



North American Energy Standards Board

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March 9, 2004

TO: Interested Industry Participants for the NAESB Retail Electric Quadrant Leadership Meeting prior to the Upcoming 3-18-04 Board of Directors Meeting

FROM: Rae McQuade, NAESB Executive Director

RE: Meeting Announcement for the NAESB Retail Leadership Meeting – March 17, 2004

Dear Retail Quadrants Board Members, Executive Committee members, and Subcommittee Leadership:

In conjunction with the NAESB Board meeting, a retail quadrants leadership meeting will be held the afternoon prior to the Board meeting in Houston at the Houston Airport Marriott Hotel, which is located adjacent to the George Bush Intercontinental Airport. The specifics of the meeting are:

Where: Houston Airport Marriott Hotel
18700 John F. Kennedy Boulevard
Houston, TX 77032
Hotel Phone: 281-443-2310

When: Wednesday March 17
1:00 p.m. to 5:00 p.m. Central

We look forward to seeing you at the meeting. Conference calling will be available should you be unable to attend in person. The agenda is attached and meeting materials should be prepared for you shortly.

Best Regards,

Rae McQuade
NAESB Executive Director & COO



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NORTH AMERICAN ENERGY STANDARDS RETAIL QUADRANTS LEADERSHIP MEETING Houston Airport Marriott Hotel, Houston, Texas

**Wednesday, March 17 – 1:00 p.m. to 5:00 pm Central
DRAFT AGENDA**

- 1:00 p.m.
1. Welcome & Administrative Items
 - Antitrust Guidelines
 - Agenda Adoption
 - Adoption of Minutes
 2. Discussion of March 18 Board Meeting
 3. Discussion of Organization Structure and means to support the Retail Quadrants workload
 4. Board/Executive Committee Communications
 - Discussion on how the Board and Executive Committee can optimize contributions to NAESB by working together
 - Frequency and methods of communications
 - Topics that would spur specific communications between the Board and Executive Committee
 5. Other Business
- 5:00 p.m. Adjourn

Attire – Business Casual