gave the anti-trust advice. The agenda was revised to include approval of the minutes of the EDM Meetings of 03/13/2002 and 01/29/2003. The revised agenda was approved.

## 2. Review of Minutes

The minutes of the March 13, 2002 EDM Subcommittee meeting were reviewed. The stated time of the meeting was revised to 1:00 - 3:00. References to GISB were changed to NAESB. The revised minutes were approved.

The minutes of the January 29, 2003 meeting of the EDM Subcommittee were reviewed. The minutes were approved with minor spelling corrections.

## 3. Minimum Technical Requirements

The group reviewed the changes to the Minimum technical Characteristics in Appendices C, D, and E of the EDM Manual that were proposed at the previous meeting. A number of additional changes and revisions, both technical and grammatical, were discussed. Notable changes include the updating of several OS versions and the inclusion of Adobe Acrobat Reader as an allowed plug-in.

The proposed changes were approved unanimously. The approved changes to the Manual are redlined in the attachment to these minutes.

## 4. Upcoming Meetings

As was noted earlier that day at the EDM/TEIS meeting, the next joint TEIS/EDM subcommittee meeting could be held in Los Angeles on April 15 or 16, 2003, pending checking with the host. It will be hosted by Southern California Edison. Exact dates and time are TBD.

The meeting was adjourned at approximately 3:00pm.

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## Meeting Attendees

Attendee	Organization	In Person/ Phone	NAESB Member?
<b>Pipelines:</b>			
<b>Christopher Burden</b>	<b>Williams Gas Pipeline</b>	In Person	√
Tom Gwilliam	Iroquois Gas Transmission System	In Person	√
Jeff Galdenzi	Iroquois Gas Transmission System	In Person	√
Michael Stender	El Paso	In Person	√
<b>Services:</b>			
<b>Leigh Spangler</b>	<b>Latitude Technologies</b>	In Person	√
Greg Dodson	Dominion Resources Services	In Person	√
<b>Observers</b>			
George Behr	Energy Services Group	In Person	
Theresa Hess	Reliant Energy Retail Services	In Person	

**Bold** signifies a WGQ EDM Chair