



# Gas Industry Standards Board

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

November 20, 1997

TO: Chairs of the FTAA<sup>1</sup> Task Force for the Contracts Subcommittee, Posting on the GISB home page for interested industry participants

FROM: Rae McQuade, Executive Director

RE: November 25 Working Conference Call for FTAA Task Force

On November 13, the Executive Committee met and reviewed the proposed FTAA and comments received. They requested that the Contracts Subcommittee meet prior to the next EC meeting (12/11/97) to review the comments and determine if adjustments to the FTAA proposed by the subcommittee required any changes. The comments can be found on the GISB Home Page in the "Executive Committee" area.

The proposed FTAA, with any changes resulting from this scheduled meeting, will be reconsidered by the Executive Committee for adoption at its December 11 meeting. Work papers will be posted on the GISB home page for access and they will be located in the "Contracts" area and should be posted by November 21. Our home page address is [www.gisb.org](http://www.gisb.org).

As such, please plan to participate on a conference call scheduled for:

Date: Tuesday, November 25, 1997  
Time: 9:00 a.m. to 10:00 a.m. (central time)  
Conference #: 212-547-0312  
Passcode: GISB

to review the comments and make any necessary changes.

The draft agenda for the meeting is:

1. Administrative -- Welcome, Antitrust Advice, Roll Call, Adoption of Agenda
2. Review of work papers from Conoco for possible changes to the FTAA
3. Drafting of any necessary changes to the FTAA
4. Adjourn

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<sup>1</sup> FTAA Task Force is the Funds Transfer Agent Agreement Task Force. The Funds Transfer Agent Agreement is proposed to be used with GISB Standard 6.3.1: The Base Contract for Short Term Purchases/Sales of Natural Gas.