



North American Energy Standards Board

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TO: NAESB Parliamentary Council, Posting for Interested Industry Participants
FROM: Meghan McMillan, NAESB Staff
RE: Draft Minutes from the NAESB Parliamentary Council Meeting – November 21, 2002
DATE: November 26, 2002

**NAESB Parliamentary Council Meeting
Thursday, November 21, 2002
Draft Minutes**

1. Welcome and Introductions

Mr. Boswell opened the meeting and welcomed participants. Mr. Costan gave the antitrust charge for the meeting participants. The agenda was adopted with no opposition. Mr. Templeton moved to adopt the minutes as written and Mr. Haynes seconded. A procedural vote was taken. The minutes were adopted unanimously.

2. Review of NAESB Ops for Changes

Ms. McQuade reviewed the materials included in the Parliamentary book. She noted that some redline work had been done, and suggested members of the parliamentary committee work with her to help implement those changes. Mr. Boswell proposed that an executive summary be developed as these documents are updated. Ms. Corcoran recommended an organization chart be put together for the members but also as a document that could be purchased from the organization and posted on the website. Ms. McQuade volunteered to work on an organization chart to illustrate how the subcommittees are organized. Mr. Schwalbuck suggested including the scope of the quadrants on their annual plans. Ms. McQuade noted that this is included in the quadrant procedures. It was suggested that a one-page executive summary on NAESB be put together to attached to various NAESB documents (annual plans, NAESBOps, etc.). Mr. Boswell informed the group that he would like to recruit at least one parliamentary member to chair each group responsible for updating these items. At the next meeting the group will review the re-drafts of these documents.

Mr. McGill volunteered to chair the group in charge of items 1 through 4 (Procedures for NAESB Executive Committee Subcommittees, Executive Committee Actions on Standards and Related Matters, Subcommittee Mission Statements and Procedures, NAESB Affiliated Group Meetings). Mr. Boswell encouraged anyone interested in working on 1 through 4 to contact Mr. McGill. Ms. Van Pelt volunteered to work with this group. Mr. Williams volunteered to chair the resolutions group (items 5 Executive Committee Resolutions Regarding NAESB Activities and 6: Board of Directors Resolutions Regarding NAESB Activities). Mr. McMillan volunteered to chair the standards related procedures group (items 7: Procedures for Adopting Standards and 8: Procedures for Adopting Minor Clarifications and Corrections to Standards). Mr. Hartsoe and Mr. Brown volunteered to chair the group working on item 9: Procedures for Communication with the FERC. Mr. Ellsworth and Mr. Burks volunteered to work with Mr. Hartsoe on the states related issues as this item should be expanded to include retail items. It was proposed to that item 10: Procedures for Standards Development and Maintenance be merged with items 7 and 8, and Mr. Haynes and Mr. Hawks volunteered to work with Mr. McMillan's group on items 7, 8 and 10.

3. Next Steps and Other Business

Mid January is the target for distributing a draft of the above listed documents and the next Parliamentary meeting will be held the week after. January 20th was proposed as a due date for



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drafts to be submitted to Mr. Costan. It was suggested that a meeting be held in early February after Mr. Costan has reviewed those documents. Mr. Costan will distribute his edits by February 3. The week of February 10 was suggested for the next meeting. The WEQ procedures should be submitted to Mr. Costan before this meeting.

Mr. Bray reviewed a letter submitted by Shell requesting a 24-month publication cycle for WGQ standards. He asked if the Parliamentary Committee is prepared to vote today on this proposal. Mr. Boswell suggested the group discuss it, think about it and make a decision at the next meeting. Concern was voiced about the occurrence of emergency situations. It was proposed in emergency situations exceptions can be made. Mr. Bray requested this item be added to the agenda for the next meeting so a decision can be made and volunteers can be recruited in order to draft a proposal. Mr. McMillan suggested that all quadrants might publish on the 24 month cycle and the board would have the authority to authorize publications for 'emergency' situations.

4. Adjourn

Mr. Haynes moved to adjourn and Mr. McMillan seconded. The meeting adjourned on Thursday, November 21, 2002 at 2:40 p.m. Pacific.

5 Attendees

Wholesale Gas Quadrant Parliamentary Committee Members

Jim Templeton	Principal, Comprehensive Energy Services	Phone
Bill Boswell	Assistant Secretary, Dominion	Present
Terry McGill	Enbridge Energy Company, Inc.	Phone
Lyn Maddox	President & COO, PG&E Energy Group Trading	Phone

Retail Electric Quadrant Parliamentary Committee Members

Leonard Haynes	Senior Vice President Marketing, Georgia Power Company (SERC NERC Region)	Present
John Williams	8760, Inc.	Present
J Cade Burks	President, EC Power	Phone

Wholesale Electric Quadrant Parliamentary Committee Members

David McMillan	Director Market Design, Calpine	Present
R. Scott Brown	Vice President and Director, Exelon Generation Power Team	Present
Joseph Hartsoe	Vice President and Associate General Counsel, American Electric Power Marketing, Inc.	Phone

NAESB Administrative

Rae McQuade	NAESB, Executive Director	Present
Meghan McMillan	NAESB	Present
James Costan	McGuireWoods, NAESB General Counsel	Present
JoAnn Garcia	NAESB	Present

Observers

Arnaout, Mariam	AGA	Phone
Bray, Mike	Shell Gas Transmission	Present
Chezar, Delores	KeySpan	Phone



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Davis, Dale	Williams Gas Pipeline	Present
Desselle, Michael	AEP (WEQ Board Vice Chair)	Present
Ellsworth, Bruce	NAESB Advisory Council	Present
Grygar, Bill	Panhandle Eastern Pipeline Co.	Present
Hawks, Jack	PG&E Energy Trading	Phone
Hess, Theresa	Reliant Energy Retail Services	Present
Schwalbach, Glen	Wisconsin Public Service Corp.	Present
Van Pelt, Kim	CMS Panhandle Pipe Line Companies	Phone
Young, Randy	Gulf South Pipeline	Phone