



North American Energy Standards Board

1301 Fannin, Suite 2350, Houston, Texas 77002
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TO: NAESB Retail Electric and Retail Gas Board members and REQ/RGQ Executive Committee Leadership
FROM: Rae McQuade, Executive Director
RE: Meeting via teleconference of the REQ/RGQ Board members with the REQ/RGQ Executive Committee leadership
DATE: November 25, 2003

Dear REQ/RGQ Board and EC Leadership:

At the last Board Meeting, several of you had suggested that it might be useful for each Quadrant's Board members to meet separately via teleconference to discuss several issues. In discussions with retail quadrant leadership, it was determined that the issues are so closely aligned that it was appropriate to hold this call jointly. As such, on November 10, an announcement for this conference call was circulated and posted. We hope that you can participate in this informal session of the REQ and RGQ Board members and REQ/RGQ EC leadership to be held on December 3 from 11:00 am to 12:00 pm central. The meeting is of course open to all interested parties. Leonard Haynes and Mark Maassel will lead the call. The purpose of the call is to discuss items specific to the retail quadrants that may require the retail quadrants' Board members input, guidance or action.

A draft agenda is shown below and reflects suggestions received by November 24. I look forward to your participation.

Best Regards,

Rae McQuade

Rae McQuade
Executive Director

Draft Agenda
December 3, 2003 Conference Call - 11:00 am to 12:00 pm central

- 11:00 am 1. Introduction: Welcome, Antitrust Guidelines
- 11:10 am 2. Discussion of Meeting with Chairman Wood on November 10
- 11:20 am 3. Discussion of roll-out of retail business practice standards at the Winter NARUC meeting
- 11:30 am 4. Conference calling charges for meetings in which you can participate in person
- 11:40 am 5. Other December 4 Board Agenda Items for discussion specific to retail concerns
- 11:50 am 6. Other issues
- 12:00 pm 7. Adjourn



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REQ Distribution:

Distribution to the REQ Board Members:

Bill Bourbonnais	Assistant Vice President - Transmission, WPS Resources Corporation (MAIN NERC Region)
J Cade Burks	President, EC Power
H. Ward Camp	Vice President Regulatory and Strategic Alliances, Distribution Control Systems, Inc.
Leonard Haynes	Executive Vice President and Chief Marketing Officer, Southern Company Services (SERC NERC Region)
Dave Koogler	Director - Regulation & Competition, Dominion Virginia Power (SERC NERC Region)
Brian Landrum	President, Reliant Energy Retail Services
Johnny Magwood	Vice President Customer Services, Baltimore Gas and Electric Company
Sonny Popowsky	Pennsylvania Office of Consumer Advocate
John Williams	Chief Executive Officer and Co-founder, 8760.
Stacey Wood	Director, The Structure Group
Jason Woodward	Director of Business Services, Tractebel Energy Services, Inc.
Richard Zelenko	General Manager, Dominion Retail Inc.

Executive Committee:

Jim Buccigross, Executive Committee Chairman
Jim Minneman, Vice Chair of the EC representing the REQ

Customer Processes Subcommittee:

Rick Alston, Old Dominion Electric Cooperative

Supplier-Utility Interface Subcommittee:

Bill Newbold, Detroit Edison Company

Technical Electronic Implementation Subcommittee:

Mark Jarrett, Southern Company

Glossary Subcommittee:

Mark Jarrett, Southern Company



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RGQ Distribution:

Distribution to the RGQ Board Members:

Joseph F. Bodanza	Senior Vice President for Finance Operations & Regulatory Affairs, KeySpan Energy
Tina Burnett	Consumer Counselor Chair, Northwest Industrial Gas Users Association
Dave Darnell	President & CEO, Systrends Inc.
Greg Lander	Principal, CapacityCenter.com
Mark T. Maassel	Vice President Regulatory & Government Policy, NiSource, Inc.
Randy Magnani	Director C&I Operations, Amerada Hess Corporation
Matthew G. Parsell	Assistant Director, Natural Gas Division, Indiana Office of Utility
Dave Pfeifer	Vice President - Energy, EnForm Consulting, LP
Richard J. Rudden	President & CEO, R. J. Rudden Associates, Inc.
Glen R. Schwalbach	Assistant Vice President Corporate Planning, Wisconsin Public Service Corporation
Leigh Spangler	President, Latitude Technologies Inc.
Paul J. Szykman	Manager - Rates & Strategic Planning, UGI Utilities, Inc.
Craig White	Acting Chief Operating Officer, Philadelphia Gas Works

Executive Committee:

Jim Buccigross, Executive Committee Chairman
Mike Novak, Vice Chair of the EC representing the RGQ

Customer Processes Subcommittee:

Barb Fatina, Exelon Energy
Bill Oppenheim, Peco Energy Company

Supplier-Utility Interface Subcommittee:

Suzanne Calcagno, UBS Warburg Energy, LLC

Technical Electronic Implementation Subcommittee:

George Behr, Energy Services Group, Inc.

Glossary Subcommittee:

Howard Gorman, RJ Rudden Associates
Don Sytsma, RJ Rudden Associates

Gas Practices Inventory Task Force:

Bruce Hayes, Ohio Consumers Counsel
Ken Yagelski, Washington Gas