



**GAS INDUSTRY STANDARDS BOARD
Process Subcommittee Meeting
8:00 a.m. to 10:00 a.m. -- March 3, 1998**

FINAL MINUTES

I. Introductory Items

Mr. Bill Boswell welcomed attendees to the meeting. Mr. Dennis Holbrook gave the antitrust advice. The agenda was adopted. The minutes of November 13, 1997 were adopted with modifications.

II. Review of Subcommittee Procedure -- Affiliate Group Procedures

Mr. Boswell explained that the topic for discussion was the Work Paper identified as the "GISB Affiliate Groups" document supplied by TransCapacity. He asked if there was a need to have a shorter version. Perhaps one page that just said the group was to talk about those things there were assigned to the group only and not venture into other areas. Ms. Julie Unruh stated that she thought these procedures were in the By-laws and asked was it necessary to have another document to state these procedures. Mr. Lander asked Ms. Unruh to identify where in the By-laws she felt these items were addressed. Ms. Theresa Hess offered that items going to a group under a request be addressed under that request.

Mr. Greg Lander then read through the Proposed GISB Operating Procedures with respect to GISB Affiliated Group Meetings, Agendas and the working of a GISB Affiliated Group on matter(s) not yet assigned a Request Number. He stated that it was not always so clear cut with respect to the assignments to ad hoc committees. He posed the questions: "How are group's meetings known to others? How would anyone know what they are working on?, and, How would anyone know when they are working on an issue that the interested party is concerned with if there is no request to track and monitor?" Mr. Boswell noted the reason to have these procedures was so that a group would know they are not there to talk about things not assigned to them. Mr. Lander agreed adding that the second part was that there would be a good division of labor among the groups. It was noted that the business practice groups get requests or topics and then they focus on these areas but that there is also the maintenance and clean up areas that may be connected with a request. He noted that there was often the need to make conforming changes or to fix things that were found to be broken in the process of working on new things. Ms. Hess stated the concern was whether a group was going outside of the subject matter of the request. Mr. Jerry Hahn explained that when you talk about BPS issues versus Intraday issues the difference is that it was a topic was brought before the intraday group to find a solution, as opposed to the BPS group, receiving a request on one issue. Ms. Unruh asked if these procedures would effect the ability to stay on track with the Annual Plan. Mr. Lander agreed it would be a balancing act between being able to get the work done and staying on track. Mr. Boswell noted it was the chairs initial responsibility to keep the group within the subject matter assigned to them.

Mr. Boswell asked if anyone had a problem with saying that if it was not on the group's agenda it should not be resolved; and, if it was discussed, then no action should be taken until it was put on an agenda and noticed. There was general agreement with this approach. Ms. Phillips stated that the FTTF

was originally told to find the new way to handle the topics they were given and should have at some point changed over to a maintenance of requests but had failed to do so.

Mr. Lander offered there were the following groupings to be considered:

1. Groups with assigned a topic(s) and given a business practice charge
2. Groups which are request-oriented with a business practice charge
3. Groups which are request oriented without a business practice charge
4. Groups which are request oriented with a business practice charge but which cannot draft new 1.X, 2.X, 3.X, 4.X, or 5.X standards (i.e. the Interpretations Subcommittee)

Group 1 can discuss new matters and put them on the agenda for the next meeting but cannot bring to resolution until there is enough notice.

Group 2 is a request driven process and has a business practice charge (e.g. Business Practices Subcommittee). This group can discuss topics if they are noticed on the agenda; and, if they are related to a request, can discuss and resolve the issue.

Group 3 is a request driven group without a business practice charge and if its requests come directly from the EC (or a business practice group) it is because they are identified as involving no new business practices issues or the business issues are resolved, and, it can process the matter(s) to resolution. However, if the Group does identify a new business practice issue, it must either be referred back to a business practice group (a Group 1 or 2) or, if it identifies a new business practice issue not related to a request sent to it, a request should be sent to the GISB office from individual companies.

Group 4 is request driven with a business practice charge but they can not draft new standards (i.e. the Interpretations Subcommittee).

Ms. Van Pelt asked if a subcommittee was allowed to submit a request. Mr. Boswell stated that it should come from a company not a committee. Ms. McQuade stated the request if it came from a committee would have to have everyone's name and company affiliation. The participants agreed with Ms. McQuade's statement. Mr. Boswell noted the document before them would be redrafted to shorten and incorporate the changes that had been discussed.

III. Adjourn

There will be a conference call of the Process Subcommittee on April 3. The next meeting of the Process Subcommittee will be the morning of the April 16 Executive Committee meeting. The meeting adjourned at 9:55 a.m.

IV. Attendance

			<u>Member</u>
<u>Chair:</u>	Bill Boswell	Peoples Natural Gas	✓
<u>Subcommittee:</u>	Shelley Corman	Enron - Northern Natural	✓
	Tom Ehinger	Amoco	✓
	Jerry Hahn	Texaco Natural Gas	✓
	Theresa Hess	Enron - Northern Natural	✓
	Greg Lander	TransCapacity	✓
	Joyce Phillips	Texas Eastern Transmission	✓
	Kim Van Pelt	Panhandle Eastern Pipelines	✓
	Julie Unruh	Mobile Bay Pipeline	✓
	Bob Wallenhorst	Exxon	✓
<u>Administrative:</u>	Rae McQuade	Executive Director	
	Jo Ann Garcia	GISB - Staff	
	Veronica Thomason	GISB - Staff	
	Dennis Holbrook	General Counsel	