



North American Energy Standards Board

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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 – November 20, 2003

DATE: December 17, 2003

**Retail Electric Quadrant and Retail Gas Quadrant
Glossary Subcommittee
November 20, 2003 (9:00 a.m. – 11:00 a.m. Central)
Final Minutes**

1. Administrative

Mr. Eynon opened the meeting. Ms. McMillan gave the antitrust advice. Introductions were made. It was decided to remove the discussion of the REQ Co-Chair from the agenda. Mr. Newbold moved, seconded by Ms. Camp to adopt the agenda as modified. The agenda was adopted as modified absent objection. Mr. Jones moved, seconded by Mr. Newbold to adopt the October 30, 2003 draft minutes as written. The minutes were adopted as written absent objection.

2. Review REQ and RGQ Glossary Subcommittee Mission Statements

Participants reviewed the mission statements and made changes by mutual agreement. Mr. Eynon volunteered to update the documents with the suggested changes and submit these documents for the Executive Committee's approval at their next meeting. The modified mission statements are shown as attachments to these minutes.

3. Develop Glossary Subcommittee Processes for Formulating and Adopting and Changing Approved Definitions

Mr. Eynon reviewed the draft work paper he submitted, which outlines a proposed process for formulating, adopting and changing definitions. Changes were suggested to these processes by participants and recorded on the work paper. The modified work paper is shown as an attachment to these minutes. It was agreed that there would be one process that applied to both the REQ and RGQ Glossary Subcommittees.

The group agreed there should be a designated individual in each business practice subcommittee to communicate with the Glossary Subcommittee about definitions that are required. It was suggested that the Chair should have control of this designation. Terms and definitions will be forwarded by the business practice subcommittees to the Glossary Subcommittee co-chairs and the NAESB office for posting and consideration.

4. Other Business

It was suggested that the Glossary Subcommittee should maintain a document that tracks the history of definitions in order to have a record of changes made to proposed definitions. It was agreed to discuss this issue in detail during the next conference call.

5. Next Meeting

The next meeting was scheduled for December 2, 2003 (9:00 a.m. – 11:00 a.m. Central).



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6. Adjourn

Mr. Jones moved, seconded by Mr. Sytsma to adjourn the meeting on November 20, 2003 at 11:01 a.m. Central.

7. Attendees

Name	Company
Camp, Yvette	Southern Company
Eynon, Patrick	Ameren
Jones, Dan	Cinergy
McMillan, Meghan	NAESB
Newbold, Bill	Detroit Edison
Robert, Lisa	Defense Energy Support Center
Sytsma, Don	RJ Rudden