



North American Energy Standards Board

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TO: NAESB Retail Electric Quadrant and Retail Gas Quadrant Glossary Subcommittee, Posting for Interested Industry Participants

FROM: Meghan McMillan, NAESB Staff

RE: Final Minutes from the NAESB Retail Electric Quadrant and Retail Gas Quadrant Glossary Subcommittee Conference Call – July 8, 2003

DATE: July 17, 2003

**Retail Electric Quadrant and Retail Gas Quadrant
Glossary Subcommittee
July 8, 2003 (9:00 am – 11:00 am Central)
Final Minutes**

1. Welcome

Ms. Mason opened the meeting and gave the antitrust advice. Mr. Zavodnick suggested adding the adoption of the June 6, 2003 minutes to the agenda and deferring the adoption of the June 20, 2003 minutes. Mr. Zavodnick moved, seconded by Mr. Sytsma to adopt the agenda as modified. The agenda was adopted absent objection. Modifications were made to the June 6, 2003 draft minutes. Ms. Mason moved, seconded by Mr. Newbold to adopt the draft minutes as modified. The minutes were adopted as modified absent objection.

2. Review, Discussion and Vote on Adoption of Definitions Pursuant to SUIS and CPS Priority Requests, June 2003

Mr. Sytsma reviewed the spreadsheet posted as a workpaper for the meeting, which contains all terms adopted to this date and the proposed terms still under discussion. The group agreed to discuss the Supplier-Utility Interface Subcommittee (SUIS) definitions and then address the Customer Processes Subcommittee (CPS) definitions as time allowed.

Ms. Camp requested the group discuss minor changes to the following previously adopted definitions: letter of credit, prepayment and surety bond. Minor corrections were suggested and recorded for these definitions. Mr. Sytsma moved, seconded by Ms. Mason to adopt these terms as revised. The revised terms were adopted absent objection. The Subcommittee discussed the remaining proposed terms from the SUIS.

Business Day: The definition was discussed and modified. Ms. Mason moved, seconded by Mr. Novak to adopt the following definition for Business Day: "Monday through Friday except holidays observed by banks in the creditor's location." It was noted that this definition was adopted by the Glossary Subcommittee absent objection.

Certificate of Authority/Certificate of Incumbency: The group agreed to name the term Certificate of Authority and leave the definition as it is written in the spreadsheet. Mr. Newbold moved, seconded by Mr. Sytsma to adopt the term Certificate of Authority as written. The term was adopted absent objection.

Consolidated Billing: It was suggested to use the words "distribution company/utility" in the definition. Mr. Newbold moved, seconded by Ms. Mason to adopt the definition with this change. The definition was adopted absent objection.

Cure Period: The group discussed and modified the definition as follows: "A period of time specified in a contract allowing a defaulting party to rectify the default during which time the creditor would



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not be allowed to exercise its remedies.” Mr. Zavodnick moved, seconded by Ms. Mason to adopt the definition as follows. The definition was adopted absent objection.

Customer: Mr. Newbold suggested using the UBP definition with the modifications as follows: “Any entity that takes gas or electric service for its own consumption.” Mr. Zavodnick moved, seconded by Ms. Mason to adopt the definition. The definition was adopted absent objection.

Dual Billing: The definition was discussed and modified as follows: “The process by which the Distribution Company/Utility and Supplier render separate customer bills for the products and services each provides.” Ms. Mason moved, seconded by Mr. Newbold to adopt the definition. The definition was adopted absent objection.

Consolidated Billing: The definition was modified to read: “The process by which the Distribution Company/Utility or Supplier renders a...etc.” Ms. Mason moved, seconded by Mr. Zavodnick to adopt this definition as modified. The definition was adopted without objection.

Governing Documents: Minor change was made to the definition to include the insertion of “distribution company/utility.” Mr. Sytsma moved, seconded by Ms. Mason to adopt the definition as modified. The definition was adopted absent objection.

Guarantor: The definition was discussed and modified as follows: “The issuer of a Guarantee.” Mr. Newbold moved, seconded by Ms. Mason to adopt the definition. The definition was adopted absent objection.

Guarantee: The definition was discussed and modified as follows: “An obligation to pay the unpaid obligations of a third party applicant to a creditor upon certain conditions being met.” Ms. Mason moved, seconded by Mr. Newbold to adopt the definition. The definition was adopted absent objection.

Utility: After extended discussion, it was agreed to keep the terms Distribution Company and Utility separate and expand the definition of Utility as follows: “A regulated entity which provides distribution services, regulated generation and/or transmission services in a given area.” Mr. Newbold moved, seconded by Ms. Mason to adopt this definition of Utility. The definition was adopted absent objection.

Distribution Company: This definition was re-adopted with the following modification: “A regulated entity that constructs, maintains and operates...etc.” Ms. Mason moved, seconded by Mr. Newbold to adopt the definition as modified. The definition was adopted absent objection.

Pay as you get Paid: The definition was discussed and modified as follows: “A process by which the Billing Party forwards payment to the Non-Billing Party for the Non-Billing Party charges only after receiving payment.” Ms. Mason moved, seconded by Mr. Newbold to adopt the definition. The definition was adopted absent objection.

It was noted that the modifications in the definition of Utility might require the Subcommittee to reconsider those definitions in which the term Utility was added. Due to time constraints it was decided to schedule another Glossary Subcommittee conference call this week.

3. New Business

No new business was discussed.



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4. Next Meeting

The next Glossary Subcommittee conference call was scheduled for Friday, July 11 (12:00 pm – 2:00 pm Central).

5. Adjourn

The meeting adjourned on July 8, 2003 at 11:10 am Central.

6. Attendees

Name	Company
Beadles, Gwen	Dominion
Camp, Yvette	Southern Company
Gorman, Howard	RJ Rudden
Mason, Jean	Ameren
McCain, Marcy	Duke Energy Gas Transmission
McMillan, Meghan	NAESB
Newbold, Bill	Detroit Edison
Novak, Mike	National Fuel
Robert, Lisa	Defense Energy Support Center
Sytsma, Don	RJ Rudden
Zavodnick, Steve	Baltimore Gas & Electric