



Gas Industry Standards Board

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November 25, 1997

TO: Chairs of the FTAA¹ Task Force for the Contracts Subcommittee, Posting on the GISB home page for interested industry participants
FROM: Rae McQuade, Executive Director
RE: Draft Minutes of the November 25 Conference Call

I. Administrative

The meeting opened at 9:00 a.m. with Mr. Hodge and Mr. Wallace welcoming the attendees to the telephone conference. Ms. McQuade gave antitrust advice and the roll call was performed. The agenda was adopted.

II. Review of Comments and Work Papers

The motion was made to adopt the changes from Carolyn Hazel which were provided as comments to the original FTAA, and all on the phone supported her changes.

III. Next Steps

The contract with the amendments will be resubmitted to the Executive Committee for adoption as a standard.

V. Adjourn

The meeting adjourned at 9:30 a.m. There will be no more meetings of this task force unless the Executive Committee through its consideration determines that more work is needed.

IV. Attendees²

<u>Name</u>	<u>Company</u>	<u>Phone/Fax</u> <u>Email</u>	<u>GISB</u> <u>Member</u>
Jeff Hodge	Enron Capital and Trade	713-853-6911/646-3490	✓
Mike Wallace	American Electric Power	614-223-1614/1687	✗
Christopher Freitas	U.S. Dept. of Energy	202-586-1657/6221 christopher.freitas@hq.doe.gov	✓
Rae McQuade	GISB	713-757-4175/2491 gisb@aol.com	✓

¹ 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.

² The attendees' names that appear in **BOLD** are committee chairs. The others are participants. One company representative from each company in attendance, regardless of membership status, is permitted to vote.