



# Gas Industry Standards Board

1100 LOUISIANA, SUITE 4925. HOUSTON, TEXAS, 77002  
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HOME PAGE: www.gisb.org

July 22, 1998

**TO:** Internet Implementation Task Force Chairs: Mike Novak, Tammy Hopkins, Carl Caldwell, producer vacancy (sent to Paul Keeler), end user vacancy (sent to Dona Gussow)  
EC Officers: Mike Bray, Jerry Hahn

**FROM:** Rae McQuade, Executive Director

**RE:** Chairs' Meeting: Planning Session Meeting & Conference Call

The chairs are asked to attend a planning session regarding the EBB Internet Implementation Task Force (EII). The Executive Committee (EC) created this group on July 16 to set transactional web site standards and to review items submitted via the EDI Order No. 587-G survey and address any needed resolutions or standards development. The group reports to the Executive Committee. Below is a draft agenda for the chairs call. Please call me if changes are needed for this agenda for the chairs' call.

**The meeting will be held on Tuesday, July 28 at 9:00 a.m. at the Duke Energy Offices, 5400 Westheimer Court, Houston, Texas, if you are able to attend in person. If not, please contact the GISB office for the conference call number. The pass code will be GISB. Rae McQuade is listed as the conference leader.** While this is a chairs' call/meeting, it is open to the public as are all GISB meetings. It will be at the chairs' determination whether the call/meeting should allow attendees other than the chairs to participate or if attendees are to be in the role of observers.

Below are phone, fax and e-mail addresses of those chairs that have been announced to date, as well as those of the EC officers:

<u>NAME</u>	<u>PHONE</u>	<u>FAX</u>	<u>E-MAIL ADDRESS</u>
Rae McQuade	713-757-2283	713-757-2491	gisb1@aol.com
Mike Bray	713-627-5301	713-989-3166	mdbray@duke-energy.com
Jerry Hahn	713-752-7769	713-752-4026	hahnge@texaco.com
Carl Caldwell	713-868-5537	281-360-4902	cpcaldwe@aol.com
Mike Novak	716-857-7884	716-857-7415	mn0vak@aol.com
Tammy Hopkins	713-853-5818	713-853-6756	thopkins@enron.com
Dona Gussow	561-625-7565	561-625-7567	dgussow@fpl.com
Paul Keeler	713-624-9268	713-624-9624	pkeeler@br-inc.com



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To ensure that we have adequate dates for meetings, I have had Veronica reserve the following dates for meetings of the EII task force. We do not need to use all of these dates, but knowing how quickly they can be taken, I reserved them in case of EII's needs. We can release them if they are not needed:

July 28	All Day	Chairs meeting/call
August 3	All Day	First meeting date
August 13	Afternoon	Possible Meeting Date
August 14	All Day	Possible Meeting Date
August 21	All Day	Possible Meeting Date

As a draft agenda for the chairs call, I put together the following. Please call me if you have other directions for the meeting to take, and changes will be made to this agenda:

1. Administrative: Welcome, Antitrust, Identification of Attendees, Agenda Adoption by the Chairs
2. Identification of any general concepts to be applied to the EII task force
3. Organization of the dual responsibilities:
  - a. Interactive Web Site Standards Development
  - b. EDI Development
4. Overall Goals that the chairs expect should be achieved by each group (3a and 3b above) and target completion dates, if feasible
5. Meeting Schedules and Locations
6. Any other organizational items
7. Conclusion

Below is an excerpt of the Executive Committee draft minutes of July 16, where the EII task force was created:

The motion was made to create a task force with balanced voting, named the EBB Internet Implementation Task Force, reporting to the Executive Committee. The task force would develop standards relating to conducting transactions on the Internet including any standards needed to ensure that the EDI and internet models are comparable and would also include the minority issues and the CAMEL model. There would be one chair from each segment. Within one week the chairs will be identified to the GISB office. The motion passed unanimously.

The motion was made to abolish the Internet "Look and Feel" task force. The motion was passed unanimously. All remaining work will be transferred to the new EBB Internet Implementation Task Force. The motion passed unanimously.

## **VI. EDI Survey and Responses: Preliminary Plan**

The motion was made that the EBB Internet Implementation Task Force review the preliminary report of the EDI Survey. Transcapacity has also prepared its own analysis based on the list of the responses and has e-mailed it to the EC members. Mr. Hahn asked that the chairs follow a dual path of the development of transactional web sites and a review of the items submitted for EDI development. It was emphasized that these items submitted are not requests, they are items resulting from an informal GISB survey. The motion was adopted unanimously.



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For work papers for this meeting, you may want to review both models presented to the Board of Directors in the June 1, 1998 report and the listing of the items that resulted from the Order No. 587-G EDI survey. They can be downloaded from the GISB home page. If you have any problems in accessing the report or the survey listing, please notify the GISB office. I should have the completed analysis from Ernst and Young prior to the meeting.

Rae McQuade