



North American Energy Standards Board

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Home Page: www.naesb.org

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 – December 18, 2003

DATE: January 27, 2004

**Retail Electric Quadrant and Retail Gas Quadrant
Glossary Subcommittee
December 18, 2003 (9:00 a.m. – 11:00 a.m. Central)
Final Minutes**

1. Administrative

Mr. Eynon opened the meeting and gave the antitrust advice. Ms. Camp moved, seconded by Mr. Newbold to adopt the agenda as written. The agenda was adopted as written absent objection. Mr. Sytsma moved, seconded by Mr. Eynon to adopt the November 20, 2003 draft minutes as written. The draft minutes were adopted absent objection.

2. Review Process for Adopting Definitions Work Paper and Flow Chart

Ms. Camp noted the Executive Committee voiced a desire to see more specific language addressing where definitions can originate. Mr. Newbold stated new requests for definitions would follow the same process as any other request for a NAESB standard: the request will still go through Triage and be assigned to a subcommittee.

Mr. Newbold stated there was some confusion concerning the master glossary, and the Executive Committee has suggested that the Glossary Subcommittee keep two lists: one with definitions that have gone through the entire process and one that is a working list containing all definitions including those that are still being discussed. The group agreed on the format of the approved definitions list, which will contain the terms and their definitions. Some minor revisions were made to the process document and the flow chart. Mr. Eynon volunteered to have the revised documents posted on the NAESB web site.

3. Review REQ/RGQ Glossary Subcommittee Mission Statements

Ms. Camp noted the Executive Committee suggested the following addition be made to the Mission Statements: "The glossary subcommittee will meeting periodically, based on the then current work load with a preference to conference call meetings." Mr. Eynon volunteered to make the appropriate changes and have the documents posted on the web site.

4. Discuss Format of the REQ/RGQ Master Glossary

It was suggested that the date of adoption should be added to the master glossary list, and that the list note when definitions were ratified. It was agreed to note where the WEQ and WGQ definitions of similar terms differ from the retail definitions. Mr. Newbold suggested details concerning WEQ and WGQ definitions be kept only in the working definitions document. It was suggested that terms being discussed during a meeting be listed on the agenda. It was agreed to do this as often as possible.



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5. Next Meeting

The next meeting was scheduled for January 28, 2004 (9:00 a.m. – 11:00 a.m. Central).

6. Adjourn

Mr. Newbold moved, seconded by Mr. Sytsma to adjourn the meeting on December 18, 2003 at 10:11 a.m. Central.

7. Attendees

Name	Company
Camp, Yvette	Southern Company
Eynon, Patrick	Ameren
Jones, Dan	Cinergy
McMillan, Meghan	NAESB
Newbold, Bill	Detroit Edison
Robert, Lisa	Defense Energy Support Center
Sytsma, Don	R.J. Rudden
