



# Gas Industry Standards Board

1100 LOUISIANA, SUITE 4925, HOUSTON, TEXAS, 77002

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## **GAS INDUSTRY STANDARDS BOARD**

### **Internet Look and Feel Task Force Meeting**

**1:00 p.m. to 5:00 p.m., November 4-5, 1997**

### **FINAL MINUTES -- NOVEMBER 4, 1997**

#### **I. Introductory Items**

Ms. Rae McQuade welcomed the attendees and the host for the meeting, Duke Energy, was thanked for providing the facilities. She then introduced Ms. Susan Croley who would Chair the meeting in the absence of both co-chairs, Norm Walker and Kirt Kleinman. The antitrust advice was given by Dennis Holbrook, General Counsel. Ms. Croley called for a motion was made and seconded to adopt the revised agenda which had been posted on the Home Page. Discussion ensued.

Ms. McQuade then explained the revised agenda included the addition of an alternative approach proposal which was conceived by a group consisting of Amoco, Duke Energy Pipelines, Enron Capital & Trade Resources, Enron Interstate Pipelines, Exxon Co. USA and Natural Gas Clearing House. Ms. McQuade stated the Board of Directors was very much interested in the work of this committee, and it was important that a product which would be acceptable to all segments of the industry would be forthcoming. She stated that GISB was moving to a different media, the Internet, and that there was concern that attention be given to providing standards that were needed and workable for the entire industry. She expressed regret that the information for this added agenda item was not available sooner, but it had not been possible to provide it to the committee any sooner.

Discussion followed on the proposed new agenda item and Ms. McQuade's statements. A correction of the agenda was made on Item B as shown on the agenda being corrected to Item V. The revised agenda with modifications was adopted. The minutes were then adopted with modifications. The attendees introduced themselves.

#### **II. Alternative Approach Proposal**

Mr. Mark Scheel started the discussion of the Alternative Approach Proposal, available from the GISB home page as a working document for this meeting, with a brief explanation of the need to find a shorter path at a higher level to identify the desires of the Committee to provide a common look and feel to web pages. The higher level discussion is to identify a conceptual framework which could then be used to develop a body of standards. He stated that the group, as identified, proposed this alternative approach because at times, the more detailed original path would create very difficult obstacles causing a significant loss of time, and that perhaps reviewing first the business needs would allow the process to be more efficient and expeditious. The method of implementation could be determined after the business needs were first identified and agreed upon.

Ms. Croley asked Ms. Diane Eckels to read the proposal and explain the group's approach. At this point it was stated that it would be advantageous to have the material that was going to be presented to the committee in a more timely manner so participants would have time to prepare. Discussion continued and it was agreed that it was certainly to everyone's advantage to provide material as soon as possible, and that in this case it was provided as soon as it was available.



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Ms. Eckels then read the roman numeral items of the proposed alternative approach. A motion was made to place the items on the alternative approach proposal first on the list for discussion and then continue with the remaining items on the matrix, discussed at the previous meeting. Once the alternate proposal was developed, a review of the matrix to sync up items would be performed and certain items may need to be revisited. There were 25 votes in favor and 8 opposing votes. The motion to place the items on the alternative approach proposal first on the list for discussion carried with 25 votes in favor.

A motion was then made that the roman numeral items I-III be voted on individually rather than as a group and then the task force would return to the letter items under each roman numeral. Voting resulted in 35 votes in favor and no opposing votes for all three items.

Item I.A.. - was discussed and a motion: "Use same term for common information which would include the five required postings under Standard 4.3.6" resulted in the following vote: 33 in favor, 0 opposed. Motion carried with 33 votes in favor.

Item I. B. - was discussed and a motion: "Access current URLs for TSPs above mentioned Websites from one Website (URL)" resulted in: 33 votes in favor and 1 opposed. Motion carried with 33 votes in favor.

Item II. A. - was discussed and a motion: "Use common terms and common order for categories of common information" was made. Voting was: 34 votes in favor, 0 opposed. Motion carried with 34 votes in favor.

Item II. B. - a motion was made to amend the item to read: "Visually group together the common terms for the categories of common information". Voting on the amended item was as follows: 34 votes in favor, 0 opposed. Motion carried with 34 votes in favor.

Item II. C. - a motion was made after discussion to adopt: "Provide a "Site Map" (Table of Contents) section using above common terms and categories". Voting resulted in: 25 votes in favor, 6 opposed. Motion carried with 25 votes in favor.

Item III. A. - after discussion a motion was made to adopt: "Display name of applicable TSP clearly at all times". Voting resulted in: 18 votes in favor, 10 opposed, 3 abstained. Motion carried with 18 votes in favor.

## **VI. Adjournment**

The agenda for the continuation of the meeting on November 5 will include items III. B., III. C. and III. D. of the alternative approach proposal as well as addressing the specific actions of each item.



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## VII. Attendees - Chairs, Board Members, GISB Office, Hosts

		<u>Company</u>	<u>Members</u>
Chair :	1.	Susan Croley	Duke Energy ✓
GISB:	2.	Rae McQuade	GISB, Executive Director ✓
	3.	Jane Copeland	Ak/Ret Reporting ✓
	4.	Dennis Holbrook	GISB, General Counsel ✓
	5.	JoAnn Garcia	GISB Staff ✓
Hosts:	6.	Duke Energy	

## VII. Attendees -- By Segment

		<u>Company</u>	<u>Members</u>
Producers:	1.	Tom Ehinger	Amoco ✓
	2.	Tommie Hartmann	Exxon ✓
Services:	3.	John Tsucalas	A. T. Kearney X
	4.	Sylvia Munson	Altra Energy ✓
	5.	Leigh Spangler	Latitude Technologies ✓
	6.	Mark Hooper	NrG/Information ✓
	7.	Andy Sicignano	Enron Capital & Trade ✓
	8.	Terry Lehn	EDS ✓
	9.	Gary Payne	Enron Admin. Services ✓
	10.	Bob Burns	Midcon Gas Services ✓
	11.	Pete Whately	Natural Gas Clearinghouse ✓
	12.	Mark Scheel	NGC Corp ✓
LDCs:	13.	Joseph Kardas	National Fuel Gas ✓
Pipelines:	14.	Ken Skweres	Algonquin X
	15.	Susan Croley	Algonquin X
	16.	Jerry Hahn	Texaco ✓
	17.	Jim Vander Noot	El Paso Natural Gas ✓
	18.	Sandra Barnett	Koch Gateway ✓
	19.	Theresa Hess	Florida Gas Transmission ✓
	20.	Coralie Sculley	Panhandle Eastern ✓
	21.	Bob Wallenhorst	Enco Gas Gathering ✓
	22.	Dale Davis	WINGS ✓
	23.	Chris Colburn	Transco ✓
	24.	Steve LeCureaux	ANR ✓
	25.	Kim Van Pelt	Trunkline Gas Company X
	26.	Jennifer Edris	Sabine ✓
	27.	Betty Barnum	AGT ✓
	28.	Lanyard Sledge	Tennessee Gas Pipeline ✓
	29.	Clancy Aschbrenner	Colorado Interstate Gas Co. ✓
	30.	Steve Elmer	PGT ✓
	31.	Stan Thomas	Midcon Corp. NGPL ✓
	32.	Patrick Darish	Great Lakes Gas Transmission ✓
	33.	Keith Higginbotham	Transwestern/Enron X
	34.	Anjie Hoppe	KN Energy ✓
	35.	Diane Eckels	Enron ✓
	36.	Cynthia Johnson	MC <sup>2</sup> X



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## **FINAL MINUTES -- NOVEMBER 5**

### **I. Introductory Items**

Ms. Susan Corley welcomed the attendees to the second day of the Internet Look and Feel Task Force meeting. She again thanked the hosts of the meeting, Duke Energy, for providing the facilities, breakfast and lunch. The antitrust advice was given by Dennis Holbrook, General Counsel.

### **II. Continuation of Items of Alternative Approach Proposal**

Item III. B. - Place links to categories mentioned above in the same general location of each page, e.g., left side of screen - was amended to read: "Place links to categories mentioned above in the same general location on the display". After discussion, a motion was made to again amend this item to: "Whenever links to categories to information are displayed on the monitor they should appear in the same general area of the display". Voting on the revised amended motion resulted in the following: 25 votes in favor, 2 votes opposed, 2 abstain. The motion carried with 25 votes in favor.

Item III. C. - Define common technical workstation requirements that might improve readability, e.g., resolution - was amended to read: "Define common technical workstation that might improve readability". A motion was made to further amend this item to: "Define common technical workstation that might improve readability". Discussion lead to again amending the motion to the following: "Define both the minimum and the optimum technical characteristics and guidelines for the developer and user of the site". A vote on this revised amended motion resulted in the following: in favor 27 votes, opposed 0, abstain 5. The motion carried with 27 votes in favor.

Item III. D - Maximize display space for content - was discussed and a motion was made to accept this item as written. Voting resulted in the following: in favor 31 votes, opposed 0, abstain 0. Motion carried with 31 votes in favor.

The task force then returned to the items to address the language, specifics and actions required of the items.

Item I. A. - Use same term for common information, e.g., "Informational Website" - was discussed and it was decided that alternative suggestions would be made and voted on to determine the term that was most acceptable to the majority of the participants. The result was as follows:

- |    |                                    |             |
|----|------------------------------------|-------------|
| 1. | informational posting              | in favor 29 |
| 2. | information web site               | in favor 1  |
| 3. | gisb/ferc postings                 | withdrawn   |
| 4. | gips (GISB informational postings) | withdrawn   |
| 5. | standards website                  | withdrawn   |

Two participants abstained. "Use 'informational posting' for common information" carried with 29 votes.

Item I. B. - Access current URLs for TSP's "informational Web sites" from one Website (URL). This site would also link each document category to within each TSP. After much discussion, a motion was made to add: "This site would further include links for TSP site maps". Voting resulted in 23 votes in favor, 4 opposed, 3 abstained. Motion carried with 23 votes in favor.

Item II. A. - Use common terms and common order for categories of information, e.g., Notices, Capacity, Affiliate Information, Index of Customers and Tariff. A motion was made to amend this item as



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follows: "Use the following five common terms alphabetized for categories of information - affiliated marketer info, capacity, index of customers, notices, tariff". Discussion as to whether to include site map in this group ensued and was deleted from the list. After discussion, voting on the amended motion resulted in the following: 35 votes in favor, 0 opposed, 0 abstain. Motion carried with 35 votes in favor. A motion was made to conclude discussion with the following results of 26 in favor, 3 opposed, and none abstaining. The motion carried with 26 votes in favor.

Item II. B. - Group above categories together - was amended to read: "Visually group together the common terms for categories of common information ahead of other categories displayed". Voting on the amended motion resulted in: 25 in favor, opposed 0, abstain 0. The motion carried with 25 votes in favor.

Item II. C. - Provide a "Site Map" (table of contents) section using above common terms and categories. Several motions were made and withdrawn as discussion ensued. One motion: "We define a list of specific tasks required to define site map specifications and that those tasks be assigned to one dedicated meeting at a specific time", received support as follows: in favor 27 votes, opposed 0, abstained 0. Motion carried with 27 votes in favor. The following "Topics for Discussion: 1) site map definition, 2) site map navigation, 3) site map location, 4) site map content, 5) visual presentation of the site map, 6) sub-categories" were agreed upon with a voting result of: in favor 26 votes, opposed 0, abstain 0. After discussion of the need to recognize the schedules of the participants to add additional meetings to an already full schedule, it was suggested that the Chair would place the item on the agenda.

Item III. A. - Display name of applicable TSP clearly on each page. A motion was made to amend the item to read: "The name of the applicable TSP should appear within the upper one third of the display". Voting on the amended motion resulted in the following: in favor 26 votes, opposed 0, abstain 0. Motion carried with 26 votes in favor. Discussion then continued on whether this should be sent to Future Technology Task Force (FTTF) for suggestions on implementation and a motion was made to: "Ask FTTF for suggested implementation guidelines of these business requirements". Voting resulted in the following: in favor 14 votes, opposed 8, abstain 3. The motion carried with 14 votes in favor. The chair will inform the FTTF of the request from this group.

Item III. B. - Place links to categories mentioned above in same general location of each page, e.g., left side of screen. A motion was made to amend Item III. B. to: "The links to the categories of common information should be displayed vertically on the left hand side of the screen". Voting on the amended motion resulted in the following: in favor 21 votes, opposed 0, abstain 3. Motion carried with 21 votes in favor.

Item III C. - After discussion, a motion was made to: "Ask FTTF to define both the minimum and the optimum technical characteristics and guidelines for the developer and user of the site". Voting resulted in the following: in favor 22 votes, opposed 0, abstain 0. Motion carried with 22 votes in favor. The chair will inform the FTTF of the request from this group.

Item III D. - Maximize display space for content: After discussion, it was agreed that nothing more needs to be done on this item. No vote was taken.

Items W, P, T, V and Z were withdrawn as active items from the agenda.

### **III. Adjournment**

The date and agenda for the next meeting will be posted as soon as possible. Meeting was adjourned at 5:00 pm.



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## IV. Attendees - Chairs, Board Members, GISB Office, Hosts

			<u>Company</u>	<u>Members</u>
Chairmen:	1.	Susan Corley	Algonquin	✓
Co-Chair	2.	Norm Walker	El Paso Energy	✓
GISB:	3.	Rae McQuade	GISB, Executive Director	✓
	4.	Jane Copeland	Ak/Ret Reporting	✓
	5.	Dennis Holbrook	GISB, General Counsel	✓
	6.	JoAnn Garcia	GISB Staff	✓
Hosts:	7.	Duke Energy		

## V. Attendees -- By Segment

			<u>Company</u>	<u>Members</u>
Producers:	1.	Tom Ehinger	Amoco	✓
	2.	Tommie Hartmann	Exxon	✓
Services:	3.	John Tsucalas	A. T. Kearney	✗
	4.	Sylvia Munson	Altra Energy	✓
	5.	Leigh Spangler	Latitude Technologies	✓
	6.	Mark Hooper	NrG/Nformation	✓
	7.	Andy Sicignano	Enron Capital & Trade	✓
	8.	Terry Lehn	EDS	✓
	9.	Gary Payne	Enron Admin Services	✓
	10.	Pete Whately	Natural Gas Clearinghouse	✓
	11.	Mark Scheel	NGC Corp	✓
LDCs:	12.	Joseph Kardas	Natural Fuel Gas	✓
Pipelines:	13.	Ken Skweres	Algonquin	✗
	14.	Diane Eckels	Enron	✓
	15.	Clancy Aschbrenner	Colorado Interstate Gas	✓
	16.	Jim Vander Noot	El Paso Natural Gas	✓
	17.	Sandra Barnett	Koch Gateway	✓
	18.	Theresa Hess	Northern Border	✓
	19.	Coralie Sculley	Panhandle Eastern	✓
	20.	Toby Kuehl	Transwestern Pipeline	✓
	21.	Dale Davis	WINGS	✓
	22.	Chris Colburn	Transco	✓
	23.	Tai F. Waup	WISC	✓
	24.	Kim Van Pelt	Trunkline Gas Company	✗
	25.	Jennifer Edris	Sabine	✓
	26.	Betty Barnum	AGT	✓
	27.	Clancy Aschbrenner	Colorado Interstate Gas Co.	✓
	28.	Julie Dennis	Mobile Bay	✗
	29.	Steve Elmer	PGT	✓
	30.	Stan Thomas	Midcon Corp. NGPL	✓
	31.	Patrick Darish	Great Lakes Gas Transmission	✓
	33.	Keith Higginbotham	Transwestern/Enron	✗
	34.	Anjie Hoppe	KN Energy	✓