



**GAS INDUSTRY STANDARDS BOARD**  
**Process Subcommittee Meeting**  
**Washington, D.C.**  
**8:00 a.m. to 10:00 a.m. -- November 13, 1997**

**FINAL MINUTES**

**I. Introductory Items**

Bill Boswell welcomed attendees to the conference call gave the antitrust advice. The agenda was modified to add discussion and adoption of a GISB Operating Practice regarding the Powers and Duties of Subcommittee and Task Force Chairs. With the change the agenda was adopted. The minutes of September 15 were adopted with no changes.

**II. Subcommittee Procedure Amendments -- Triage & BPS**

With minor grammatical changes, no other changes were offered by the participants for the consideration of the GISB Operating Practice on Triage Subcommittee Procedures.

With minor grammatical changes identified, Ms. Davis noted that the procedures should identify that prior to the GISB office posting the recommendation, the recommendations should be fully staffed. Conforming changes were made to the procedures. Discussion then turned to the link between the general GISBOPS governing subcommittees and the specific rules governing subcommittees and task forces. There was discussion on the need for a preamble to ensure consistent language between the general and specific procedures for subcommittees. It was also discussed that the affiliated group procedures be merged into the general procedures governing subcommittees and task forces.

Motion made to adopt both procedures as amended, which passed unanimously.

**III. Powers and Duties of Chairs**

There was discussion that point 2 of the governance report:

2. Presiding officers of a meeting should remain impartial and objective. If a motion is made, and the chair wishes to advocate a particular position, he or she should ask another officer to act as chair during the discussion. After the discussion, the chair should resume his or her role as the presiding officer.

mean that the officers should conduct the meeting in an impartial and objective manner.

**IV. Subcommittee Procedure Amendments -- Affiliated Group Discussion**

Mr. Lander explained the need for the GISB Operating Practice. If a topic discussed by a subcommittee or task force does not have a business practice charge, while it can be discussed, a request for standard or interpretation should be drafted. Ms. Corman noted that task forces or subcommittees should not forward requests -- they should be drafted and forwarded by companies or groups of companies, which was agreed to by the participants. Mr. Scheel added that for notices of meetings, where travel is occurred the notice should be posted at least two weeks in advance. This procedure will be further discussed at the next Process Subcommittee meeting.

**V. NGC Proposal**

The proposal noted that:

"For the purposes of "sense of the room" voting, GISB dues paying members only may register one vote per member company."

and Mr. Scheel explained the reason for the proposal. Some meeting participants attend meetings, and while their parent company is a member, with a one company one member vote, the participants will identify themselves as affiliates, who are not members, so that they can cast votes. Mr. Scheel added that we should recognize that this practice occurs. Mr. Scheel added that the voting by non-members, specifically affiliated companies, can influence a vote such that a issue does not come before the Executive Committee for consideration. Ms. Loewen expressed that open meetings at subcommittee and task forces including voting by non-members is viewed by many as a strength of GISB. Minority reports can always be brought before the Executive Committee which may address part of Mr. Scheel's concern.

This proposal will be further discussed at the January meeting.

**VI. Adjourn**

The meeting adjourned at 9:55 a.m.

**IV. Attendance**

			<u>Member</u>
<u>Chair:</u>	Bill Boswell	Peoples Natural Gas	✓
<u>Subcommittee:</u>	Sandra Barnett	Koch Gateway	✓
	Chuck Beaver	TransEnergy	✓
	Gary Beland	Providence Gas	✓
	Carl Caldwell	Deloitte and Touche	✓
	Cynthia Corcoran	Duke Energy	✗
	Shelley Corman	Enron - Northern Natural	✓
	Susan Croley	Panhandle Eastern	✓
	Kelly Daly	Arizona Public Service Co.	✓
	Dale Davis	Transco	✓
	Sharon Eady	NorAm Gas Transmission	✓
	Tom Ehinger	Amoco	✓
	Mark Gracey	Tennessee Gas Pipeline	✓
	Joel Greene	Salt River Project	✓
	Jerry Hahn	Texaco Natural Gas	✓
	Theresa Hess	Enron - Northern Natural	✓
	Paul Keeler	Burlington Resources	✓
	Greg Lander	TransCapacity	✓
	Cheryl Loewen	National Registry of Capacity Rights	✓
	Paul Love	NGPL	✓
	Kristine Mespelli	New England Power	✓
	Sylvia Munson	Streamline	✓
	Mike Novak	National Fuel Gas Distribution	✓
	Gary Payne	Enron Capital & Trade	✓
	Joyce Phillips	Texas Eastern Transmission	✓
	Ann Roland	INGAA	✓
	Mark Scheel	NGC Corp.	✓
	Donna Scott	Enron Capital & Trade	✓
	Lanyard Sledge	East Tennessee Gas Pipeline	✗
	Leigh Spangler	Latitude Technologies	✓

Administrative:

Laverne Tillson	Defense Fuel Supply Center	✓
Edward Turowski	Baltimore Gas and Electric	✓
Kim Van Pelt	Panhandle Eastern Pipelines	✓
Jim VanderNoot	Tennessee Gas Transmission	✓
Norm Walker	El Paso Natural Gas	✓
Bob Wallenhorst	Exxon	✓
Brian White	A.G.A.	✗
Randall Young	Koch Gateway	✓
Rae McQuade	Executive Director	
Dennis Holbrook	General Counsel	