



# 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 Glossary Subcommittee,  
Posting for Interested Industry Participants  
**FROM:** Meghan McMillan, NAESB Staff  
**RE:** Final Minutes from the NAESB Retail Electric Quadrant and Retail Gas Quadrant  
Glossary Subcommittee Conference Call – January 28, 2004  
**DATE:** March 8, 2004

**Retail Electric Quadrant and Retail Gas Quadrant  
Glossary Subcommittee  
January 28, 2004 (9:00 a.m. – 11:00 a.m. Central)  
Final Minutes**

## 1. Administrative

Mr. Eynon opened the meeting and gave the antitrust advice. Introductions were made. Ms. Edwards moved, seconded by Ms. Camp to adopt the December 18, 2003 draft minutes as revised and the December 2, 2003 draft minutes as written. The minutes were adopted absent objection. Ms. Camp suggested adding a discussion of the mission statement and the two terms left out of the billing and payments model business practices. These items were added under other business. Mr. Jones moved, seconded by Ms. Roberts to adopt the agenda as modified. The agenda was adopted as modified absent objection.

## 2. Discuss and Approve Definitions for the Following Terms:

### Distribution Company Operational Manuals

“Documents prepared and published by Distribution Companies that describe in detail the operating processes/procedures used to perform retail access functions.”

Ms. Camp asked how the suppliers obtain copies of these Distribution Company Operational Manuals. It was noted that these manuals are usually posted on web sites and can be sent out in hard copy form. Mr. Jones stated that each company may have a different way of sharing this information and suggested ending the sentence after ‘functions’ and removing the phrase ‘that will be.’ Ms. Camp suggested adding the word ‘publicly’ after ‘published.’ It was agreed not to make Ms. Camp’s change.

### Distribution Company – Supplier Service Agreement

“A bi-lateral contractual agreement between the Distribution Company and the Supplier that determines the parties’ roles, responsibilities, and interactions in serving retail access Customers. Usually this will be the master agreement that will cover most aspects of providing retail access service. There may be one or more subsidiary agreements, covering specific functional areas.”

It was agreed that the definition of Distribution Company – Supplier Service Agreement required no edits.

### Market Participant Service Agreements

“All contractual agreements between or among Market Participants that determines the parties’ roles, responsibilities, and interactions in serving retail access Customers. This includes the Distribution Company-Supplier Service Agreement and any other agreements executed by Market

Deleted: ion  
Deleted: that will be  
Deleted: so that Suppliers are aware of, and can fulfill, their responsibilities.



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Participants to facilitate retail access (e.g. a contract among a meter reading entity, the Distribution Company and the Supplier detailing how usage data will be provided)."

The above redlined changes were recorded after a brief discussion of this definition.

The group decided to vote on the three terms together. Mr. Jones moved, seconded by Ms. Edwards to adopt all three terms as revised. The terms were approved as revised absent objection.

### 3. Other Business

It was noted that the mission statement has been approved and is posted.

The group discussed the Process for Adopting Definitions. Mr. Newbold previously suggested any definition requests coming from outside the glossary subcommittee or EC should be triaged. Ms. Camp stated that even requests from within the EC or the glossary subcommittee should go through Triage to make the other quadrants aware that the requested definitions will be discussed. The group discussed and agreed to changes to clarify this issue. These changes are recorded in the attachment to these minutes.

It was noted that the discussion of the terms left out of the Billing and Payments Model Business Practices would be added to the agenda for the February EC meeting.

### 4. Next Meeting

March 17, 2004 (9:00 a.m. – 11:00 a.m. Central) was suggested as the date for the next Glossary Subcommittee conference call.

### 5. Adjourn

Ms. Edwards moved, seconded by Mr. Jones to adjourn the meeting on January 28, 2004 at 10:33 a.m. Central.

### 6. Attendees

Name	Company
Camp, Yvette	Southern Company
Edwards, Mary	Dominion Virginia
Eynon, Patrick	Ameren
Jones, Dan	Cinergy
McMillan, Meghan	NAESB
Robert, Lisa	Defense Energy Support Center