



North American Energy Standards Board

1301 Fannin, Suite 2350, 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 and Retail Gas Quadrant Glossary Subcommittee,
Posting for Interested Industry Participants

FROM: Todd Oncken, NAESB Deputy Director

RE: Final Minutes from the NAESB Retail Electric Quadrant and Retail Gas Quadrant
Glossary Subcommittee Conference Call – December 2, 2003

DATE: January 13, 2004

**Retail Electric Quadrant and Retail Gas Quadrant
Glossary Subcommittee
December 2, 2003 (9:00 a.m. – 11:00 a.m. Central)
Final Minutes**

1. Administrative

Mr. Eynon opened the meeting. Mr. Oncken gave the antitrust advice. Adoption of the November 20, 2003 minutes was postponed until the next meeting.

2. Continue to develop Glossary Subcommittee Process for Adopting Definitions

Participants discussed the work paper. Ms. Camp commented that the draft document reflected the process and prior discussions. Sections of the document were discussed where participants had particular questions or concerns. It was clarified that the reference in section 3 to Glossary Committee mailing list was the NAESBMail list. Additionally, language was changed in section 3 regarding the content of the message. Under the change, the Glossary Subcommittee will provide NAESB an email reflecting the new terms or changes to existing terms being discussed at the next meeting.

Additionally, changes were offered on section 5 to specifically respond to the requester of a definition. During discussion of the change, it was suggested that interested parties could monitor the NAESB web site for minutes of the meeting, or monitor the master glossary for changes. Participants decided the optimal solution would be to update the master glossary and send the master glossary back to the requester noting the new or updated terms. The NAESB Office would then post the updated master glossary. A flow chart will be developed for this process.

3. Other Business

On Ms. Camp's suggestion the draft mission statements were reviewed. Ms. Camp will submit alternate language to Mr. Eynon for a future draft document.

4. Next Meeting

The next meeting was scheduled for December 18, 2003 (9:00 a.m. – 11:00 a.m. Central).

5. Adjourn

The meeting adjourned at 10:10 a.m. Central.



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6. Attendees

Name	Company
Camp, Yvette	Southern Company
Eynon, Patrick	Ameren
Jones, Dan	Cinergy
Oncken, Todd	NAESB