



## 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 - November 1, 2001

**DATE:** November 6, 2001

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**GAS INDUSTRY STANDARDS BOARD  
PUBLICATION PROCESS REVIEW TASK FORCE  
Thursday, November 01, 2001 9:00 a.m. – 12:00 p.m.  
FINAL MEETING MINUTES**

### 1. Administrative

Mr. Spangler chaired the meeting and gave the anti-trust advice. Ms. Davis reviewed the attendee roll and took the meeting notes. The agenda was adopted as modified to delete items 2, 3, and 4. These items are being deferred to the next meeting due to the unavailability of the presenters. The draft meeting minutes for October 24, 2001 were adopted as final as modified.

### 2. Upcoming Meetings

- Agenda for November 6, 2001 conference call – 9:00 a.m. – 11:00 a.m.:
  1. Administrative: Welcome, Antitrust, Attendee Roll Call, Adoption of Agenda and Adoption of Draft Meeting Minutes for November 1, 2001
  2. Review of Existing Procedures for Recommendation Processing (from 17/2 EC Vote to publication) and applicable notes for the flow chart
  3. Discussion of potential improvements to the process
    - Enhancements to Recommendation Processing (flow chart and accompanying notes)
    - Review of revised workpaper reflecting proposed changes to the Request for Standards and / or Clarifications Log
    - Review of the format of the Final Actions
    - Review of Standards Action Bulletin and the corresponding GISBOPs
  4. Discussion of potential Publication Process (from Final Actions to Version Issuance)
  5. Upcoming Meetings
  6. Adjourn

### 6. Adjourn

The meeting was adjourned at 9:16 a.m.



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## Meeting Attendees and Voting Record

Attendee	Organization	GISB Member?
<b>Pipelines</b>		
Dale Davis	Williams Gas Pipeline	Y
<b>Services</b>		
<b>Leigh Spangler</b>	Latitude Technologies	Y
Gina McMahon	BTUWatch	Y
<b>Producers</b>		
<b>End Users</b>		
<b>LDCs</b>		
<b>Mike Novak</b>	National Fuel Distribution	Y
<b>Associations</b>		

**Bold signifies a PPRTF Chair**