



North American Energy Standards Board

1100 Louisiana, Suite 3625, Houston, Texas 77002
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Home Page: www.naesb.org

TO: NAESB Retail Electric Quadrant Executive Committee, Posting for Interested Industry Participants
FROM: Meghan McMillan, NAESB Staff
RE: Final Minutes from the NAESB Retail Electric Quadrant Executive Committee Conference Call – October 2, 2002
DATE: October 25, 2002

**NAESB Retail Electric Quadrant Executive Committee
Conference Call
October 2, 2002 12:00pm – 1:30pm central
Final Minutes**

1. Administrative

Mr. Minneman welcomed participants, and gave the antitrust guidelines. Several items were added to the agenda including: discussion of scheduling subcommittee meetings, the Board's resolution on the annual plan, the adoption of EC meeting minutes, and soliciting input concerning agenda items to be addressed at the EC meeting in Phoenix. The agenda was adopted as revised. Ms. McMillan took roll call. Some corrections were made to the attendee list of the minutes from September 4, 2002. The minutes were adopted as revised.

2. Update on Subcommittee Kickoff Meeting

Mr. Minneman gave a brief review of the REQ subcommittee kickoff meeting.

3. Subcommittee Status

Ms. Hess stated she has booked space at Reliant for the 28th and 29th of October. Mr. Alston might be able to make arrangements for facilities at TXU in the first quarter of next year. Ms. Camp has booked facilities at Southern Company next year through June to be available for subcommittee meetings. Ms. Broadrick asked if they could plan for now more than two days for these meetings. The preference would be to hold the meetings on Tuesday - Wednesday or Wednesday - Thursday. It was initially agreed to accept Reliant's offer to host on the 28 and 29. Concerns were expressed about having the meeting on Monday. Ms. Broadrick volunteered to coordinate with the other subcommittee chairs to schedule future meetings. Ms. Hess informed the group that Reliant's facilities are also available on the 7th and 8th of November. It was decided to hold the meeting on November 7-8; CPS from 8:00 am to 5:00 pm on Thursday and SUIS from 8:00 am to 2:00 pm on Friday.

Customer Processes Subcommittee

Mr. Fenoglio gave an update on the CPS. He and Mr. Alston were elected co-chairs, and Ms. Lokey was elected to the position of vice-chair. The CPS discussed billing and payment and will be using sections in the UBP document as a basis for developing standards.

Supplier-Utility Interface Subcommittee

Documents were sent out that provide a baseline as well as additional things to consider as the SUIS starts developing standards. Ms. Broadrick sent out an email listing the volunteers researching different aspects of creditworthiness and encouraged interested parties to contact them.



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Technical Electronic Implementation Subcommittee

No update was given. The chairs will be contacted to make arrangements for the next meeting. The TEIS will not be meeting in conjunction with the other two subcommittees.

4. NAESB Website Changes

Ms. Camp stated NAESB is waiting until input is received from all four quadrants before pursuing changes to the website. Mr. Novak spoke with Ms. McQuade about having a representative from each quadrant meet to talk about the website. Ms. Camp agreed to contact Ms. Thomason to ask about developing a page with REQ subcommittee links.

5. Board Resolutions

Mr. Minneman stated the Board conducted a notational vote that reiterated the wording in the bylaws about the EC's ability to create subcommittees. There was some additional language that does not restrict us as far as function. He encouraged the EC members to read through it. It was noted that if the EC decides to create a subcommittee there needs to be sensitivity to its scope and how scope is defined. Ms. Hess discussed the annual plan resolution, and encouraged participants acquire these resolutions and review them. Included in this resolution was the Board's creation of an EC annual plan subcommittee (NAESB wide). If the Annual Plan Subcommittee chooses they can set up task forces from each quadrant.

6. Standards Format

Due to time constraints, Mr. Minneman decided to put this item on the agenda for the EC meeting in Phoenix.

7. Other Business

Ms. Hess suggested the minutes from the previous meeting be adopted at each meeting regardless of whether it was a face to face meeting or a conference call.

Mr. Minneman asked for input concerning the agenda for the Phoenix EC meeting. Ms. Alexander would like to add discussion of subcommittee procedures in terms of policy with regards to communication, access to materials, websites, and timeliness of meeting minutes. It was noted that the NAESB office is attempting to arrange a joint teleconference to adopt the minutes from the last face-to-face EC meeting and vote on Triage recommendations. It has been agreed not to hold a plenary session at the face-to-face in Phoenix, there will be one at the meeting in New York. It was noted that the ending time for the WEQ in Phoenix has been changed to 4:00 pm.

Mr. Minneman asked that anyone wishing to add an item to the Phoenix EC agenda contact him within the next week. It was noted there would be no EC call on October 16th, and October 30th will be the next EC conference call.

8. Adjourn

The meeting adjourned on October 2, 2002 at 1:46 pm CST.



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10. Executive Committee Attendance

	Present
Distributors:	
Ruth Kiselewich	Y
Terry Moran	Y
William Newbold	Y
vacancy	
End Users:	
vacancy	
Steve LaFond	Y
Barbara Alexander	Y
vacancy	
Services:	
Jim Minneman	Y
Dick Brooks	N
Rob Connell	N
vacancy	
Suppliers:	
Felicia Lokey	Y
Jonathan Kubler	N
Heidi Schrab	N
Bill Barkas	Y
Alternates Attending	
Distribution:	
Gwen Beadles	Y
Suppliers:	
Theresa Hess	Y

11. Other Participation

Name	Company
Cherie Broadrick	ERCOT
Yvette Camp	Southern Company
Ron Carrier	Consumers Energy Co.
Eric Cody	National Grid USA
Jason Corbin	Allegheny Power
Richard Dodd	Mississippi Power
Mary Edwards	Dominion Virginia Power
Dave Eichenlaub	State Corporation Commission
Patrick Eynon	Ameren
Walt Fenoglio	TXU
Cathy Heath	Georgia Power Company
Gail Higashi	Southern California Edison
Mark Jerrett	Southern Company Services
Ed Kist	Public Service Company New Mexico
Jean Mason	Ameren
Meghan McMillan	NAESB
Mike Novak	National Fuel Gas Distribution



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Karen Prentice
Judy Ray
Tom Ringenbach
Ilze Rukis
Ken Thiry
Ed Tucker
Eric Wilen
Steve Zavodnick

Savannah Electric Power Co.
Alabama Power Company
American Electric Power
Wisconsin Public Service
Wisconsin Public Service
Duke Power Company
New York State Electric & Gas Corp.
Baltimore Gas & Electric
