



**GAS INDUSTRY STANDARDS BOARD
Process Committee Meeting
10:00 a.m. to noon. -- April 16, 1998**

FINAL MINUTES

I. Introductory Items

Mr. Bill Boswell welcomed attendees to the call. Mr. Dennis Holbrook gave the antitrust advice. The agenda was adopted. The minutes of April 13 were adopted with no modifications.

II. Review of Subcommittee Procedure -- Affiliate Group Procedures and Procedures for Executive Committee Subcommittee

Mr. Lander presented revisions to the procedures as discussed in the April 13 1998 Process Subcommittee meeting. After discussion the two documents were combined and changes were made to the notice period. Wording changes were made to improve clarity. The GISB Operating Practice was adopted by the Process Committee and will be presented to the Executive Committee.

III. Tabling Issues

Mr. Boswell reviewed the action of tabling as defined in "Robert's Rules of Order". The action taken by the Internet "Look and Feel" Subcommittee in tabling was appropriate, as was the action taken by the Executive Committee in requesting the group to address the tabled issues. The Process Subcommittee had no changes to the processes employed by either the Internet "Look and Feel" team or the Executive Committee.

IV. Appeals Process -- ANSI

Mr. Boswell proposed language for appeals to address correspondence from ANSI. The language described the procedures used by GISB today. The GISB Operating Practice was adopted by the Process Committee and will be presented to the Executive Committee.

III. Adjourn

The meeting adjourned at 10:10 a.m.

IV. Attendance

			<u>Member</u> ¹
<u>Chair:</u>	Bill Boswell	Peoples Natural Gas	✓
<u>Committee:</u>	Greg Lander	TransCapacity	✓
	Stony Jackson	Southern Natural Gas Company	✓
	Theresa Hess	Enron - Northern Natural	✓
	Mark Scheel	NGC Corp	✓
	Jim Buccigross	National Registry	✓
	Jean Ford	Andersen Consulting	✓
	Dale Davis	Williams Gas Pipelines	✓
	Julie Unruh	Mobile Bay Pipeline	✓
<u>Administrative:</u>	Rae McQuade	GISB Executive Director	
✓			
	Veronica Thomason	GISB Staff	
	Dennis Holbrook	General Counsel	

¹ Please note that those individuals signing in as non-members will have any membership benefits revoked. The non-member participant, when changing status to represent a member company at a meeting, should provide written correspondence signed by the primary voter of that member company prior to the meeting, so that his status can be changed and membership benefits reinstated.