



## 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:** **Revised Final** Minutes for the Publication Process Review Task Force - December 5, 2001

**DATE:** January 8, 2002

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**GAS INDUSTRY STANDARDS BOARD  
PUBLICATION PROCESS REVIEW TASK FORCE  
Wednesday, December 5, 2001 8:00 a.m. – 9:00 a.m.  
REVISED FINAL MEETING MINUTES**

### 1. Administrative

Mr. Novak 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, 4 and 5. The draft meeting minutes for December 3, 2001 were reviewed and adopted as final as modified.

### 2. Discussion on Preparation of Report to the Executive Committee

Mr. Novak indicated that he would present the flow chart and the log (exclusive of all the accompanying notes), and explain the general concepts behind the proposed process and logs (such as links). He will also discuss the review we did of the GISBOPS and the fact that the proposed process falls substantially, if not completely, within the existing GISBOPs. He plans to mention that the proposed process might be a staffing issue but that the outcome of this report and the timing of the adoption of this process could be used for the North American Energy Standards Board (the expanded GISB) to handle the anticipated increase in requests due to the addition of three quadrants to the organization. He will draft the EC presentation and e-mail it to the participants of the task force prior to the EC meeting.

Mr. Novak also noted that since the GISBOPs do not specify a publication date, that he was hopeful that the EC would receive and adopt a motion to have Version 1.6 published July 31, 2002.

### 3. Upcoming Meetings

- The following dates and times are set for additional conference call meetings (\*\*pending EC Agreement to extend the task force):

Monday December 17, 2001 9:00 a.m. – 11:00 a.m.

- Agenda for December 17, 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 December 5, 2001
2. Review of Existing Procedures (from 17/2 EC Vote to publication) and applicable notes for the flow chart



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3. Discussion of potential improvements to the process (from 17/2 EC Vote to publication)
  - Review of revised workpaper reflecting the Proposed Recommendation Processing (flow chart and accompanying notes)
  - Review of revised workpaper reflecting proposed changes to the Request for Standards and / or Clarifications Log and / or Minor Clarifications and Corrections
4. Discussion on Minor Clarifications and Corrections
  - Review of workpaper reflecting the Proposed Recommendation Processing (flow chart)
5. Discussion on potential Publication Process (from Final Actions to Version Issuance)
  - Review of revised workpaper reflecting the steps for creation of the standards manual
6. Upcoming Meetings
7. Adjourn

#### 4. Adjourn

The meeting was adjourned at 8:30 a.m.



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## Meeting Attendees and Voting Record

Attendee	Organization	GISB Member?
<b>Pipelines</b>		
Dale Davis	Williams Gas Pipeline	Y
Randy Young	Gulf South Pipeline Co. LP	Y
<b>Services</b>		
Camille Kraft	BTUWatch	Y
Liz Gooch	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**