



Gas Industry Standards Board

1100 LOUISIANA, SUITE 4925. HOUSTON, TEXAS, 77002
PHONE - (713) 356-0060, FAX - (713) 356-0067, email gisb@aol.com
HOME PAGE: www.gisb.org

January 21, 1999

TO: GISB Members, Posting on the Web Page for Interested Industry Participants
FROM: Rae McQuade, Executive Director
RE: Draft Process Committee Meeting Minutes - January 21, 1999

I. Administrative

The meeting opened at 8:00 a.m. Mr. Boswell opened the meeting and welcomed the attendees. Mr. Holbrook gave the antitrust advice. The agenda was adopted through review of the items with no opposition voiced. The minutes from June 5, 1998 were adopted with changes.

II. Dating GISB Operating Practices

After discussion, the motion was made, seconded and adopted unanimously to adopt the practice of dating each page of a GISB Operating Practice with the date the document was approved by the Executive Committee.

III. Modifications to the "Procedures for Adopting Standards" GISB Operating Practice

After discussion, the "Procedures for Adopting Standards" GISB Operating Practice was amended and adopted through a unanimous vote to be recommended to the Executive Committee for adoption (see attached draft). The clauses which were amended were:

- 2.1.1 Requests: Any written request relative to developing or adopting a standard or revising an existing standard shall be submitted to the Executive Director. Such request shall include information sufficient to meet the form requirements established by the Executive Committee.
- 2.1.2 Disposition of Requests: The Executive Director shall refer the request to the Triage Subcommittee and to the Executive Committee. The Executive Committee shall determine whether the requested standard is within GISB's scope. If the request is deemed within the scope of GISB (as determined by a procedural vote requiring a majority of Executive Committee members present and voting) then the Executive Committee should make a determination regarding for the processing of such request including the priority to be assigned to such request.
 - 2.1.2.1 Guidelines for Disposition of Requests and Establishment of Task Forces and Subcommittees: In making a recommendation for disposition of a request, both the Executive Committee and the Triage Subcommittee should be guided by the following principle: With respect to GISB Standards Manuals, all requests which purport to 1) add a standard, 2) add one or more data elements, 3) change the usage of one or more data elements, or 4) change the relationship of a data element to one or more data elements should first be reviewed by a subcommittee or task force (hereafter referred to as subcommittee) with a business practice charge (i.e., a subcommittee identified within Groups 1 or 2¹ of the GISB organization). To the extent the Triage Subcommittee makes a

¹ Groups are defined in the GISB Operating Practice "Procedures for GISB Executive Committee Subcommittees," amended on July 16, 1998.



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recommendation to the Executive Committee for disposition and priority of the request, the Executive Committee will review such recommendation. The Executive Committee may follow the recommendation of the Triage Subcommittee or it may make its own determination. In such case, the Executive Committee may take immediate action, may refer the request to an appropriate subcommittee(s) or may establish an ad hoc subcommittee for this purpose. Where established, the Executive Committee should indicate the voting rules to be followed by such Subcommittee (e.g., balanced, simple majority, or other) and the classification of such subcommittee.

The intent of such changes were reviewed by Mr. Buccigross and described in the work paper posted on the GISB Home Page for this meeting.

IV. Treatment of Withdrawn Requests and Incomplete Requests

Ms. Davis described the issues regarding withdrawn requests in the EBB Internet Implementation Task Force (EII). For reference, discussion began during the December 2 EII Meeting, the minutes of which are posted on the GISB Home Page in the "Process Committee" area, and the transcripts of the December 2 EII Meeting also reference the discussion -- page 497, line 21 to page 522, line 4, (the transcripts can be ordered from Ak/Ret Reporting (512) 882-9037). No work paper is available for this topic, contrary to the agenda item note. Mr. Boswell noted that a withdrawn request is considered withdrawn by the GISB organization and no formal action is taken on it by any subcommittee or the Executive Committee. Should the submitter desire a formal treatment of the request, it should not be withdrawn. For example if the submitter wants a GISB position to be taken on the request, such as:

"The request is rejected by GISB for the development of or modification to GISB standards because the data requested is derivable from other data."

then the submitter should not withdraw the request but have the subcommittee formally reject the request through a vote. Several of the pipelines noted that they would prefer that requests which they have withdrawn have a formal GISB record that the data elements or codes which were to be added to a given standard are derivable and therefore the request or portion of a request is rejected.

Ms. Van Pelt and Ms. Hess also noted that several incomplete requests have been sent to Information Requirements Subcommittee. The submitters can revise their requests at the Information Requirements Subcommittee meetings or they can formally withdraw them and resubmit them to the EII Subcommittee or to the Triage Subcommittee.

V. Adjournment

The meeting adjourned at 9:20 a.m.



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VI. Attendance²

Name	Company	Email	GISB Member	Voter
PIPELINES				
Stodola, Chuck	Columbia Gas Transmission	cstodola@columbiaenergygroup.com	✓	✓
Hess, Theresa	Enron - Transwestern	thess@enron.com	✓	✓
Unruh, Julie	Koch Gateway	unruhj@kochind.com	✓	✓
Phelps, Brent	Panhandle Eastern	bwphelps@duke-energy.com	✓	✓
McDougal, Prince	Southern Natural Gas	prince_mcdougal@sonat.com	✓	✓
LDCS				
BOSWELL, BILL	Peoples Natural Gas	wpboswell@png.cng.com	✓	✓
PRODUCERS				
Hartmann, Tommie	Exxon Co. USA	tommie.r.hartmann@exxon.com	✓	✓
McRae, Terry	PennzEnergy	terrymrae@pennzenergy.com	✓	✓
SERVICES				
Caldwell, Carl	Deloitte & Touche	cpcaldwe@aol.com	✓	✓
Scheel, Mark	Dynegy Inc.	masc@dynegy.com	✓	✓
Scott, Donna	Enron Administrative Corp.	dscott2@ect.enron.com	✓	✓
Spangler, Leigh	Latitude Technologies	lspangler@latitudetech.net	✓	✓
Buccigross, Jim	National Registry of Capacity Rights	legaljb@tcapserv.com	✓	✓
ADMINISTRATIVE				
McQuade, Rae	GISB	gisb@aol.com	✓	✗
Thomason, Veronica	GISB	gisb@aol.com	✗	✗
Holbrook, Dennis	GISB	holbrook@buffnet.net	✗	✗

² The names noted in the attendance section are those individuals who signed the attendance sheets. Others may have been in attendance but did not sign the attendance sheets. Names in the attendance list in **BOLD CAPS** are chairs.