



## North American Energy Standards Board

1100 Louisiana, Suite 3625, Houston, Texas 77002

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Home Page: [www.naesb.org](http://www.naesb.org)

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**TO:** NAESB Retail Gas Quadrant, Posting for Interested Industry Participants  
**FROM:** Meghan McMillan, NAESB Staff  
**RE:** Draft Minutes from the NAESB Retail Gas Quadrant Customer Processes Subcommittee Conference Call – March 4, 2003  
**DATE:** March 14, 2003

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**Retail Gas Quadrant  
Customer Processes Subcommittee  
March 4, 2003, 10:00 a.m. – 12:00 p.m. Central**

### 1. Administrative

Mr. Oppenheim opened the meeting and gave the antitrust guidelines. Introductions were made. Mr. Novak moved, seconded by Mr. Jansen, to adopt the agenda. Upon a procedural vote the agenda was adopted as written.

### 2. Review REQ CPS Draft Billing and Payment Document from Feb. 26/27 REQ CPS Meeting

Mr. Oppenheim noted the RGQ CPS will be meeting with the REQ CPS and will have an opportunity to contribute opinions and ask questions about the draft Billing and Payment document that the REQ CPS is developing. Mr. Oppenheim suggested participants review the draft Billing and Payment document and prepare questions or contributions prior to the April joint RGQ CPS and REQ CPS meeting.

Mr. Jansen asked if the RGQ CPS should schedule another conference call prior to the April meeting to organize comments on the draft document. Mr. Novak suggested comments be posted on the NAESB website. Ms. Camp noted at the end of the last REQ CPS meeting there were some items the subcommittee still needed to cover including the single retailer model, bill format, and the Billing and Service Agreement.

Ms. Fatina asked if the REQ CPS had written definitions for bill-ready and rate-ready. Ms. Camp stated the REQ is drafting a glossary and those two definitions are listed. She suggested the RGQ review this glossary and contribute comments. Mr. Novak noted the REQ will need to develop a method to make these definitions available to all subcommittees and task forces. Ms. Camp stated the REQ is still in the process of deciding exactly how the formatting of the definitions will be approached in the actual standards.

### 3. Other Business

No other business was discussed.

### 4. Next Meeting(s) and Agenda

The next RGQ CPS conference call was tentatively scheduled for March 26, 2003 at 10:00 a.m. – 12:00 p.m. CDT.

### 5. Adjourn

Mr. Zavodnick moved, seconded by Ms. Bahhur, to adjourn the meeting on March 4, 2003 at 10:48 a.m. CDT.



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### 6. Meeting Attendees

<b>Name</b>	<b>Company</b>
Alexander, Barbara	State of Maine Public Advocate
Arnaout, Mariam	American Gas Association
Bahhur, Samiah	Washington Gas
Bauer, Mike	KeySpan
Camp, Yvette	Southern Company
Davis, Dorman	Mississippi Power
Fatina, Barb	Exelon Energy
Hayes, Bruce	Ohio Consumers' Counsel
Jansen, Joe	PSE&G
Jones, Dan	Cincinnati Gas & Electric
Kilgore, Tom	Gulf Power
Kramer, Bernard	Michigan Consolidated
Marino, Annunciata	Pennsylvania Public Utility Commission
McMillan, Meghan	NAESB
Moran, Terry	PSE&G
Nishida, Les	Wisconsin Public Service Corporation
Novak, Mike	National Fuel
Oppenheim, Bill	PECO Energy
Sarafin, Alexander	NiSource
Stengel, Joe	Philadelphia Gas Works
Wilen, Eric	NYSEG
Zavodnick, Steve	Baltimore Gas & Electric