



Gas Industry Standards Board

1100 LOUISIANA, SUITE 4925, HOUSTON, TEXAS, 77002
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VIA FACSIMILE

October 24, 1997

TO: Steve Bergstrom, Stan Horton, Judd Miller, Mary Jane McCartney
Mike Bray, Tom Ehinger, Keith Sappenfield, Bill Boswell, Kristine Mespelli
Dennis Holbrook

FROM: Jim Templeton, Rae McQuade

RE: Joint Board/Executive Committee Governance Task Force Notes
Third Conference Call Announcement

NEXT MEETING:

The next meeting of the joint task force will be on October 30, from 9:00 a.m. to 11:00 a.m. central via phone conference. The phone number for the conference call is 212-547-0293, with the pass code of "GOVERNANCE" and the conference leader as Rae McQuade. For task force members who cannot be present, please provide comments to the GISB office. Your comments will be reviewed by the task force on October 30.

NOTES FROM OCTOBER 17, 1997:

The task force met via conference call on October 17, from 8:00 a.m. to 10:00 a.m. central. Task Force members in attendance for the call were: Steve Bergstrom, Judd Miller, Jim Templeton (chair), Mike Bray, Jane McCartney, Keith Sappenfield, Bill Boswell and Tom Ehinger. Task force members Stan Horton, Mary Jane McCartney and Kristine Mespelli were unable to attend. Dale Davis, Theresa Hess, Sylvia Munson and Rusty Braziel attended as observers, and Rae McQuade and Dennis Holbrook attended to provide administrative support.

Mr. Templeton opened the meeting by thanking the task force members for their attendance. The meeting discussions centered on the proposed annual plan attached to the notes from the October 8 meeting. Mr. Boswell noted that recommendation 2 from the October 7 notes:

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.

should be presented in the form of a resolution, and after adoption, the chairs of subcommittees and task forces should be provided with the resolution as "Instructions to Chairs". It was determined that in order to maintain focus on the items in the Annual Plan, the chairs should be empowered to maintain focus on the needed agenda items. It was requested that Rae McQuade take a more active role in the meetings as a participant and liaison to the Board.

The annual plan items were reviewed for dates and several changes were made, which are reflected in the attached report. The group determined that a priority column in the annual plan was not needed; the dates should serve as an indication of priority. In communications to the Board, a monthly report on progress on each of the items should be prepared and forwarded to the Board, with a standing Board agenda item to review the progress on the Annual Plan. The progress report would be presented by the officers of the Executive Committee.



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On the maintenance issues, while the attendees agreed that there should be boundaries on the time spent in modifying standards, the time spent would be controlled by the Executive Committee through its setting of meeting dates for the subcommittees addressing maintenance issues. A key element in determining priority for maintenance issues is the number of companies needing the modifications requested. The Triage Group, who reviews each request prior to its submittal to the Executive Committee, should recommend priorities and possibly change other priorities such that the workload in maintenance is not the primary focus of the GISB organization.

For the preparation of the plan to transition EBB functions to the Internet, the officers of the Executive Committee will name a task force of five or ten individuals, balanced by segment, to prepare the plan. The plan will be presented to the Board by the officers of the Executive Committee in the first quarter 1998.

Any changes or additions to the annual plan items, including those requested by government agencies or commissions, must first be presented to the Board for consideration and approval. The annual plan for 1998 will be focused on the standards and interpretations work of the organization. Other efforts that were previously included in the Annual Plan, such as membership or GISB office activities, will be handled separately through reports to the Executive Committee or Board as appropriate.

The annual plan for 1998 and the attachments were reformatted from these notes and the notes from the previous meeting in the form of a resolution and report to the Board of Directors. The Executive Committee will be presented with a draft report from this task force. The comments received will be reported to the Board of Directors in its December 8 meeting, when this annual plan is presented for consideration and vote for approval.



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RESOLUTION

OF THE BOARD OF DIRECTORS

DECEMBER 8, 1997

Be it resolved that the 1998 Annual Plan (attached) is approved by the Board of Directors for direction of GISB activities in 1998.



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GAS INDUSTRY STANDARDS BOARD

1998 ANNUAL PLAN

<u>ITEM DESCRIPTION</u>	<u>BEGIN DATE</u>	<u>COMPLETION DATE¹</u>
1 FINISH THE WORK OF THE OPEN ISSUES		
a. Intraday Compromise Model	In Progress	Fourth Quarter 1997
b. Download format issues	In Progress	First Quarter 1998
c. Contracts -- Gas Day Trades		First Quarter 1998
d. Clarified language of the OBA standard		Second Quarter 1998
e. Clarified language of imbalance netting standard		Second Quarter 1998
f. Contracts -- Trading Partner Agreement	In Progress	Second Quarter 1998
g. Title Transfer tracking	Second Quarter	Fourth Quarter 1998
2 COMMON LOOK AND FEEL WEB PAGES	Ongoing	Second Quarter
3 ORGANIZED PROGRAM OF STANDARDS MAINTENANCE		
a. Update prepared for the Board by the Executive Committee officers regarding the maintenance plan	In Progress	Fourth Quarter 1997
b. 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
c. Ongoing Interpretations for Clarifying Language Ambiguities -- Only	In Progress	Ongoing
d. Ongoing work on Code Values and Other Technical Matters	In Progress	Ongoing
4 EBB TO INTERNET TRANSITION OF FUNCTIONS	To Be Determined	To Be Determined
a. Committee named by the Executive Committee officers to prepare a plan for the transition of EBB functions to the Internet		First Quarter 1997

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



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GAS INDUSTRY STANDARDS BOARD

1998 ANNUAL PLAN -CHARACTERISTICS & IMPLEMENTATION

PLAN CHARACTERISTICS

The 1998 Annual Plan has the following characteristics and any changes to the Annual Plan will maintain these characteristics:

1. Focus and prioritization of GISB activities : The annual plan provides a clear focus on specific activities with a prioritization defined. The activities defined should have high expectation of implementation. The annual plan for 1998 will be focused on the standards development and maintenance and interpretations development efforts of the organization.
2. Resource application to GISB efforts : The annual plan recognizes that the member company resources to work on GISB efforts are limited. The efforts defined for activity by GISB do 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 coincide, and the GISB work is directed so that those intents are aligned and realized.
4. Timetable for efforts : The work of GISB is defined with a specific timetable during which consensus can be reached. If consensus is not reached within that timetable, avenues other than GISB can be pursued.

IMPLEMENTATION OF THE ANNUAL PLAN

1. Recognition of time constraints of development efforts -- the plan provides focus with no more than five to ten major efforts identified, with deadlines for completion which serve as prioritization. The development efforts, deadlines, and priorities are 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 are "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 be continued, put on hold or transferred to another organization.
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.



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GAS INDUSTRY STANDARDS BOARD 1998 ANNUAL PLAN - RESPONSIBILITIES

BOARD OF DIRECTORS RESPONSIBILITIES TO THE PLAN

1. The plan will be reviewed by the Board quarterly with the officers of the Executive Committee. For each Board meeting, these deadlines will be reviewed with the progress made to date by the subcommittees.
2. The deadlines in the Annual Plan, 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 transferred to another venue.
3. Any changes or additions to the annual plan items, including those requested by government agencies or commissions, must first be presented to the Board for consideration and approval.
4. The Board will review monthly progress reports on the Annual Plan to determine if any changes are necessary.

EXECUTIVE COMMITTEE RESPONSIBILITIES TO THE PLAN

1. 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.
2. The officers of the Executive Committee will brief the Board at each Board meeting on the progress made towards completing each item on the Annual Plan.
3. There will be boundaries on the time spent in modifying standards, which will be controlled by the Executive Committee through its setting of meeting dates for the subcommittees addressing maintenance issues.
4. A key element in determining priority for maintenance issues is the number of companies needing the modifications requested. The Triage Group recommendations to the Executive Committee will include priorities/dates and possible changes other priorities such that the workload in maintenance is reasonable considering the other items included in the plan.

GISB OFFICE RESPONSIBILITIES TO THE PLAN

1. The GISB office will prepare the monthly progress report to the Board of Directors in consultation with the officers of the Executive Committee and other subcommittee chairs as appropriate.
2. The Executive Director will be an active participant in subcommittee meetings, acting as a liaison to the Board of Directors.



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INSTRUCTIONS TO SUBCOMMITTEE AND TASK FORCE CHAIRS

Chairs of committees, subcommittees and task forces undertake responsibilities in assuming their roles as presiding officers. The GISB organization is appreciative of the significant leadership efforts that are assumed when individuals agree to serve as chairs. The principles below are in full accordance with normal rules of order for groups following the democratic principles of parliamentary procedure.

1. The chair's role is that of serving the assembly, striving for fair play among the participants, trying to ascertain the participants' and the organization's intent, and providing guidance for the fulfillment of the intent of the organization as a whole. The organization's intent is reflected in the annual plan.
2. Presiding officers of a meeting should remain impartial and objective. If a motion is made, and the chair wishes to advocate a particular position, he or she should ask another officer to act as chair during the discussion. After the discussion, the chair should resume his or her role as the presiding officer.
3. The chair should not permit participants to speak at will, offer alternative main motions when a main motion is already under consideration, interrupt speakers or claim the floor without first being recognized by the chair.
4. The chair should refuse to allow participants to claim the floor several times before others have had their first opportunity to speak.
5. The chair is empowered to limit discussions when necessary and call items out of order if not on the agenda of the meeting.
6. The chair is to guide the participants to follow the agenda and to meet the goals established for that agenda and to realize the organization's intent. The organization's intent is reflected in the annual plan.
7. It is the responsibility of the chair to guide the participants so that the time spent in the meeting is effective, meets the goals of the organization, and addresses the items on the agenda.
8. The chair should ensure that the agenda for the meeting is in agreement with the intent of the organization as a whole.
9. The chairs are empowered to limit discussion to the named members of the committee, task force or group. They are also empowered to name members of subgroups to act on specific issues. While all GISB meetings are open, chairs can restrict discussion in the meetings to the named members of the groups.