



North American Energy Standards Board

1100 Louisiana, Suite 3625, Houston, Texas 77002
Phone: (713) 356-0060, Fax: (713) 356-0067, E-mail: naesb@aol.com
Home Page: www.naesb.org

TO: NAESB Retail Gas Quadrant Executive Committee, Posting for Interested Industry Participants
FROM: Rae McQuade, NAESB Executive Director
RE: NAESB Retail Gas Quadrant Executive Committee Meeting Draft Minutes – February 19, 2003
DATE: March 9, 2003

**Retail Gas Quadrant Executive Committee
Wednesday, February 19, 2003
8:00 a.m. to 11:00 a.m. CST**

1. Welcome

Mr. Novak welcomed guests and thanked Entergy for hosting the Executive Committee meetings. Mr. Oncken gave the antitrust advice. Executive Committee members and observers introduced themselves.

2. Retail Gas Quadrant Draft Agenda & Draft Minutes

Mr. Sipe moved, seconded by Ms. Fatina, to adopt the draft agenda as written. The agenda was adopted without opposition. Mr. Sipe moved, seconded by Mr. Oppenheim, to adopt the draft minutes of the December 13, 2002 Retail Gas Quadrant Executive Committee meeting, with certain grammatical corrections. The motion passed without opposition.

3. Membership Drive Update

Mr. Novak announced Mr. Bodanza as a newly elected member of the RGQ Board of Directors. According to Mr. Novak, the RGQ currently has 42 members and the recruiting task force has not yet been established.

Ms. McQuade noted she would be attending the Winter NARUC meeting. She encouraged RGQ members attending association meetings to invite interested parties to participate in the NAESB process.

4. Subcommittee Updates and 2003 Annual Plan

Gas Practice Inventory Task Force

Mr. Yagelski and Mr. Hayes reported on the progress of the Gas Practices Inventory Task Force (GPITF), including the February Kickoff Meeting. It was reported the GPITF has three initial priorities: WGQ EDM, Creditworthiness, and Billing and Payment. The GPITF will hold a conference call on February 21, 2003. Mr. Novak noted some parties in the Retail Electric Quadrant (REQ) are concerned the efforts of the GPITF would slow down REQ standards development efforts. Mr. Novak said he assured the REQ members GPITF work would not impact REQ efforts.

Customer Processes Subcommittee

Mr. Oppenheim reported on the progress of the Customer Processes Subcommittee (CPS). Mr. Oppenheim noted the CPS has scheduled a conference call for March 4, 2003 at 10:00 a.m. CST. Additionally, Mr. Oppenheim stated he has notified the REQ CPS chair that he will be attending their upcoming meeting on Billing and Payment. Mr. Oppenheim requested comments on the draft REQ document prior to the meeting.



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Supplier Utility Interface Subcommittee

Mr. Novak reported on the progress of the Supplier Utility Interface Subcommittee (SUIS). Mr. Novak noted subcommittee work was started at the February Kickoff Meeting. Additionally, Mr. Novak stated the SUIS is currently seeking a co-chair.

Technical Electronic Implementation Subcommittee

Mr. Novak reported on the progress of the Technical Electronic Implementation Subcommittee (TEIS). Mr. Novak stated the TEIS drafted its mission statement at the February Kickoff Meeting. According to Mr. Novak, the TEIS draft mission statement stresses the importance of the subcommittee working with the REQ TEIS and Wholesale Gas Quadrant (WGQ) EDM Subcommittee. Mr. Novak noted WGQ EDM standards are already being used for both gas and electric retail transactions in many states.

Update of the 2003 Annual Plan

Subcommittee assignments were completed. Please see attached redlined 2003 RGQ Annual Plan for assignments and other changes. Mr. Novak proposed that completion dates for the annual plan assignments would be completed during the next RGQ Executive Committee meeting. Mr. Novak stated his desire that annual plan items common to the RGQ and REQ be assigned parallel completion dates.

Mr. Oppenheim moved, seconded by Ms. Fatina, to adopt the revised 2003 RGQ Annual Plan. During discussion additional changes were noted. Mr. Oppenheim and Ms. Fatina accepted the additional changes. On a procedural vote, the changes to the 2003 RGQ Annual Plan were adopted without opposition.

5. Election of RGQ Second Vice Chair

Mr. Novak informed participants that the nomination period for the RGQ EC Second Vice Chair had ended with Ms. Calcagno being the sole nominee. Mr. Novak entertained additional nominations. Seeing none, Ms. Calcagno was elected the RGQ EC Second Vice Chair by acclamation.

6. Other Business

Ms. McQuade stated the NAESB office is currently coordinating with NARUC to develop a monthly conference call to update regulatory officials on the progress of NAESB standards development efforts. The call will be scheduled for the same time each month and will last approximately one hour. It was noted this call is more informal than the NAESB Advisory Council, and would presumably reach the commissioners' working staff level. Ms. McQuade noted the regulatory conference calls will provide an opportunity for the retail quadrants to forge a relationship with NARUC staff.

Participants brainstormed ideas for the joint RGQ/REQ meeting being held subsequent to this meeting. Points of discussion included publication cycle and processes, joint development of standards between the RGQ and REQ, and process precedent for joint quadrant work. At the end of discussion, the sense of the room was that all RGQ EC members want to work as closely as possible with the REQ subcommittees.

Mr. Novak stated the RGQ method of standards publication has not been established. Mr. Novak suggested that conceptually, the RGQ should consider whether it makes sense to publish RGQ and REQ standards together or separately. Mr. Novak noted publication is a massive effort. Mr. Novak expressed his opinion that the retail quadrants should publish together, but note within that publication which standards apply to gas, electric, or both.



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Mr. Sipe asked if the RGQ EC proposed to align its subcommittees with the REQ subcommittees in working toward the single set of standards. If this is the method chosen, Mr. Sipe noted the importance of formal structure in the new group, since there is no precedence for quadrants working together on joint issues. It was proposed for the initial round of standards, one quadrant could be the creator of standards and the other quadrant could review the drafted standards. Mr. Novak noted joint processes need to be discussed.

Ms. Alexander asserted developing the standards in tandem between electric and gas would preserve resources, particularly for work on common issues. It was noted the goal of working together would become incrementally more difficult unless the process was developed during the early stages of subcommittee work.

Ms. Hess asked what impact the decision to consider publishing retail quadrant standards in tandem would have on the EDM books, which would more likely apply to all four quadrants. Participants discussed the merits and logistics of publishing EDM standards. During discussion Mr. Novak expressed his preference for a single document. However, the following issues were noted for that approach: 1) how to structure the document when a standard applies to one quadrant, and 2) how to address the complexities of the publication schedule when the WGQ standards are published in July 1 and retail standards will be published at a different time and the result could be a disconnect in the EDM standards. Ms. Davis said a four quadrant EDM might be a progressive process, and noted the preference for one manual might be a presupposition. Mr. Behr concurred with the importance of a single EDM manual.

Mr. Buccigross suggested a starting point on the EDM standards coordination effort might be the clear decision that the RGQ and REQ would work together on the EDM standards, and then seek a determination from the WGQ that the WGQ EDM Subcommittee would work with the retail quadrants.

7. Adjourn

Mr. Novak adjourned the meeting at 9:40 a.m. CST.



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10. Executive Committee Attendance

	Title, Organization	Attendance
DISTRIBUTORS SEGMENT		
Ken Yagelski, alt. for Nancy Cianflone	Department Head of Regulatory Affairs, Washington Gas	In Person
Joseph M. Jansen	Manager Supplier Regulations, Public Service Electric and Gas Company	In Person
Leslie H. Nishida	Gas Federal Regulatory Supervisor, Wisconsin Public Service Corporation	In Person
Michael Novak	Assistant General Manager, National Fuel Gas Distribution Corporation	In Person
William Oppenheim	Manager, Asset Optimization, PECO Energy	In Person
Steven M. Zavodnick	Senior Engineer Gas Operations, Baltimore Gas and Electric Company	Phone
END USERS SEGMENT		
Bruce M. Hayes	Senior Regulatory Analyst, Ohio Consumers' Counsel	Phone
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SERVICE PROVIDERS SEGMENT		
Rod Sipe	President, New Science Partners	In Person
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SUPPLIER SEGMENT		
Suzanne Calcagno	Associate Director, Regulatory Compliance, UBS Warburg Energy, LLC	Absent
Barbara A. Fatina	Vice President, Exelon Energy	In Person
Marcy McCain	Project Manager - Regulatory Affairs, Duke Energy Gas Transmission, LLP	In Person
Richard Zollars	Director, Data and Information, Dominion Retail, Inc.	Absent
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11. Other Participation

Administrative:

Rae McQuade	-Executive Director
Veronica Thomason	-NAESB Staff
Todd Oncken	-NAESB Staff



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Observers to the Meeting:

Name	Company	In person/Phone
Barbara Alexander	Indiana UCC	In Person
Mariam Arnaut	American Gas Association	In Person
Bill Barkas	Dominion Retail	Phone
George Behr	ESG	Phone
Jim Buccigross	Group 8760	Phone
Kathryn Burch	Duke Energy - Texas Eastern	In Person
Christopher Burden	Williams Gas Pipeline	In Person
Tina Burnett	Boeing Company	In Person
Dale Davis	Williams Gas Pipeline	In Person
Andy Dotterweich	Consumers Energy	In Person
Bill Griffith	El Paso Western Pipelines	In Person
Theresa Hess	Reliant Energy Retail Services	In Person
Ruth Kiselewich	Baltimore Gas & Electric Company	Phone
Steve LaFond	Boeing	Phone
Annunciata Marino	PA Public Utilities Commission	Phone
Jim Minneman	PPL Solutions	Phone
Terry Moran	Public Service Electric & Gas Company	Phone
Lawrence Paulson	Hoffman-Paulson Associates	In Person
Marjorie Perlman	Energy East Management Corporation	In Person
Judy Ray	Alabama Power	Phone
Lisa Robert	Defense Energy Support Center	Phone
John Russom	Alabama Power	Phone
Leigh Spangler	Latitude Technologies	In Person
Paul Szykman	UGI Utilities	Phone
Stephen Ward	Maine Public Advocate	In Person