



## 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 Supplier-Utility Interface Subcommittee, Posting for Interested Industry Participants  
**FROM:** Meghan McMillan, NAESB Staff  
**RE:** Final Minutes from the NAESB Retail Electric Quadrant and Retail Gas Quadrant Supplier-Utility Interface Subcommittee Conference Call – December 3, 2003  
**DATE:** December 17, 2003

---

**Retail Electric Quadrant and Retail Gas Quadrant  
Supplier-Utility Interface Subcommittee  
December 3, 2003 (12:00 p.m. – 2:00 p.m. Central)  
Final Minutes**

### 1. Administrative

Mr. Newbold opened the meeting and gave the antitrust advice. Introductions were made. Ms. Edwards moved, seconded by Mr. Precht to adopt the revised agenda. The agenda was adopted absent objection.

### 2. Discussion of Non-Disclosure Agreement

Mr. Newbold noted there were several responses to the request that legal representatives comment on the draft Non-Disclosure Agreement, and these responses are posted as work papers for today's meeting.

Concerns were voiced about the specificity of the Non-Disclosure Agreement. Participants suggested the document be generalized for use with any type of contract or redrafted as an outline for a Non-Disclosure agreement. It was agreed to redraft this document as an outline for the Non-Disclosure agreement. Ms. Heath volunteered to draft the outline to be presented during the January meeting.

### 3. Market Participant Red-line

Mr. Newbold stated he posted a red line of the Market Participant Interaction work paper which includes the changes made during the last meeting. The group agreed to use Mr. Newbold's reformatted draft document as a starting point for drafting Market Participant Interaction model business practices. Comments on this document will be solicited to be submitted by December 17 in preparation for the January SUIS meeting. Mr. Newbold volunteered to gather the comments and post them in a compiled spreadsheet to the NAESB web site by January 7, 2004.

### 4. Updates

Mr. Newbold noted comments on the draft Executive Summary and Introduction for the Creditworthiness Model Business Practices have been compiled and sent to the technical writer. The drafts are posted as work papers for this meeting. Discussion of these comments and the draft documents will be on the agenda for the January SUIS meeting.

There was a brief discussion concerning the use of web casting for future conference calls and meetings. It was agreed to discuss this further during the January meeting.

### 5. Next Steps

The next meeting is scheduled for January 13, 2004 in Atlanta, GA, hosted by Georgia Power.



## 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](mailto:naesb@aol.com)  
Home Page: [www.naesb.org](http://www.naesb.org)

---

### 6. Adjourn

Ms. Yetman moved, seconded by Ms. Heath to adjourn the meeting on December 3, 2003 at 1:23 p.m. Central.

### 7. Attendees

---

Name	Company
Alexander, Barbara	Maine Public Advocate
Barkas, Bill	Dominion Retail
Camp, Yvette	Southern Company
Coyle, Michael	PSE&G
Edwards, Mary	Dominion VA Power
Heath, Cathy	Georgia Power
Jones, Dan	Cinergy
Marino, Annunciata	Pennsylvania Public Utility Commission
McCain, Marcy	Duke Energy Gas Transmission
McMillan, Meghan	NAESB
Newbold, Bill	Detroit Edison
Precht, Phil	Baltimore Gas & Electric
Ray, Judy	Alabama Power Co.
Sarafin, Alex	NiSource
Yetman, Kathy	National Grid