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Gas Industry Standards Board

1100 LOUISIANA, SUITE 4925

HOUSTON, TEXAS, 77002

PHONE - (713) 757-4175, FAX - (713) 757-2491, EMAIL - gisb@aol.com

August 26, 1997

TO: BPS Chairs: Norm Walker, Kirt Kleinman, Kristine Mespelli, Bob Wallenhorst, Greg Lander
IR Chairs: Norm Walker, Carl Caldwell
FTTF Chairs: Susan Croley, Jim Vander Noot, Dave Pfeifer (EDM)
Posting on the Home Page for Interested Industry Participants
Jane Copeland, Ak/Ret Reporting (transcription)
Mark Scheel, Natural Gas Clearinghouse (host)
Mike Bray, Jerry Hahn, Dennis Holbrook

FROM: Rae McQuade, Executive Director

RE: BPS / IR / FTTF¹ Internet "Look and Feel" Team -- **Revised Meeting Agenda**

At the Executive Committee meeting on June 11, a team was created to respond to the resolution passed by the Board of Directors on May 13 regarding Internet "look and feel". The first meeting of the team is scheduled for:

WHEN: ***Wednesday, August 27***
9:00 a.m. to 5:00 p.m.

WHERE: Natural Gas Clearinghouse
1000 Louisiana, Suite 5800
Houston, Texas 77002
(please check in at reception area on the 58th floor, then proceed to the meeting room -- 71st floor training room)

RSVP By: ***August 22, 1997*** to Veronica Thomason (713) 757-4175
to ensure adequate meeting room planning

MESSAGES: Carol at (713) 767-5011

The meeting will be transcribed by Jane Copeland of Ak/Ret Reporting, (512) 882-9037. The draft agenda follows:

1. Adiminstrative
 - Welcome
 - Housekeeping
 - Adoption of Agenda
 - Confirmation of Chairs (Both Norm Walker and Kirt Kleinman volunteered as chairs and should be confirmed in the meeting)
2. Statement of objective(s) for the Internet "Look and Feel" Team meeting
3. Presentation of strawmen submitted by and posted:
 - Duke Energy
 - Latitude Technologies
 - NGC Corporation
 - NGPL
 - PGT
4. Review and discussion of strawmen - identify commonalities
5. Definition of scope for standardization
6. Identification of next steps

¹ BPS -- Business Practices Subcommittee, IR -- Information Requirements Subcommittee, FTTF -- Future Technology Task Force which reports to the Electronic Delivery Mechanisms Subcommittee (EDM).



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7. Identification of any assignments before next meeting
8. Next meeting date and location
6. Adjourn