



# Gas Industry Standards Board

1100 LOUISIANA, SUITE 4925, HOUSTON, TEXAS, 77002  
PHONE - (713) 757-4175, FAX - (713) 757-2491, EMAIL - gisb@aol.com  
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VIA FACSIMILE

October 30, 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  
Announcement for comments due by task force members November 5

## NOTES FROM OCTOBER 30, 1997:

The task force met via conference call on October 30, from 9:00 a.m. to 9:45 a.m. central. Task Force members in attendance for the call were: Steve Bergstrom, Stan Horton, Jim Templeton (chair), Mike Bray, Mary Jane McCartney, Keith Sappenfield and Bill Boswell. Task force members Judd Miller, Tom Ehinger and Kristine Mespelli were unable to attend. Joyce Phillips and Shelley Corman attended as observers, and Rae McQuade 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 17 meeting. It is the intent of the group that this be the last phone conference as all participants recorded their changes to the plan. The task force members will review the plan for any substantive changes or changes needed because it could affect membership. Those changes will be forwarded to the GISB office and reviewed by the chairman Jim Templeton for inclusion in the report. The procedure will be as follows:

October 30	Revised Plan is faxed out to task force members
November 5	Written comments on any further changes are submitted to the GISB office
November 5	Determination by the Chairman on if another call is needed
November 6	Annual Plan Process, Annual Plan for 1998, and Chair Powers and Duties sent to Board of Directors for comment. Written comments are requested for any points that are substantive or would affect membership, (i.e. no word-smithing please).
November 13	Executive Committee meets to determine their comments on the Annual Plan, EC Officer determination of the maintenance plan, consider for adoption the Chair Powers and Duties document. Written comments are requested for any points that are substantive or would affect membership, (i.e. no word-smithing please).
November 17	Comments due into the GISB office from the members of the Board of Directors and forwarded to the task force members
November 17	Comments due into the GISB office from the Executive Committee and forwarded to the task force members
November 18	Determination by Chairman on inclusion of comments into the report or comments to be attached separately to the report.
November 22	Board materials sent out for December 8 meeting including annual plan process, 1998 annual plan and Chair Powers and Duties document, with comments received.



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December 8

Review of Plan by the Board members, with three resolutions to consider for adoption:

- Annual Plan Process
- 1998 Annual Plan
- Chair Powers and Duties

The annual plan items were reviewed for dates and several changes were suggested. The changes agreed to by the task force members in attendance are reflected in the attachment. Mike Bray offered that the deadline for the plan item for "Internet Common Look and Feel Web Pages" could be changed to the third rather than the second quarter to spread out the work across the quarters of 1998. All attending task force members determined that the deadline of the second quarter would remain.

The concept of doing no more than five to ten efforts per year were discussed. As one development effort completes, such as gas day trades contract, another high priority item, not on the plan could be added with Board approval. A similar concept would be in place for maintenance. As requests identified for invoicing on the maintenance plan are completed, other high priority maintenance invoicing requests could be considered. If a maintenance request for invoicing is received that is assigned an immediate priority, it must replace an existing request.

Jim Templeton agreed to draft letters with the GISB office to forward the materials to the members of the Board of Directors after the task force members have had the opportunity to suggest substantive changes or changes that could affect membership. Task Force Member comments are due to the GISB office no later than November 5.



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## **RESOLUTIONS TO BE CONSIDERED FOR ADOPTION BY THE BOARD OF DIRECTORS**

**DECEMBER 8, 1997**

1. Be it resolved that the Annual Plan Process is adopted by the Board of Directors for development of Annual Plans for the GISB organization.
2. Be it resolved that the 1998 Annual Plan (attached) is adopted by the Board of Directors for direction of GISB activities in 1998.
3. Be it resolved that the Operating Practice regarding the "Powers and Duties of the Chair" is adopted by the Board of Directors for instructions to the chairs of task forces and subcommittees.



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## GAS INDUSTRY STANDARDS BOARD

### 1998 ANNUAL PLAN

<u>ITEM DESCRIPTION</u>	<u>BEGIN DATE</u>	<u>COMPLETION DATE<sup>1</sup></u>
<b>1 FINISH THE WORK OF THE OPEN ISSUES</b>		
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
<b>2 COMMON LOOK AND FEEL WEB PAGES</b>	Ongoing	Second Quarter
<b>3 ORGANIZED PROGRAM OF STANDARDS MAINTENANCE</b>		
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 Invoicing	1998	1998
Nominations and Capacity Release	1999	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
<b>4 EBB TO INTERNET TRANSITION OF FUNCTIONS</b>	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 1998

<sup>1</sup> Dates in the completion column are by end of the quarter.



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## GAS INDUSTRY STANDARDS BOARD

### ANNUAL PLAN PROCESS

#### CHARACTERISTICS, IMPLEMENTATION AND RESPONSIBILITIES

#### PLAN CHARACTERISTICS

The 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 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 : It is the intent of the Board of Directors and the Executive Committee that their activities coincide. The Board of Directors and the Executive Committee will direct GISB work through the annual plan so that those intents are aligned and the annual plan efforts are 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 5 to 10 major efforts identified, with deadlines for completion which serve as prioritization. The development efforts, deadlines, and priorities are identified in the Annual Plan. If one of the approved efforts is completed during a year, a new effort could be added if approved by the Board of Directors.
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 venue.
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



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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.

## **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 its consideration, prioritization 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 or segments 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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## GAS INDUSTRY STANDARDS BOARD

### POWERS AND DUTIES 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.

Chairs act as representatives of the Executive Committee in discharging its responsibilities with respect to the organization's purposes. The annual plan adopted by the Board of Directors sets forth GISB's priorities for the year in question, and the chairs are strictly charged by the Board and the Executive Committee to ensure that the subcommittees and task forces are directed to the end of accomplishing the annual plan. As such, chairs are empowered to take any actions necessary to ensure that the discussion is timely, effective, and focused on matters consistent with the plan, including, but not limited to setting and enforcing deadlines for debate, ruling items out of order, and otherwise supervising the progress of the meetings for which they are responsible.

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 chairs 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.