



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 Executive Committee, Posting for Interested Industry Participants
FROM: Meghan McMillan, NAESB Staff
RE: Final Minutes from the NAESB Retail Electric Quadrant Executive Committee Meeting – October 17, 2002
DATE: December 13, 2002

**Retail Electric Quadrant Executive Committee Meeting
October 17, 2002 (1:00 p.m. – 5:00 p.m.)
Final Minutes**

1. Welcome

Mr. Minneman opened meeting and welcomed participants. Introductions were made individually. Mr. Costan read antitrust guidelines. Mr. Minneman took the role of EC members by segment. It was noted that Ms. Hess (alternate) was acting as a full EC member.

Ms Kiselewich requested that the committee discuss both the 2003 annual plan and the REQ's membership in a joint annual plan committee. Mr. Kubler requested that the issue of Georgia and Alabama Power Company's memberships in the supplier segment be added under other business. Mr. Newbold noted he will speak for Ms. Broadrick and requested that a discussion of filling the vacancies on the EC be added under other business. Ms. Hess added the adoption of the minutes from the October 2 meeting. Mr. Minneman added a review of the Triage decisions and discussion of Triage alternates as a new second agenda item. Ms. Kiselewich moved to adopt the revised agenda and Mr. Kubler seconded. A procedural vote was taken to adopt the modified agenda. The agenda was unanimously adopted as amended.

Ms. Hess suggested changes to first page of the October 2 minutes. Mr. Minneman proposed moving the last paragraph on the first page up to the first paragraph under item three for clarification. Ms. Hess made changes to the last sentence under item 5. Under item seven the third sentence in the second paragraph was changed to read "and vote on Triage recommendations". Ms. Hess moved to adopt the minutes as amended and Mr. Brooks seconded. A procedural vote was taken. The minutes were adopted unanimously as amended. Ms. Kiselewich noted that the words 'MAAC NERC Region' should be added after her company name.

2. Review of Triage Decisions

Mr. Minneman reviewed the Triage recommendations and noted that it was agreed that they were not REQ issues. He announced that he will be accepting volunteers to serve as alternates for the REQ's Triage members.

3. Subcommittee Status

Customer Processes Subcommittee

Ms. Lokey gave the update for the subcommittee. She informed the committee that there would be a subcommittee meeting on Nov. 7 in Houston, and CPS will meet from 8:00 a.m. to 5:00 p.m. The first item will be billing and payment, followed by customer enrollment and switching. The working



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group formed at the September subcommittee kickoff meeting will present a document for the committee to work through. Dealing with policy-related issues is also on the agenda. The REQ EC was encouraged to consider the input of the RGQ before making any final decisions on this issue.

Supplier-Utility Interface Subcommittee

Mr. Newbold gave the update for this subcommittee. During the September 18 meeting, volunteers received assignments, and an email was sent out to facilitate gathering source documents. The strawman for each subject area is due on September 25. The next subcommittee meeting is scheduled for November 8, and creditworthiness will be discussed. It was decided that coordination with the WGQ was not necessary except in the case of defining terms and dealing with other more general issues. The REQ and the WGQ will compare their progress on creditworthiness in December and determine if further coordination is necessary. Meeting arrangements for the November 7 and 8 are posted on the NAESB website.

Technical Electronic Implementation

Mr. Brooks gave the subcommittee update. Within the next week, the status of the list server will be determined. Ms. McQuade stated the parliamentary committee met and agreed that a proposal could be developed asking to modify the privacy agreement to allow list serves on the NAESB website that would be monitored by the NAESB office. There will be a formal list server on the website after the board votes on it in November. Mr. Brooks has set up a temporary forum on yahoo for the REQ to facilitate email communications; this general list is called Retail Electric and is a means to distribute messages to a broad community.

There was a conference call on October 15 to begin formulating a plan to address item 12 (creation of an EDM guideline) in the annual plan. At this point in time TEIS needs to wait until the business process pieces are in place to begin work on other items. There will be a two week period to review EDI/EDM followed by a conference call and a face-to-face meeting on November 19 to discuss plans going forward in developing the EDI/EDM standard. TEIS is working on collaborating with other groups such as SYM Market Extensions and the Automotive Industry Action Group.

Expectations for Availability of Information

Ms. Alexander reviewed her comments concerning this issue. Concerns include timely announcement of meetings and posting of documents and agendas, task forces posted under the subcommittee page, and timely publication of minutes. These concerns are reduced due to the impending list server and the existence of subcommittee pages on the quadrant websites.

4. NAESB Website and List server Changes

Ms. Camp informed the committee that progress has been made on the website. An email was sent out containing possible format change suggestions. Mr. Novak has volunteered to identify individuals interested in being 'web-coordinators' to represent the quadrant. Mr. Spangler will coordinate comments and suggestions for the four quadrants.

5. Standards Format



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Mr. Minneman opened the discussion by referring to the documents listed on the agenda. The goal for the discussion is to provide guidelines to the subcommittees about how their final product should look. Ms. Hess suggested the committee review the complete standards manuals as opposed to the Business Practice Standards Booklets, which are only summaries. This will allow the group to have a better idea of how the standards are organized. Ms. Van Pelt gave an overview of the EDM manual format. Mr. Brooks stated that it would be easier and more economical for implementors if the formats are consistent across quadrants. There was a general consensus that the REQ should maintain the format used by the WGQ as much as possible.

Mr. Sappenfield suggested that the REQ format their standards to be easily understood by the states. Ms. Alexander proposed that a task force be formed to gather information on how states deal with standards and present the results to the EC for review. The group was encouraged to consider the fact that the standards developed will be NAESB standards and should look similar to the other quadrants in NAESB, and that the group might get a better idea about format after the actual standard development process has begun. Ms. Hess asks to postpone this conversation, and delegate the format responsibilities to the subcommittees.

Mr. Minneman asked what constraints should be put on subcommittees concerning policy vs. practices issues. It was suggested that this be delegated to the subcommittees, and they should decide if it has any bearing on their work. Mr. Newbold stated policy issues are out of NAESB scope and discussion of such issues should be avoided. It was proposed that this question be addressed jointly between all four quadrants. It was decided to postpone further discussion on this issue, and possibly add it to the agenda for December.

6. Anticipated Document Development Process

This item was discussed previously.

7. Expectations Regarding Timeliness of REQ EC Materials

Ms. Kiselewich proposed that a target be set to get all meeting materials sent out and posted at least five days prior to the meeting.

8. Other Business

Mr. Kubler addressed the issue of Alabama and Georgia Power's membership in the supplier segment.

Vacant Seats on the EC

It was suggested that the process to fill these vacancies begin as soon as possible. Mr. Minneman informed the committee that he knows two people who are interested in joining the services segment. Ms. Kiselewich proposed an outreach to recruit more members. Ms. McQuade volunteered to supply some contacts who might be interested in joining.

Annual Plan

Ms Kiselewich proposed that because their current annual plan covers 2003, there is no need to develop a new one. Her proposal was accepted.



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REQ Participation in the joint EC Annual Plan Subcommittee

The REQ EC noted the following volunteers to serve on the joint EC Annual Plan Committee: Mr. Newbold from the distributor segment, Ms. Alexander from the End Users segment, and Mr. Minneman from the services segment.

Mr. Moran volunteered as an alternate for the Triage committee.

9. Adjourn

Ms Kiselewich moved to adjourn and Mr. Newbold seconded. A procedural vote was taken. The meeting adjourned on October 17, 2002 at 5:10 p.m.

9. Executive Committee 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)	In person
William Newbold	Strategy Manager of Electric Choice Implementation Team, Detroit Edison (ECAR NERC Region)	In person
V A C A N C Y		
End User Segment		
V A C A N C Y		
Steve LaFond	Corporate Electricity Resources, Boeing Corporation	In person
Barbara Alexander	Maine Office of Public Advocate	In person
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.	In person
Rob Connell	Manager of Commercial Systems Applications, Electric Reliability Council of Texas	Absent
V A C A N C Y		
Supplier Segment		
Bill Barkas	Manager of Retail State Government Relations, Dominion Retail, Inc.	In person
Felecia Lokey	Director Retail Regulatory Affairs North American TXU Energy	In person
Jonathan Kubler	Manager of Pricing and Rates, Georgia Power Company	In person
Theresa Hess alt. for Heidi Schrab	Market Development Operations Manager, Green Mountain Energy Company	In Person



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10. Other Participation

Administrative:

Rae McQuade	-Executive Director
JoAnn Garcia	-NAESB Staff
Jay Costan	-General Counsel
Meghan McMillan	-NAESB Staff
Todd Oncken	-NAESB Staff

Observers to the Meeting:

Name	Company	In person/Phone
Aycock, Kimarie	Arizona Public Service	In person
Bragg, Audrey	Washington Gas	Phone
Bray, Mike	Shell Gas Transmission	In person
Broadrick, Cherie	ERCOT	Phone
Burch, Kathryn	Duke Energy Texas Eastern	In person
Butrus, Greg	Southern Company	Phone
Camp, Yvette	Southern Company	Phone
Cobb, Steven	Salt River Project	In person
Davis, Dale	Williams Gas Pipe Line	In person
Desselle, Mike	American Electric Power	In person
Dotterweich, Andy	Consumers Energy	In person
Dworzak, David	Edison Electric Institute	In person
Evans-Mongeon, Brian	Vermont Public Power Supply Authority	In person
Goss, Bob	Southeastern Power Administration	In person
Green, Barry	Ontario Power Generation	In person
Griffith, Bill	El Paso Western Pipelines	In person
Gwilliam, Tom	Iroquois Gas Transmission System	In person
Hudson, John	Center Point Energy	Phone
Johnson, Alan	Mirant Corp.	In person
Jones, Veronica	Defense Energy Support Center	Phone
Kardas, Joe	National Field Supply Company	Phone
Keeler, Jon	Great Lakes Gas Transmission	In person
King, Iris	Dominion Transmission Inc.	In person
Lawson, Barry	NRECA	In person
Leonard, Jack	Exelon/PECO Energy	In person
Lucas, John	Southern Company	In person
Mollon, Janie	New West Energy	In person
Ray, Judy	Alabama Power	Phone
Reed, Tony	Southern Company	In person
Ringenbach, Tom	American Electric Power	In person
Robert, Lisa	Defense Energy Support Center	Phone
Sappenfield, Keith	EnCana Corporation	In person
Scheel, Mark	Dynegy	In person
Scott, Donna	Transwestern	In person
Spangler, Leigh	Latitude Technologies	In person
Van Pelt, Kim	CMS Panhandle Pipeline Company	In person



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VanAusdal, Keith	Arizona Public Service	In person
Yeung, Charles	Reliant Resources	In person
Zavodnick, Steve	Baltimore Gas & Electric	In person