



Gas Industry Standards Board

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VIA FACSIMILE

October 10, 1997

TO: Steve Bergstrom, Stan Horton, Judd Miller, Mary Jane McCartney
FROM: Jim Templeton, Rae McQuade
RE: Joint Board/Executive Committee Governance Task Force Notes

Below are the notes from the conference call on October 8 and a draft annual plan including items discussed on the call. Both Mary Jane and Stan are to be thanked for helping with the notes. After your review, if you have any changes, please let Rae know by noon Tuesday so that she can incorporate them before they are sent to the rest of the committee members for review.

NOTES FROM 10-8-97

The task force met via conference call on October 8, from 4:00 p.m. to 6:00 p.m. central. Task Force members in attendance for the call were: Steve Bergstrom, Stan Horton, Judd Miller, Jim Templeton (chair), Mary Jane McCartney, Keith Sappenfield, Bill Boswell and Tom Ehinger. Task force members Mike Bray, Kristine Mespelli and Dennis Holbrook were unable to attend. Shelley Corman attended as an observer, and Rae McQuade attended to take notes and provide administrative support. Mike Bray provided a strawman for consideration prior to the call.

Mr. Templeton opened the meeting by thanking the task force members for their attendance and recognizing the significant contributions made by the Executive Committee and all the participants in the GISB process. He stated that the purpose of the task force was to support a hands-on direction of the Board of Directors in the GISB process and efforts undertaken, and to modify the annual plan such that it could be used as a mechanism for the Board to participate more in ensuring a focus and prioritization of GISB efforts.

The team members agreed with Randy Couch's four points to be included in the work product of the task force:

1. Focus and prioritization of GISB activities : The annual plan should provide a clear focus on specific activities with a prioritization defined. The activities defined should have high expectation of implementation.
2. Resource application to GISB efforts : The annual plan should recognize that the member company resources to work on GISB efforts are limited. The efforts defined for activity by GISB should not exceed those limits by spreading the resources so thin that the assurance of success is affected.
3. Alignment of efforts to assure coordination of intent : The intent of the Board of Directors and Executive Committee as the two GISB governing bodies should coincide, and the GISB work should be directed so that those intents are aligned and realized.
4. Timetable for efforts : The work of GISB should be defined with a specific timetable during which consensus can be reached. If consensus is not reached within that timetable, avenues other than GISB could be pursued.

In discussions, four recommendations were formed to enhance the efficiency of the development and maintenance process, and provide greater input of the Board through the Annual Plan process:

1. Recognition of time constraints of development efforts -- focus with no more than five to ten major efforts identified, with deadlines for completion, and with a prioritization of



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- those efforts. The development efforts, deadlines, and priorities would be identified in the Annual Plan.
2. Tighter control at subcommittee and task force meetings -- chairs are to be empowered to limit discussions when necessary, call items out of order when applicable, follow agendas closely, and in general exert more control so that the time participants spend in meetings is more effective.
 3. Efforts should be "implementable" -- each effort should have a reasonable expectation that consensus can be reached, with clear deadlines established for completion. The deadlines provide an incentive to all industry participants to reach closure. For each Board meeting, these deadlines will be reviewed with the progress made to date by the subcommittees. The deadlines, as with any other parameter established in the Annual Plan, cannot be changed without Board approval. If a deadline is missed, the Board will determine whether the work should continue, be postponed or be considered concluded.
 4. Modifications to existing standards and new standards that are needed which come through the request process should reflect a broad industry need. As prioritization occurs, a primary parameter should be how many companies need this standard or standard change. Industry efforts to implement standards that affect only a few companies should be severely limited.

Clear priorities were proposed during in the meeting and summarized following:

1. Finish the work of the open issues
The Executive Committee (EC) should either adopt appropriate standards within specified times or should issue a formal statement that GISB will table work on a particular issue until a future Annual Plan cycle:
 - a. Intraday Compromise Model
 - b. Clarified language of OBA standard
 - c. Clarified language of imbalance netting standard
 - d. Title Transfer Tracking
 - e. Download format issues
2. Common Look and Feel Web Pages
3. Organized program for Standards Maintenance
 - a. A schedule for future releases of data sets and related business standards
 - b. Ongoing interpretations aimed at clarifying language ambiguities
 - c. Ongoing work on Code Values and Certain Other Technical Matters

Also in discussions, it was recommended that the annual plan be concise (one page would be preferable) and a mechanism by which the Board could more easily follow the progress of the organization. Attached is a draft format for an Annual Plan with the items listed above.



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EXAMPLE 1998 DRAFT ANNUAL PLAN

The Executive Committee (EC) should either adopt appropriate standards within specified times, or should issue a formal statement that GISB will table work on a particular issue until a future Annual Plan cycle.

<u>ITEM DESCRIPTION</u>	<u>SUGGESTED BEGIN DATE</u>	<u>SUGGESTED COMPLETION DATE¹</u>
1 FINISH THE WORK OF THE OPEN ISSUES		
a. Intraday Compromise Model		First Quarter
b. Clarified language of the OBA standard		First Quarter
c. Clarified language of imbalance netting standard		First Quarter
d. Title Transfer tracking	Second Quarter	End of Year
e. Download format issues		Second Quarter
2 COMMON LOOK AND FEEL WEB PAGES	Ongoing	Second Quarter
3 ORGANIZED PROGRAM OF STANDARDS MAINTENANCE		
a. Schedule for Future Releases of Data Sets and Related Business Practice Standards - Pending Requests and Future Maintenance Needs		
Flowing Gas and Capacity Release	1997	1998
Nominations and Invoicing	1998	1999
b. Ongoing Interpretations for Clarifying Language Ambiguities -- Only	Ongoing	Ongoing
c. Ongoing work on Code Values and Other Technical Matters		

¹ Dates in the completion column are by end of the quarter.

The plan will be reviewed by the Board quarterly. For each Board meeting, these deadlines will be reviewed with the progress made to date by the subcommittees. The deadlines, as with any other parameter established in the Annual Plan, cannot be changed without Board approval. When a deadline is reached before the item is completed, the Board will determine the disposition of the item. If a deadline is missed, the Board will determine whether the work should continue, be postponed or be considered concluded.