



## North American Energy Standards Board

1100 Louisiana, Suite 3625, Houston, Texas 77002

Phone: (713) 356-0060, Fax: (713) 356-0067, E-mail: naesb@aol.com

Home Page: www.naesb.org

---

**TO:** NAESB Retail Electric Quadrant, Posting for Interested Industry Participants  
**FROM:** Meghan McMillan, NAESB Staff  
**RE:** Final Minutes from the NAESB Retail Electric Quadrant Customer Processes Subcommittee Meeting - February 26 - 27, 2003  
**DATE:** April 1, 2003

---

**Retail Electric Quadrant  
Customer Processes Subcommittee  
February 26 - 27, 2003**

### Day One

**8:30 a.m. - 5:00 p.m. Eastern**

#### 1. Welcome

Mr. Alston opened the meeting gave the antitrust guidelines. Mr. Wilen moved, seconded by Ms. Yetman, to adopt the agenda. Upon a procedural vote the agenda was adopted as written. Ms. Shaw moved, seconded by Mr. Blake, to adopt the draft minutes from the January 6 - 7, 2003 meeting. Upon a procedural vote the minutes were adopted as written. Introductions were made in the room and on the phone.

#### 2. Update on Executive Committee

Mr. Minneman gave a review of the events of the EC meeting. He noted there was discussion regarding coordination with the RGQ, and during the joint RGQ/REQ EC meeting it was agreed that the two groups would take steps to coordinate their efforts particularly on work involving Creditworthiness and Billing and Payment. In addition, the REQ subcommittees will arrange joint conference calls and face-to-face meetings to update the RGQ subcommittees on work underway in the REQ. Mr. Minneman stated the REQ would like to be in a position to publish standards jointly with the RGQ by January of 2004. During the REQ EC meeting a glossary subcommittee was created and Ms. Mason and Mr. Jarrett volunteered as co-chairs. It was requested at the EC meeting that each REQ subcommittee recruit at least one volunteer to act as a liaison to the glossary subcommittee.

#### 3. Discussion: Principles, Definitions, Standards and Data Sets

Mr. Newbold stated while reviewing the draft billing and payment document he flagged some principles that should be listed as standards. He noted principles are concepts to follow and standards are ways to implement the principles.

The glossary subcommittee will determine definitions, and data sets will be developed by the TEIS.

#### 4. Discussion: Interacting with other subcommittees such as TEIS and other Quadrants

Mr. Newbold re-iterated the REQ will be working to coordinate with the RGQ, and noted that conceptually, the two quadrants are working to accomplish the same goal.

#### 5. Discussion: Vote taking at Subcommittee Meetings Who, How and When

Mr. Newbold suggested when the CPS determines a date for a vote on these proposed billing and payment standards the date should be published to give interested parties advanced notice. He noted the goal of the REQ CPS is to finish reviewing the billing and payment document at the May meeting in Ft. Lauderdale, FL, but it was decided to postpone a vote on the document until the RGQ



## North American Energy Standards Board

1100 Louisiana, Suite 3625, Houston, Texas 77002

Phone: (713) 356-0060, Fax: (713) 356-0067, E-mail: naesb@aol.com

Home Page: [www.naesb.org](http://www.naesb.org)

has had time to review the work that has been done. It was agreed that once the date for the vote is determined it should be published at least one meeting in advance.

### **6. Discussion: How to move our final document to the EC**

**Option 1: CPS to TEIS to EC**

**Option 2: CPS to EC**

Mr. Alston reviewed the two options listed above; the first being to move standards from the CPS directly to the TEIS then to the EC, and the other being to move the standards from the CPS to the EC before they are assigned to the TEIS. It was noted that standard operating procedure is to move the standards through the technical committee before sending them to the EC. Ms. Hess suggested the REQ might consider setting up an Information Requirements subcommittee, similar to the WGQ, some time in the future. It was decided to pursue option one and move the standards through the TEIS to the EC. Mr. Alston stated the CPS will complete the billing and payment document and then move on to developing the data elements relevant to those proposed standards. Ms. Hess volunteered to provide an example of a WGQ data dictionary for the next subcommittee meeting.

### **7. Continue with Billing and Payment document (red-line from January 6&7)**

For changes made to the red-line billing and payment document please see the attachment to the minutes.

### **8. Lunch**

### **9. Continue work session**

For changes made to the red-line billing and payment document please see the attachment to the minutes.

### **10. Adjourn**

The meeting recessed for the day on February 26, 2003 at 3:18 p.m. CDT.

### **Day Two**

**8:30 a.m. - 5:00 p.m. Eastern**

#### **1. Welcome**

Mr. Alston opened the meeting and reminded participants of the antitrust guidelines.

#### **2. Continue with Billing and Payment Document**

For changes made to the red-lined billing and payment document please reference the attachment to the minutes.

Mr. Alston noted during the next meeting the REQ CPS needs to review the remaining issues regarding billing format, Single Retail Model, and Billing Service Agreement. Also, the REQ CPS will bring the RGQ CPS up to date on the work already completed. The goal will be to finish reviewing the billing and payment document at the next meeting.

#### **3. Adjourn**

Mr. Newbold moved, seconded by Ms. Yetman, to adjourn the meeting on February 27, 2003 at 12:58 p.m. CDT.



## North American Energy Standards Board

1100 Louisiana, Suite 3625, Houston, Texas 77002

Phone: (713) 356-0060, Fax: (713) 356-0067, E-mail: naesb@aol.com

Home Page: [www.naesb.org](http://www.naesb.org)

### 4. Meeting Attendees

Name	Company	In Person/Phone
Alba, Christine	San Diego Gas & Electric	Phone
Alexander, Barbara	Maine Public Advocate	In Person
Alston, Rick	Old Dominion Electric Coop.	In Person
Barkas, Bill	Dominion Retail	Phone
Bratton, Charlie	TXU	Phone
Braza, Susan	Southern California Edison	In Person
Camp, Yvette	Southern Company	Phone
Davis, Dorman	Southern Company Services	In Person
Edwards, Mary	Dominion Virginia Power	In Person
Eynon, Patrick	Ameren Services Co.	In Person
Fatina, Barb	Exelon Energy	In Person
Gross, Blake	AEP	In Person
Hess, Theresa	Reliant Energy Retail Services	In Person
Ilze, Rukis	Wisconsin Public Service	In Person
Kilgore, Tom	Gulf Power	Phone
McLaughlin, Charlene	Excel Energy Delivery	Phone
McMillan, Meghan	NAESB	Phone
Minneman, Jim	PPL Solutions	In Person
Moran, Terry	PSE&G	In Person
Muzikar, Rich	Consolidated Edison	In Person
Newbold, Bill	Detroit Edison	In Person
Overtree, Ed	Calpine	Phone
Ray, Judy	Alabama Power Company	Phone
Robert, Lisa	Defense Energy Support Center	In Person
Rone, Tom	Allegheny Power	In Person
Schneider, Kathleen	Telcordia Technologies	In Person
Shaw, Brenda	Dominion Virginia Power	In Person
Tenorio, Charles	Exelon Energy Delivery	Phone
Thiry, Ken	Wisconsin Public Service	In Person
Wilen, Eric	NYSEG	In Person
Wolf, Bill	BG&E	In Person
Yetman, Kathy	National Grid	In Person