



North American Energy Standards Board

1301 Fannin, Suite 2350, 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: Todd Oncken, NAESB Staff
RE: NAESB Retail Electric Quadrant Executive Committee Meeting Final Minutes- April 10, 2003
DATE: April 24, 2003

**Retail Electric Quadrant Executive Committee
Thursday, April 10, 2003, 2:00 p.m. to 5:30 p.m. EST
Final Minutes**

1. Welcome

Mr. Minneman called the meeting to order and thanked Florida Power & Light for hosting the Retail Electric Quadrant (REQ) Executive Committee meeting. Mr. Oncken gave the antitrust advice. Meeting participants introduced themselves.

2. Adoption of Draft Agenda & Draft Minutes of previous meeting

Mr. Minneman proposed to add the following items under Other Business: 1) update on ballot to change NAESB Certificate of Incorporation; 2) update on NARUC monthly calls; and 3) update on the development of a NAESB list serv. Ms. Kiselewich moved, seconded by Ms. Hess, to adopt the agenda as modified. The motion passed unanimously.

Participants discussed minor changes to the February 19, 2003 REQ Executive Committee minutes. Ms. Hess moved, seconded by Ms. Kiselewich, to adopt the February 19, 2003 REQ Executive Committee minutes as modified. The motion passed unanimously.

3. Subcommittee Status

Mr. Minneman noted that substantive updates on the REQ subcommittees were given during the REQ/Retail Gas Quadrant (RGQ) Joint Executive Committee meeting held earlier today. Mr. Minneman entertained additional discussion on each of the REQ subcommittees.

Customer Processes Subcommittee: Please refer to the minutes of the joint REQ and RGQ Executive Committee meeting dated April 10, 2003. There was no additional discussion.

Supplier-Utility Interface Subcommittee: Please refer to the minutes of the joint REQ and RGQ Executive Committee meeting dated April 10, 2003. There was no additional discussion.

Technical Electronic Implementation Subcommittee (TEIS): Please refer to the minutes of the joint REQ and RGQ Executive Committee meeting dated April 10, 2003. Mr. Minneman solicited individuals with technical expertise to participate in the TEIS. Ms. McQuade stated she would contact the Managing Committee regarding the need for technical expertise in the TEIS.

Additionally, Mr. Jarrett noted the standards being written will need to be tested prior to implementation. He suggested the subcommittee would also need volunteers to implement and test the standards. Ms. Kiselewich stated the charge of the TEIS was to document best practices, so theoretically the standards have already been tested in the market place and additional testing would be minimal. Ms. Hess concurred with Ms. Kiselewich's assessment, particularly since much of the TEIS work is based on NAESB WGQ EDM (Electronic Delivery Mechanisms) standards. Mr. Buccigross noted the NAESB WGQ EDM standards were extensively evaluated, and that evaluation is still available. However, it was noted the level of adoption and revision undertaken by the TEIS would dictate the level of testing needed. Mr. Jarrett noted there was already an issue with some



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error messages and with the implementation of XML, which was not reflected or addressed in the NAESB WGQ EDM.

Definitions and Glossary Subcommittee: Mr. Minneman briefly discussed the results of the REQ/RGQ Joint Executive Committee meeting where it was determined the Glossary Subcommittee of each Quadrant would remain separate but work together.

4. Procedures for election of EC Alternates

Mr. Minneman introduced discussion of the selection of Executive Committee Designated Alternates. He noted the extensive discussion during the February REQ Executive Committee meeting regarding the wording of segment procedures as they relate to selection of Executive Committee Designated Alternates. In short, he explained the words do not necessarily reflect the intent of the segments, since the results of the most recent elections appear to overrule the annual election results. During the February meeting, it was agreed the segments would work on the issue separately, and the Distributor Segment has begun those discussions.

Ms. Kiselewich, the proponent of the February draft language¹, stated there are two apparent issues: 1) What should the procedures be going forward; and 2) Who should be the current alternates of the Distributor Segment. As a result of recent discussions within the Distributor Segment, Ms. Kiselewich proposed a clarification to the existing language, rather than a modification. Ms. Kiselewich suggested the Distributor Segment make it clear to NAESB staff the intention of the current language was that the Designated Alternates would be determined by the annual election, not interim elections to fill vacant Executive Committee seats. Regarding the issue of current alternates, Ms. Kiselewich proposed the list of REQ Distributor Segment Designated Alternates contain both those determined through the annual election and interim election.

As a change to segment procedures does not require a vote of the Executive Committee, it was proposed the Distributor Segment draft the clarification regarding the interpretation of the current Designated Alternate selection language. This clarification would be voted on by the Distributor Segment members and the REQ Executive Committee would be informed of the results at the June EC meeting. Accordingly, the current list of alternates would be effective until the next scheduled annual election, pending adoption of the clarification.

5. 2003 REQ Annual Plan Update

Mr. Minneman reviewed the date changes developed during the REQ/RGQ Joint Executive Committee meeting: Billing & Payments - 3Q2003; Creditworthiness Standards - 3Q2003; Customer Enrollment & Switching - 4Q2003; Supplier Licensing - 4Q2003, Retail Meter Data Validation, Editing & Estimating - 2004; Customer Information - 2004; Load Profiling - 2004; Customer Inquiries - 2004; Market Participant Interactions - 2004; Utility-Supplier Disputes - 2004; Settlement Process - 2004; Electronic Delivery Mechanisms - 3Q2003 and note WGQ participating in status; TEIS Billing & Payments - 4Q2003; TEIS Customer Enrollment and Switching - 2004; TEIS Metering - 2004; TEIS Load Profiling - 2004; and, TEIS Customer Information - 2004. Ms. Kiselewich moved, seconded by Ms. Hess, to modify the 2002-2003 REQ Annual Plan in accordance with the changes developed during the REQ/RGQ Joint Executive Committee meeting. It should be noted that the dates chosen reflect the agreement for the RGQ

¹ During the February REQ EC meeting, Ms. Kiselewich proposed an election process for the selection of Designated Alternates for the REQ Distributor Segment. Further, she proposed all segments adopt the election process to maintain parity within the procedures among the segments of the REQ.



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and REQ efforts to proceed jointly as much as possible. Absent objection, the motion passed unanimously.

6. Other Business

Update on ballot to change NAESB Certificate of Incorporation

Ms. McQuade reported on the ballot to modify the NAESB Certificate of Incorporation, as distributed to all NAESB members on April 2, 2003. The changes to the certificate were primarily of a clean-up nature. Ms. McQuade cited several of them in her explanation. Ms. McQuade stated the subject changes were approved unanimously at the November 2002 Board of Directors meeting, and those meeting minutes were approved on March 20 at the last Board meeting. Member ratification is the next procedural step, and the ratification ballot is due to be returned May 5. Ms. McQuade noted similar changes were made to the NAESB Bylaws, but changes to the Bylaws do not require member ratification. The ratification ballot requires a 90% affirmative vote to pass, with those members not returning ballots considered voting in favor of the Board's action.

Update on NARUC monthly calls

Ms. McQuade stated the Monthly Update calls have been scheduled and the schedule for the year is available on the NAESB web site. She said the agenda for the initial call includes a discussion of the NERC/NAESB/ISO-RTO Council Memorandum of Understanding, and a review of each Quadrant's 2003 Annual Plan. It was noted the discussion of Quadrant Annual Plans would be at a conceptual level so call participants could generally understand the work being done by NAESB for the year.

Update on NAESB list serv

Mr. Oncken provided an update on the internally developed NAESB list serv. Mr. Oncken stated development and creation of the list serv has been a very extensive process, which is shortly coming to a conclusion. Mr. Oncken noted the NAESB list serv will function differently than the Yahoo Groups implementation, and a white paper is currently being developed on that functionality which will be distributed to all NAESB members and posted to the NAESB web site.

7. Adjourn

The meeting adjourned at 3:55 p.m. EST.



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8. Attendance

	Title, Organization	Present
Distribution Segment		
Ruth Kiselewich	Director Special Projects and Supplier Services, Baltimore Gas & Electric Company	In Person
Terry Moran	Regulatory Issues Manager, PSEG (MAAC NERC Region)	Phone
William Newbold	Strategy Manager of Electric Choice Implementation Team, Detroit Edison (ECAR NERC Region)	Phone
Jonathan Kubler	Manager of Pricing and Rates, Georgia Power Company	Phone
End User Segment		
V A C A N C Y		
Steve LaFond	Corporate Electricity Resources, Boeing Corporation	Absent
Barbara Alexander	Maine Office of Public Advocate	Phone
V A C A N C Y		
Services Segment		
Jim Minneman	Director of Business Services, PPL Solutions LLC	In Person
Dick Brooks	Vice President Secure Systems and Products Strategy, Systrends, Inc.	Absent
Rob Connell	Manager of Commercial Systems Applications, Electric Reliability Council of Texas	Absent
Mark Jarrett	Team Leader - Market Information and Analysis, Market Intelligence, Southern Company	Phone
Supplier Segment		
Bill Barkas	Manager of Retail State Government Relations, Dominion Retail, Inc.	Phone
Felecia Lokey	Director Retail Regulatory Affairs North American TXU Energy	Absent
Heidi Schrab	Market Development Operations Manager, Green Mountain Energy Company	Absent
Theresa Hess, alt. for Vacancy	Manager NAESB Relations, Reliant Energy Retail Services	In Person
Administrative:	Rae McQuade	-Executive Director
	Veronica Thomason	-NAESB Staff
	Todd Oncken	-NAESB Staff

Observers to the Meeting:

Name	Company	In Person/Phone
Rick Alston	Old Dominion Electric Coop	In Person
Jim Buccigross	Group 8760	In Person
Christopher Burden	Williams Gas Pipeline	In Person
Yvette Camp	Southern Co.	Phone
Dale Davis	Williams Gas Pipeline	In Person
Dona Gussow	Florida Power & Light	In Person
Judy Ray	Alabama Power	Phone
Lisa Robert	DESC	In Person
John Russom	Alabama Power	Phone
Steve Zavodnick	BGE	In Person