



North American Energy Standards Board

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TO: NAESB Retail Gas Quadrant, Posting for Interested Industry Participants

FROM: Ken Yagelski, Gas Practices Inventory Task Force Chairman

RE: Draft Minutes from the NAESB Retail Gas Quadrant Gas Practices Inventory Task Force Conference Call – March 7, 2003

DATE: March 11, 2003

**Retail Gas Quadrant
Gas Practices Inventory Task Force
Friday, March 7, 2003
Draft Minutes**

1. Administrative

Mr. Yagelski opened the meeting and gave the antitrust guidelines. Introductions were made. Mr. Hayes moved, seconded by Mr. Gorman, to adopt the draft minutes from February 21, 2003. Upon a procedural vote, the minutes were adopted as written. Mr. Hayes moved, seconded by Mr. Gorman, to adopt the agenda as written. Upon a procedural vote the agenda was adopted as written.

2. Discussion of Proposed Survey Questions

Mr. Yagelski discussed the status of the survey questions. He solicited ideas on the distribution of the survey for response.

Mr. Nishida suggested that the survey be distributed to all NAESB Retail Gas Quadrant members, regardless of their member segment. Mr. Sarafin discussed the merits of a broader distribution base. Mr. McGill offered comments concerning the possible assistance of the American Gas Association (“AGA”) to distribute the survey to some subset of the AGA’s membership.

Mr. Yagelski expressed his concern with the possibility of a poor response rate for the survey. Mr. McGill discussed concepts that may help improve response rate, such as reducing the number of questions and providing sample answers. Mr. Gorman discussed the telephonic follow-up process used by his company when they conduct surveys and volunteered to contact some portion of the survey recipients to urge their participation.

3. Progress Report and Next Steps

Mr. Yagelski discussed the need to receive comments on the draft survey questions from the chairmen for the Customer Processes Subcommittee, the Supplier / Utility



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Interfaces Subcommittee, and the Technical Electronic Implementation Subcommittee, before they are distributed for comment from the wider NAESB audience. Upon receiving the subcommittee chairmen's comments, they will be posted to the NAESB web site with a request for comments to be received by Friday, March 14, 2003.

Once comments are incorporated into the surveys, they will be distributed to all identified parties by March 21, 2003. Responses will be requested by Friday, March 28, 2003.

4. Proposed Upcoming Meetings

Tentative dates for upcoming meetings were scheduled as follows:
Friday, March 21, 2003 (11:00 a.m. - 12:00 p.m. CDT).

5. Adjourn

Mr. Sarafin moved, seconded by Mr. Hayes, to adjourn the meeting on March 7, 2003 at 11:50 a.m. CDT.

6. Attendees

Name	Company
Gorman, Howard	RJ Rudden Associates
Hayes, Bruce	Ohio Consumers Counsel
McGill, Chris	American Gas Association
Nishida, Leslie	Wisconsin Public Service Company
Sarafin, Alexander	NiSource
Yagelski, Ken	Washington Gas