



## 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 11, 2003

**DATE:** July 17, 2003

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**Retail Electric Quadrant and Retail Gas Quadrant  
Glossary Subcommittee  
July 11, 2003 (12:00 – 2:00 Central)  
Final Minutes**

### 1. Welcome

Ms. Mason opened the meeting and gave the antitrust advice. Introductions were made. Ms. Hess noted she would like to discuss the Glossary Subcommittee process and her comments on several definitions adopted at the last meeting. Ms. Hess moved, seconded by Mr. Zavodnick to adopt the agenda as modified. The agenda was adopted absent objection. Mr. Newbold moved, seconded by Mr. Eynon to adopt the June 20, 2003 meeting minutes as written. The draft minutes were adopted as written absent objection.

### 2. Discussion of Glossary Subcommittee Process and the work product to be sent to the Supplier-Utility Interface Subcommittee (SUIS)

It was noted that the Glossary Subcommittee has the final approval of definitions. It was noted that the format of the definition matrix is the definitions to the left of the blue line are the official definitions and the definitions on the right side have been proposed by the contributing subcommittees. Ms. Hess suggested that it would be more productive to approve one set of definitions for both the SUIS and the Customer Processes Subcommittee (CPS) rather than draft separate definitions for each group. It was noted that the work product presented to the contributing subcommittees would consist only of the final approved definitions and that the Glossary Subcommittee intends to approach all definitions as a joint effort for both the CPS and SUIS.

### 3. Review, Discuss and Vote on Adoption of Definitions Pursuant to SUIS and CPS Priority Request

Business Day: Ms. Hess asked that the definition of Business Day be redrafted to be compatible with Billing and Payments as well. Ms. Hess suggested the Subcommittee consider the language used in the WGQ standards for this term: “Monday through Friday excluding federal banking holidays for transactions in the U.S., and similar holidays for transactions occurring in Canada and Mexico.” Ms. Hess moved, seconded by Mr. Zavodnick to adopt this definition for Business Day. The definition was adopted absent objection.

Certificate of Authority: Ms. Hess suggested changing the words ‘names,’ ‘signatures’ and ‘officers’ to read ‘name(s),’ ‘signature(s)’ and ‘officer(s)’. Ms. Hess moved, seconded by Mr. Zavodnick to readopt this definition as modified. The definition was adopted without modification.

Consolidated Billing: Ms. Hess suggested using the words “billing option” instead of “the process” in this definition. Ms. Camp moved, seconded by Ms. Hess to readopt the definition as modified. The definition was adopted absent objection.



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Dual Billing: The word “process” was changed to “billing option.” It was agreed to use the definition proposed by the CPS for this term with the change noted above and the replacement of “utilitiy” with “Distribution company/utility. Ms. Hess moved, seconded by Mr. Newbold to adopt the definition as modified. The definition was adopted absent objection.

Pay as you get Paid: The phrase “a process” was replaced by “the payment processing method.” Ms. Hess moved, seconded by Mr. Zavodnick to adopt the definition as modified. The definition was adopted absent objection.

Single Retail Supplier Billing: Ms. Hess suggested adding “the billing option in which...” at the beginning of the definition. Ms. Hess moved, seconded by Mr. Newbold to adopt the definition as modified. The definition was adopted absent objection.

Governing Documents: Mr. Zavodnick suggested removing the examples of governing documents listed in the definition. Ms. Mason proposed inserting “including but not limited to” in front of the examples instead of removing them. Ms. Mason moved, seconded by Mr. Newbold to adopt the definition as modified. The definition was adopted absent objection.

### **Discussion of CPS Proposed Definitions**

Assumption of Receivables: The phrase “the payment processing method in which” was inserted at the beginning of the definition. Additional modifications, suggested by Mr. Zavodnick, were discussed and incorporated. Ms. Mason moved, seconded by Ms. Hess to adopt the definition as modified. The definition was adopted absent objection.

Billing Services Agreement: The phrase “Distribution Company/” was inserted in front of Utility. Replaced the word “agreement” with the phrase “legally binding document.” In the last sentence the phrase “the agreement details” was replaced with “such document sets forth.” Ms. Mason moved, seconded by Mr. Newbold to adopt the definition as modified. The definition was adopted absent objection.

Bill Ready: Minor corrections were made to capitalization. Ms. Mason moved, seconded by Mr. Newbold to adopt the definition as modified. The definition was adopted absent objection.

In Dispute: Ms. Mason moved, seconded by Ms. Camp to adopt the definition as written. The definition was adopted absent objection.

Rate Ready: Mr. Newbold moved, seconded by Ms. Mason to adopt the definition as written. The definition was adopted absent objection.

Uniform Electronic Transaction: The phrase “Standard data arrangements” was added to the definition. Ms. Mason moved, seconded by Mr. Eynon to adopt the definition as modified. The definition was adopted absent objection.

Rate Code: The following definition was suggested: “A product identifier used in the billing party’s billing system which contains all information, such as description and price, needed to bill for that product.” Ms. Mason moved, seconded by Mr. Newbold to adopt the definition as proposed. The definition was adopted absent objection.

Retail Access: This term will be removed from the list because it is not used by the CPS or SUIs.

### **4. New Business**

No new business was discussed.

### **5. Next Meeting**

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The date of the next meeting was not discussed.

### 6. Adjourn

The meeting adjourned on July 11, 2003 at 2:05 pm Central.

### 7. Attendees

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Name	Company
Camp, Yvette	Southern Company
Eynon, Patrick	Ameren
Hess, Theresa	Reliant Energy Retail Services
Mason, Jean	Ameren
McCain, Marcy	Duke Energy Gas Transmission
McMillan, Meghan	NAESB
Newbold, Bill	Detroit Edison
Sytsma, Don	RJ Rudden
Zavodnick, Steve	Baltimore Gas & Electric