



## Gas Industry Standards Board

1100 Louisiana, Suite 3625, Houston, Texas 77002

Phone: (713) 356-0060, Fax: (713) 356-0067, E-mail: gisb@aol.com

Home Page: www.gisb.org

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**TO:** PPRTF Chairs (Mike Novak and Leigh Spangler)  
Posting for Interested Industry Participants

**FROM:** Rae McQuade, Executive Director

**RE:** Final Minutes for the Publication Process Review Task Force - September 27, 2001

**DATE:** October 2, 2001

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**GAS INDUSTRY STANDARDS BOARD  
PUBLICATION PROCESS REVIEW TASK FORCE  
Thursday, September 27, 2001 9:00 a.m. – 11:00 a.m.  
FINAL MEETING MINUTES**

**1. Administrative**

Mr. Novak gave the anti-trust advice and chaired the meeting. Ms. Davis reviewed the attendee roll and took the meeting notes. The agenda was adopted as posted. The draft meeting minutes for September 24, 2001 were adopted as final as posted.

**2. Review of Existing Procedures (from 17/2 EC vote to publication) and Development of any applicable notes for the flow-chart**

Ms. Van Pelt reviewed the posted revised workpaper which outlines, in flow-chart format, the existing process. In addition, the posted workpaper setting forth the accompanying notes explaining the processes for the flow-chart were discussed. The flow-chart and the accompanying notes reflecting the discussion during this meeting will be submitted as workpapers for the next meeting.

It was brought up that in addition to the publication process, the GISB Office communicates GISB's actions with the Federal Energy Regulatory Commission. After discussion, it was determined that these communications are outside the scope of the task force and will not be reflected in the flow-chart or the accompanying notes.

**3. Discussion of potential improvements to the process:**

It was noted that the words 'clarification(s)' and 'interpretation(s)' are used interchangeably throughout the GISBOPs, posted documents and on the GISB Web site. For consistency purposes, it might be helpful to use only one term ('interpretation') throughout.

There was discussion of what should be contained in the Final Actions and the timing for the posting of the ratified actions. A concept was discussed of having member ratifications occur shortly after every EC meeting. In turn, the Final Actions could be posted shortly thereafter.

Mr. Novak reviewed the posted workpaper which is a spreadsheet that effectively would re-format the Standards and/or Clarifications Request Log and provides for links to other pages on the GISB web site ( i.e. the assigned subcommittee, the final actions, etc.). This document will be discussed further at the next meeting. Participants were encouraged to submit workpapers with alternate ideas.

**Upcoming Meetings**

- October 2, 2001 Phone Conferences from 9:00 a.m. to 11:00 a.m. Central  
Agenda:



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- Review Draft Minutes for September 27, 2001 meeting.
- Review revised workpaper (flow-chart of existing process)
- Review revised workpaper (applicable notes for the flow-chart)
- Discussion of potential improvements to the process (including the format of the Final Actions)

The next meeting thereafter will be Friday October 5, 2001 (instead of the previously announced date of Thursday October 4, 2001 date.)

### **5. Adjourn**

The meeting was adjourned at 11:00 a.m.



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### Meeting Attendees and Voting Record

Attendee	Organization	GISB Member?
<b>Pipelines</b>		
Kim Van Pelt	CMS Panhandle Eastern	Y
Theresa Hess	Enron – Transwestern	Y
Dale Davis	Williams Gas Pipeline	Y
Randy Young	GulfSouth Pipeline Co. LP	Y
Iris King	Dominion Transmission	Y
<b>Services</b>		
Sylvia Munson	PanCanadian Energy	Y
Mark Scheel	Dynegy Inc	Y
<b>Producers</b>		
<b>End Users</b>		
Tina Patton	Boeing	Y
<b>LDCs</b>		
<b>Mike Novak</b>	National Fuel Gas Distribution	Y
Mike Shahan	Dominion Peoples	Y
Delores Chezar	Keyspan	Y
<b>Associations</b>		

**Bold signifies a PPRTF Chair**